



# Eastern Pennsylvania Rugby Union Policies effective January 20, 2025

Acting Board of Directors  
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# Competition

## General

### Field Preparation and Sideline

Effective January 1, 2025 all matches played in the Eastern Pennsylvania Rugby Union must abide by the Field Preparation and Sideline procedure outlined below.

All matches are expected to be played and conducted in accordance with disciplined and good sporting behavior. These principles cannot be upheld solely by the referee or other match and Union officials but must also be upheld and observed by players and those who manage, administrate, coach or teach the game as well as the spectators who observe a match.

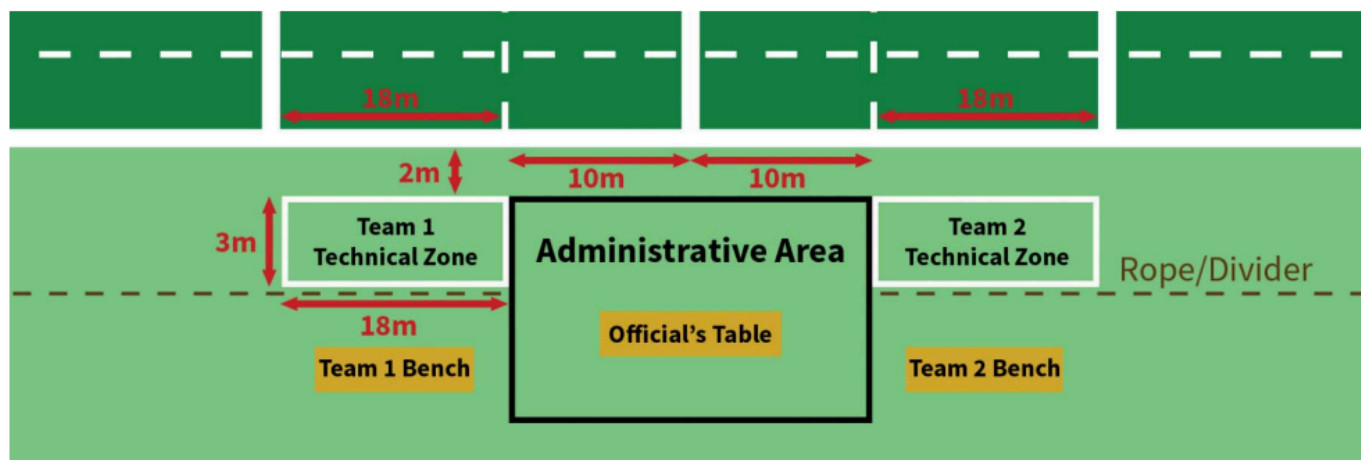
All union members must abide by World Rugby Field dimensions.

All union members must provide the correct USA Rugby Technical Zone and Sideline

Management Guidelines.

Requirements per Eastern Pennsylvania Rugby Referee Society state that there must be clearly defined technical zones separating teams at the 50 meter line and a clearly defined spectator area separated from each team. The spectator area can be on the opposite side of the field. Failure to comply may result in protest and/or additional fines stated below.

### ***USA RUGBY TECHNICAL ZONE (TZ) & SIDELINE MANAGEMENT GUIDELINES***



### USA RUGBY TECHNICAL ZONE (TZ) & SIDELINE MANAGEMENT GUIDELINES

If union members do not abide by USA Rugby guidelines complaints can be filed to the Eastern Pennsylvania Rugby Union's Competition Chair via [Protest Procedure](#). All violations last for one year.

1st Violation: Written warning

2nd Violation: \$100 fine

3rd Violation: \$250 fine and loss of point

4th violation: \$500 fine and loss of home game.

Any incidents in regards to spectators must be submitted to the Competitions Chair and to be reviewed. If violations are found the violations listed above will be implemented.

## Referees

The Eastern Pennsylvania Rugby Union utilizes different referee societies to fulfill their matches. I.E. Eastern Pennsylvania Referee Society, Potomac Referee Society, Mid Atlantic Rugby Referees, and etc. Our Union is at the discretion of these societies to fulfill assignments for our games.

- All matches are to be played under the control of a certified referee.
  - Assignments are typically posted by Wednesday for a match to be played on Saturday.
    - Union Members are responsible for confirmation of match fixtures to the referee assigned no later than 9:00 PM the Thursday before the match. Failure to do so may result in the referee being removed from assignment.
  - Any assignment labeled TBD, indicates the ref society is still trying to find coverage.
    - If by 9:00 PM Thursday the match still has TBD please contact the competition coordinator for your division.
    - If no certified referee is available for a game the match can be postponed to a later date. If there is no date for possible makeup the Competition's Committee will make a decision on what shall be done.
- If a certified referee has NOT been assigned by the Eastern Pennsylvania Rugby Referees Society, then the home team must supply a certified referee; if the home team cannot do so, the visiting team can do so. Eastern Pennsylvania Rugby Referees Society referees and club referees who have received USA Rugby Referee Certification are automatically approved.
- If the assigned referee does not show, or the teams cannot find a replacement certified referee, then the match is to be rescheduled and played before the start of the playoffs. The home team must advise their Coordinator within 24 hours of the originally scheduled match date in this matter.

## Referee Abuse

The Eastern Pennsylvania Rugby Union has zero tolerance for referee abuse. If a referee society does not want to assign referees to a club due to referee abuse Eastern Pennsylvania Rugby Union will support their decision. If a team has received a referee abuse related sanction, or penalty, from any of the referee societies the following action will be taken:

1. Sanctioned team will lose home privileges for the duration of the sanction.
  - a. Non-Sanctioned teams may waive hosting if a referee cannot be found by 8 PM the Friday before the match.
2. Match and/or matches cannot be postponed due to not being able to find a referee.
3. Referee must be a certified referee.
  - a. If non-sanctioned team has allowed sanction team to host the referee must be approved by non-sanctioned team by 8 PM the Friday before the match
4. Referee must not be registered with either team.

If further referee abuse is recorded by a team that has already received sanctions that competitive cycle the Competition Coordinator and the Eastern Pennsylvania Rugby Union Executive Committee will discuss further action within 48 hours of being notified of the sanction.

“ Referee Abuse includes, but is not limited to:

- Any intentional, but nonconsensual, contact with any Match Official;
- Verbal and nonverbal communication which contains foul or abusive language or which implies or directly threatens physical harm or injury of any sort to any Match Official;
- Any threat of damage to or damage to a Match Official's personal property;
- Repeated instance of on-field player dissent (as defined in the World Rugby Laws); Repeated questioning of calls during ongoing match play, whether to the center referee or to an AR, by those otherwise permitted to be in the playing enclosure (replacements, coaches, trainers, e.g.). Only individuals who may raise questions with calls are head coaches and captains. Questions should be posed in a respectful manner directly to the center referee. A captain may politely speak to a Match Official during a match; a coach may politely speak to a Match Official before and after the match;
- After being warned, as provided in this rule, any failure of any player, coach, administrator, medical and support personnel, or fan to immediately leave the playing enclosure or technical zone on the request of any Match Official;
- Sexual or violent gestures and/or kicking or throwing objects in response to the Match Officials' call, non-call, or other action in officiating the match.
- Referee abuse is not limited to on-pitch behavior:
- Abuse may happen at any time that the Match Official is acting in their duties, and may include arriving to and leaving the Match location.
- Abuse may happen may through questioning/impugning honesty/integrity of match officials away from pitch. “

For more information regarding what referee abuse is please visit:

[Referee Abuse - Eastern Pennsylvania Rugby Referee Society](#)

## Match Dates

Matches must be played on the dates set by the Eastern Pennsylvania Rugby Union. If there are extenuating circumstances which preclude either team from playing on that set date, then a mutually agreeable alternate date and reason for the change shall be submitted, in writing, to the division's coordinator.

No changes shall be permitted without approval of the Eastern Pennsylvania Rugby Union Division's Coordinator. No changes will be considered within 2 weeks of the match unless they are weather related.

## Pre-Match Day Communication

The hosting club will initiate an email to all involved parties by Thursday preceding the match and will include the field address, timetable, jersey color(s), and Emergency Action Plan. All parties are defined as all referees appointed and all match secretaries, although multiple club reps should be copied.

If multiple clubs are hosting at the same pitch as separate events, they are each responsible for their own communications.

Clubs hosting multiple matches at a single location for multi-sides should incorporate all match coordination into a single communication.

Emergency Action Plans must include pitch location, all medical personnel available at the pitch, procedure of who is doing what in case an ambulance needs to be called, and the closest medical facility including urgent care, hospitals, and emergency departments.

## Kit Requirements

- All players must play in matching jerseys, shorts & socks whose colors. Jerseys must be clean, free from holes and tears.
- Jerseys may be short-sleeved but must not be "cut-offs" or sleeveless. Short-sleeved, hemmed jerseys must cover the bicep.
- Shorts must be clean and free from holes and tears. Bike shorts or spandex shorts may be worn under rugby shorts. Socks must be clean and free from holes and tears.
- Numbers on jerseys (for the correct positions) are mandatory for all teams and must be clearly visible during play.
  - If teams do not have the correct numbers for the correct positions, they must notify the other team and the assigned referee.
- During pre-match communication both teams must notify each color of their jerseys. If both teams are the same color of jerseys, then the away team must use secondary jerseys. The home team can provide the secondary jerseys also if the away team does not.
- Upon arrival the referee has the final say on if clubs' jerseys are appropriate and correct.
- Failure to comply with the Kit Requirements is grounds for protest and may result in forfeit by the offending team. See [Protest Procedure](#)

## Day and Time of League Matches

League matches should kick off between 10:00am and 4:00pm on Saturday, unless a mutually agreeable change is made and reported to the appropriate referee association and to Eastern Pennsylvania Rugby Union's Competition's Chair, and competition coordinator.

## Divisional Play Rules and Regulations

Divisional and playoff games will be played in season(s) in accordance with the schedule provided by the Eastern Pennsylvania Rugby Union.

## Determination of Final Standings

Points will be awarded as follows:

+4 points for a win

+2 points for a tie\*

0 points for a loss

+1 point for 4 or more tries scored in a game

+1 point for a loss by 7 points or less

\* There is NO overtime in divisional play matches. Overtime will only be played during playoffs, challenge matches, or championships and can be found at <https://rugby.org/competition-policy-for-15s/#ot15s>.

All original matches must be played before Eastern Pennsylvania Rugby Union's quarterfinals to appropriately determine standings. Should a game need to be canceled due to weather, it is the hosting team's responsibility to coordinate another day they can face their opponent prior to quarterfinals.

### Tie Breaking Procedure in Final Standings

- Results between tied teams
- Cumulative point differential in all division games (points for minus point against = differential)
- Number of tries scored in division games
  - Must be recorded on match report form
- Cumulative point differential of common non-division Eastern Pennsylvania Rugby Union opponents in current season

### Tie Breaking Procedure

Ties in the standings based on competitive points only will be broken in the following order:

1. Head-to-head matches win loss record
2. Head-to-head points differential
3. Head-to-head try differential (Tries for less tries against)
4. Average point differential excluding forfeits of non-common opponents
5. Aggregate points differential excluding the results of matches against any common opponent that has forfeited to either team
6. Average number of tries, excluding forfeits (Tries for less tries against)
7. Most tries scored excluding forfeits
8. Toss of a coin

### Failure to Play Match

Eastern Pennsylvania Rugby Union provides a league schedule to all clubs prior to the beginning of the competition cycle. By agreeing to be a part of a specific division, it is understood that a club will fulfill the obligation of playing the entire league schedule. If a match cannot be played within a season due to weather cancellations and/or an inability to reschedule the match within the league season, both clubs will be awarded 0; a team may receive 1 match point if they have communicated with their Eastern Pennsylvania Rugby Union coordinator regarding the match as stated in the Inclement Weather Policy.

A club can request that a match be rescheduled, upon agreement from both clubs the match may be rescheduled. The updated information must be captured in Rugby Xplorer and reported to the appropriate



division coordinator and referee society immediately.

If a club requests a match to be rescheduled and the opponent does not agree, then a division coordinator will be called upon to mediate the rescheduling attempt. In this mediation, only valid reasons will be supported for rescheduling requests. Valid reasons are considered to be "Weather" and "Field Cancellations." Non valid reasons are considered to be "Too many injuries," or "not enough to field a full side." Validity of reasons will be assessed on a case-by-case basis. Non valid reasons that lead to a match not being played will result in a forfeit of the team presenting these reasons. If further escalation is needed the Eastern Pennsylvania Rugby Union's Competition Chair may be contacted to review the validity of the rescheduling request.

Once a match is rescheduled, weather may require that the match not be played; due to the lack of available weekends within the season schedule, it may not be possible for a third attempt to schedule the match. Therefore, a rescheduled match (with a valid reason) that is cancelled each team will be awarded 0 points. A rescheduled match (with no valid reason) will be forfeited by the team that initiated the request to reschedule the match, see [forfeit policy](#) below.

## Protest Procedure

The Team Captain must advise the referee BEFORE KICKOFF that their team wishes to register a protest and give the reason. The referee must notify the opposing Team Captain that a protest has been lodged and for what reason. The referee should give the offending team a reasonable amount of time to correct the circumstances of the protest. If the circumstances are not corrected, the referee and protesting team MUST notify their respective Coordinator, in writing, within 48 hours of the circumstances of the protest. The protest will be reviewed by the Eastern Pennsylvania Rugby Union Executive Committee and the teams involved will be notified of the Executive Committee's decision within 48 hours of the protest submission.

## Protesting Match Outcome

Any Union Member can protest the outcome of the match. All protests must be emailed to the Eastern Pennsylvania Rugby Union Secretary ([secretary@epru.org](mailto:secretary@epru.org)), no later than midnight of the day which the Union Member played. To protest the outcome of the game members must provide a written explanation of the protest, any witness to support their protest, and any other contact information. The secretary will then send this to the Competition's Committee as they will determine the ruling of the protest.

## Forfeit Policy

A forfeit is determined as not having 12 members available and registered to play on the day of the match. Any matches forfeited will count as a penalty (during match forfeit, illegal player, morning/day of match etc.). Forfeited matches will be counted as a 28-0 (4 converted tries) win for the non-offending side and will receive the full 5 points, while the offending side will receive a -1 penalty per the Super 14 system. If teams agree to a friendly match despite not having the minimum 12 players the penalties will be avoided. This exception will be a one time exception, thus any future forfeits will result in penalties.

Teams needing to reschedule must notify (via email) the Division's Coordinator and opponent two days (approximately 48 hours) prior to day of match.

Any club that forfeits a league match in the season, where there is no attempted rescheduling effort made and a match does not take place at all, shall be subject to competition penalties as outlined below. If a team requests a forfeit on Saturday morning, the offending team will travel to the opponent pitch the next two scheduled matches, or may have the option of traveling to the opponent's field twice or waive the next scheduled league home match of the following season(s). This is in addition to the penalties listed below.

Penalties:

- 2 forfeits within a competitive cycle will result in automatic relegation and ineligible for playoffs.
- 3 or more forfeits within a competitive cycle will result in suspension from league play.

## Inclement Weather

This policy applies to all matches played under the jurisdiction of the Eastern Pennsylvania Rugby Union. Rain or bad weather in and of itself is an insufficient reason to cancel a match. However, field policies and player safety (both traveling to and playing in the match) must be considered when making a game decision regarding inclement weather. Either before or during the match, the referee has the power to cancel the match due to existing unsafe playing conditions in their opinion.

Each home team should be aware of the rules governing use of its home pitch by the Owner of the field (i.e. Fairmount Park, University, Township, etc.) during adverse weather conditions. Any field restrictions should be communicated to opponents when scheduling and referees when confirming matches. If a field is closed by an Owner, the match is canceled and must be rescheduled if it is a divisional play match.

If the current or pending weather is unfavorable, teams are expected to keep an open line of communication with their opponent, competition coordinator, and the referee involved. Open line of communication means phone calls with discussion or an active exchange of emails; one-way communications are not acceptable (i.e. voicemail and/or emails without a reply).

If the decision is mutually reached to postpone the match, teams should communicate this to the referee, the Eastern Pennsylvania Rugby Referee Society allocations secretary and appropriate Eastern Pennsylvania Rugby Union coordinator immediately. Teams should set make-up match details by the Monday following the originally scheduled match and communicate them to the Eastern Pennsylvania Rugby Union Competition Chair and Coordinator. Divisional play matches must take precedence over any 'friendly' matches.

If a mutual rescheduling decision cannot be reached between the teams, both teams should contact their respective Eastern Pennsylvania Rugby Union coordinator outlining the details surrounding the disagreement. This should be a very last resort, teams are expected to work out match details on their own as much as possible and come to an appropriate decision. Both teams involved are expected to be respectful of their opponent's situation as well as uphold their commitment to play the match.

Failure to make up a match will result in 0 awarded to each team depending on the circumstances; a team may receive 1 match report point if they have communicated with their Eastern Pennsylvania Rugby Union coordinator regarding the match. Further disciplinary action or fines may be assessed depending on the circumstances up to and including the procedure detailed in the above [forfeit policy](#).

If league games cannot be rescheduled due to postponement, then the standings are to be determined by points divided by games played thus the average points will be the standing.

### Severe Weather

- Rain would not be included in this unless the field owner withdraws field usage, or the field conditions are ruled unsafe by the referee and/or both team captain(s).
- Assumptions:
  - The field will be available for a 3.5-hour window for each match from the time of the scheduled kickoff.
  - The field and weather conditions were acceptable to both teams at the first half kickoff.
  - The field remains in safe condition after a weather delay. All parties (teams and referee) must agree that the field is playable prior to a restart; if not, the game will be suspended and will be adjudicated as described in Disputes below.
- The 80-minute match must be fully completed within the 3.5-hour window. The final whistle must either be before the 3.5-hour window concludes or coincide with the end of the match.
  - The match may go beyond the 3.5-hour window, but that must be by agreement of all parties.
- Teams may agree to suspend the match before the 3.5-hour window and use the USA Rugby guidelines for game completion determination.
- If the match cannot be completed, the USA Rugby guidelines will come into effect for determination of match completion or a later restart date (dependent on time in the match).
- In the rare event that overtime is needed in a single-game playoff match and the 3.5-hour window has expired, play the match out if possible. If that option is not viable, the match will be suspended and will be handled under Disputes (below).
- Disputes: The Competitions Coordinator and Committee will handle all disputes that may arise. All parties must provide narratives, which should include video and/or photos.

For matches played, incomplete matches, and lightning policies see link below.

[USA Club Rugby: 'Match Played' & Weather Cancellation Policies](#)

### Playoffs/Championship

In an event that there needs to be a postponement of an Eastern Pennsylvania Rugby Union playoff match under all competitions, and there is no available make-up date, that game can be rescheduled for that Sunday.

All playoff postponement or rescheduling of matches will be shared with their respective competition coordinator the week before playoffs by the competition's committee.

### National Championship Series and Atlantic Super Regional Playoff Substitutions

Eastern Pennsylvania Rugby Union teams that make the Atlantic Super Regional or USA Rugby National Championship need to abide by their substitution policy.

All movements are to be tracked by both coaches, and if a team is in violation of movements, clubs can submit a protest to Eastern Pennsylvania Rugby Union's Competition Chair. Thus, the committee will review the dispute.

During Eastern Pennsylvania Rugby Union playoffs movements must enter through the center of the field of play. During playoff games other than the championship both clubs must notify the other team they are making a movement.

During the Eastern Pennsylvania Rugby Union Championship all movements must enter through the center of the field of play and notify the match coordinator that they are subbing into the game so they can track player movement and time. The coordinator will notify the center referee of movement being made.

Overtime Policy for NCS Playoff (Knockout Matches)

[Overtime Policy for NCS Playoff \(Knockout\) Matches](#)

## Senior Club

### Coordinator

Senior Club Competition Coordinator Responsibilities (Women's Divisions 2 and 3 /Men's Divisions 2, 3, and 4)

- The Eastern Pennsylvania Rugby Union's Competition Chair ([comp-chair@epru.org](mailto:comp-chair@epru.org)) will oversee all Club Competition Coordinators.
- Terms for competition coordinators are two-year terms.
- Elections are to be done post AGM by the Competition Chair. Candidates will be voted on by teams' representatives of the competition division.
- Develop division's competition structure including but not limited to sub-divisions, number of divisional matches per competitive season, and playoffs leveraging feedback from participating teams.
- Develop division's regular season competition schedule based on established competition structure and distribute finalized schedules to all participating teams.
- Submit division's regular season competition schedule to the Eastern Pennsylvania Rugby Referee Society 30 days prior to the first scheduled match.
- Add competition details to the competition management system (Rugby XPlorer) each season by creating teams, fixtures and standings tables.
- Verify divisional match details are entered timely and accurately following matches, finalize scores and update standings each week.
  - All entries need to be submitted by 8:00 PM Eastern Standard Time Monday evening.
- Act as USA Rugby Member Registration (f/k/a CIPP) Compliance Coordinator for divisional clubs
- Provide timely communications and support to team administrators regarding their obligations to the Union, coaching and refereeing courses, and other relevant issues/events.
- Provide teams with updates of all relevant Eastern Pennsylvania Rugby Union events including but not limited to coaching clinics, referee clinics, training clinics, etc.
- Facilitate conflict resolutions between teams
- Collaborate with other competition coordinators to ensure policies are consistent across divisions in order to provide a quality experience for all members.

- Represent teams' best interests when cooperating with other governing bodies, including the Eastern Pennsylvania Rugby Referee Society.
- Provide divisional updates to Eastern Pennsylvania Rugby Union's Board of Directors; attend Annual General Membership meeting and other meetings as requested.
- Must attend the Eastern Pennsylvania Rugby Union's Championship game and approve roster submissions, and ID Checks.
  - If a competition coordinator is involved in the match they must contact the competitions chair to notify the Eastern Pennsylvania Rugby Union's Executive Committee to assign someone for the game.

## Determination of "Bye" Weekend

The club MUST submit a written request to their respective coordinator no later than July 15th. Requests received after July 15th will be honored only at the discretion of the division's coordinator. If no date is submitted, then a date will be assigned. There is to be no appeal allowed of the assigned date. Requests are to be submitted annually.

## Promotion Relegation (Men's Clubs)

The following regulations apply to Senior Club Men's Clubs competing in National Championship Series (NCS) Divisions 2, and 3, and Super Regionals Division 4.

Any D2, D3 or D4 team will be promoted to the next higher division if they:

- Win the USA Rugby National Championship (Division 3) or Atlantic Super Regional (Division 4) in their current division OR
- Win the Eastern Pennsylvania Rugby Union title in their current division for the second consecutive year OR
- Win the Eastern Pennsylvania Rugby Union title in their current division AND have an average point differential of +35 points/game or greater in league games within that division during the current season.

Any D2 or D3 team(s) will be relegated to the next lower division if they have an average point differential of -35 points/game or less in league games within that division during the current season or forfeit two or more matches in the season.

Multiple teams may be promoted or relegated.

A club may:

- appeal promotion or relegation OR
- request voluntary promotion or relegation to a new division.

Either an appeal or a request must be made via Email to the Eastern Pennsylvania Rugby Union Competition Committee no later than 5 calendar days after the current year's National Championship.

Criteria that may be considered by the Eastern Pennsylvania Rugby Union Competition Committee when ruling on an appeal or a request may include, but are not limited to, forfeits, margin of loss/victory, club size and location, coaching, anticipated player turnover, past performance, and whether the club fields teams in other divisions.

A subsequent appeal of a decision on the above by the Eastern Pennsylvania Rugby Union Competition Committee must be made within 5 calendar days after the decision has been sent via Email to the Eastern Pennsylvania Rugby Union President.

## Rugby Xplorer Lineup

All union members participating in USA Rugby Senior Club competition matches must have their lineups uploaded on their Matchday Rugby Xplorer no later than an hour before kickoff.

If rosters are not uploaded one hour before kickoff opposing team will ask teams to upload it within 30 minutes of kickoff.

If request can't be met team without their lineups posted will count as a forfeit and the match to not be played.

ID checks are required by ALL divisions for league matches and playoffs. ID checks must be done one hour before kickoff and no later than 30 minutes before kickoff. If player has not arrived in time they must be removed from roster and replaced.

All rugby Xplorer matches must be competed by Monday 8pm.

## ID Checks

All playoff matches are required to have Roster ID Checks prior to the start of the match by a representative from both teams. The EPRU may require Roster ID Checks for other matches under certain circumstances, including, but not limited to, questions or investigations around player eligibility for one of the clubs participating. All rostered players must have proper and legal documentation (drivers license, government issued ID, or U.S. passport) matching that player's Rugby Xplorer account. If a player is late to the roster ID checks they have until 30 minutes until kickoff, and if they are not there in time they are not to be rostered in the game.

If a team does not consent to ID Checks, their roster is not submitted, and/or a player participates in the match that is not on the team's roster they are in violation of this policy thus would be marked a forfeiture for the offending team.

Listed below are the violations for offending teams:

1st violation: Forfeiture of match.

2nd violation: \$100 fine, forfeiture of match, and relegation.

3rd violation: \$250 fine, forfeiture or match, relegation, and not in good standing with Union.

4th violation: \$500 fine, forfeiture of match, relegation, and suspension from Union.

## Name Withheld

Effective May 11, 2024 union members are not allowed to have their name withheld in Rugby Xplorer and must make their profile public. Division Coordinators and Eastern Pennsylvania Rugby Union's Competition Chair will monitor Rugby Xplorer to ensure policy is being followed. Members may note any violation of this policy and report it to their division coordinator.

## Waiver

If the player has a reason for having Name Withheld, they may send a confidential narrative to Senior Club Eligibility ([seniorclubeligibility@usa.rugby](mailto:seniorclubeligibility@usa.rugby)), describing why Name Withheld status should be granted. This submission must include any relevant documentation. The waiver must be completed by the player and not a coach or other third party. A waiver for Name Withheld status is only effective for one registration cycle (August to August). Note: Name Withheld status does not guarantee a player's privacy given matches are open to the public

## Posting Matches

All matches need to be submitted into Rugby Xplorer and finalized by Monday 8pm. All submissions must include the following:

- Starting Lineup
- Movements utilized
- Try scorer
- Conversions
- Penalty Try
  - If applicable
- Penalty goals
  - If applicable
- Drop Goal
  - If applicable

Failure to do so, the competition coordinator will reach out to union members to notify them of a written warning and failure to do so by Tuesday 5pm will result in forfeiture of the match.

## Player Transfers

Both parent club and new club must be USAR registered clubs. If a player is switching clubs they must do so before August 1st. (For example: Player A registers with a club and plays in a league match, or league matches, with Team X after August 1st. Player A cannot play for any other club in league matches until the following August 1st). A challenge match, a wildcard match, or any match which determines standings in the Eastern Pennsylvania Rugby Union will be considered a league match).

Should a player join a club during the season/cycle as a result of a residential relocation or return from injury, that player must have played at least two league matches for that club in the same season/cycle leading to any



playoff matches. (For example: Player B moves to Philadelphia in March and joins a club involved in playoff matches. Player B cannot compete in any wildcard, challenge or playoff matches leading to a Championship if Player B has not played at least two league matches for that club leading to those playoffs).

## Transfer Application

Players wishing to transfer within the Eastern Pennsylvania Rugby Union or outside the union into the Eastern Pennsylvania Rugby Union must be in good standing with their original club/union. All transfer applications process must be done on Rugby Xplorer by the player as listed below per USAR.

“Players are considered 'free agents' between seasons and/or when they have an inactive registration. Players can register to any Club.

When a player has an 'active' registration in the current season the existing club and parent organisation will be required to 'approve' or 'deny' the clearance request in the admin portal before the player can continue to re-register online to a new club.”

- When the player re-registers online, conversion discounts will apply to the relevant fees.
- Registered Player tries to register with new club but is stopped and needs to submit a clearance request with supporting reason.
- Clearance notifications are sent to player, existing and new club, plus parent organisation admins.
- Clearance needs to be approved by club and parent organisation in Rugby Xplorer admin portal.
- Once a clearance has been approved by both club and parent organisation admin the player receives email detailing the approved clearance.
- Player then needs to continue registering online with the new club. This time they will be able to proceed through the registration process.
- Conversions will apply where applicable.
- The player is notified when they submit the clearance process and also of the outcome of the clearance.
- The player will remain active at both Clubs, depending on their registration duration. Season registrations will remain active for the full season, while weekly and monthly registrations will expire as per their expiry date.

Combined teams and players who are eligible to play with multiple Clubs, will need to follow the process above to have active registrations in both clubs.

For players who are moving permanently, they should be removed from any 'Squads' at their old club, so they do not appear for selection on a team sheet.

USA players will not require clearances for Approved Academies, "All-Star" or "select" sides, etc.”

All requests for exceptions will be carefully evaluated by the officers of the Eastern Pennsylvania Rugby Union with decisions rendered within three weeks of receipt. Officers are not permitted to sign off on players moving into their home club.

Clubs who use players on any team in league, wildcard, playoff or challenge matches who have not fulfilled the provisions as outlined above, and received approval from the Eastern Pennsylvania Rugby Union, will be subject to a fine of \$500 per player, per match. The match will be declared as a forfeit loss.



Clubs are responsible for informing their membership of these regulations and for notifying the Eastern Pennsylvania Rugby Union of any infractions of these rules.

## Movements and Replacements

Listed below are the following movements allowed per competition:

- Men:
  - D1 : 12 Movements
  - D2 : 12 Movements
  - D3 : 12 Movements
- Women
  - D1 : 12 Movements
  - D2 : 10 Movements (12 Movements effective August 31, 2025)
  - D3 : 12 Movements

A movement is defined as a player coming out of the game for a player who is on the sideline. A player who starts the game and comes off for a tactical movement is eligible to come back in the game. If a player is injured and comes off the field for an injury substitution the player may not come back into the field of play. If a player comes off for a blood substitution this does not count as a movement, unless the player does not return back to the field of play within 10 minutes of when they exited the field of play.

Any player with a head injury may be removed from the field by the referee or certified trainer. If the referee recognizes and removes the player they are not allowed to return to play. Under the Eastern Pennsylvania Rugby Union there is no Health Impact Assessment.

Match rosters are limited to a maximum of 23 players. This number is determined by both the team's available players and the number and type of available front row players.

## Collegiate

### General Requirements

All teams representing the Eastern Pennsylvania Rugby Union in regional or territorial playoffs must be full members and in good standing with both the Eastern Pennsylvania Rugby Union and Eastern Pennsylvania Rugby Referee Society to take part in Regional and National Playoffs. All teams in divisional play must be registered and compliant with National Collegiate Rugby as per the Eastern Pennsylvania Rugby Union CIPP policy. Teams who are not fully registered with National Collegiate Rugby by September 1st for the fall semester and February 1st for the spring semester will not have their divisional play matches count in the standings. Registration of the club and its players from the previous year does not fulfill the requirements. Players will not be eligible for playing time should they not be registered with National Collegiate Rugby. However, with the understanding that the sport of rugby continues to grow, rolling registration is allowed for players to join at any time throughout the season.

Players must have medical insurance to participate in any rugby activity. Players should supply copies of their medical cards to their club as proof of coverage when requested. All clubs must also be in compliance with the Eastern Pennsylvania Rugby Union and National Collegiate Rugby Eligibility requirements.

## Eligibility Requirements

National Collegiate Rugby shall act as the directive body on behalf of any college club situated within the United States of America that meets club eligibility standards and which meets the criteria laid out by them: <https://www.ncr.rugby/eligibility-policy#Player>

Failure to abide by the policies laid out will be subject to disciplinary action.

## Gameday Eligibility Confirmation

The National Collegiate Rugby Eligibility Regulations will be in effect for ALL Eastern Pennsylvania Rugby Union Divisional League and playoff matches. See [Eligibility Requirement](#) above.

Highlights are:

- A college photo ID card is required and must be shown to the opposing team's captain by the player before the match begins upon request. Any player attempting to use a card other than their own will face disciplinary action. If a player does not have this proof, an alternate proof is another form of picture ID (such as a passport or driver's license) and class schedule documents. If no proof is provided, the opposing team's captain is to be asked whether or not they can play. Their decision is final and not subject to protest.
- The Eastern Pennsylvania Rugby Union Women's Collegiate Coordinator may request team rosters at any time including verification of eligibility of players for divisional play.
- Only Full Member clubs in good standing may represent the Eastern Pennsylvania Rugby Union in the National Collegiate Rugby Collegiate Regionals and Nationals.

## Match Requirements and Overtime

All league matches and playoff matches must abide by the National Collegiate Rugby match rules policy which are under here: <https://www.ncr.rugby/match-rules>

## Coordinator

The Women's Collegiate Coordinator(s) will:

- Ensure that documentation of eligibility requirements is disseminated to and understood by all college teams.
- Contact will be made with college registrars or the appropriate college official.
- Ensure that scheduling problems specific to the college program are known and resolved before the start of the collegiate season.
- Aid in the selection of the Eastern Pennsylvania Rugby Union's Collegiate All-Star / Under 23 Side and work closely with the Eastern Pennsylvania Rugby Union college coaching staff.
  - Budget will be created with the help of the college coordinator.
  - Budget will be approved by the Executive Committee.

- Encourage intra-union play. Eastern Pennsylvania Rugby Union college sides will be encouraged to play Full, Associate, and Recognized Members of other sub unions.
- Maintain close association and communication with National Collegiate Rugby to ensure that the objectives of the national and regional college staff are met.
- Institute and maintain a safety program and forum to address the challenges of college rugby.

## Determination of "Bye" Weekend

Since a number of colleges have a Fall Break or Parents Weekend during October, all college teams must identify which date, if any, they want a "bye." The club MUST submit a written request to the Women's Collegiate Coordinator no later than April 1. Requests received after April 1st will be honored only at the discretion of the Women's Collegiate Coordinator. If no date is submitted, then a date will be assigned. There is to be no appeal allowed of the assigned date. Requests are to be submitted annually as college calendars change each year.

## Teams Not Wishing to Participate in League Play

Teams are not required to participate in divisional play or the proposed league structure. Teams that make this choice are free to schedule whomever, whenever they choose, and will not participate in divisional play or playoffs or be subject to promotion or relegation. Teams wishing to not join or rejoin divisional play must make this declaration, in writing, by April 1 to the Women's Collegiate Coordinator.

The Eastern Pennsylvania Rugby Union Women's Collegiate Coordinator, in agreement with the Eastern Pennsylvania Rugby Union Executive Committee, reserves the right to add new teams and to adjust the divisions as it becomes necessary.

## Reporting Requirements

- Form for reporting results are available at the Eastern Pennsylvania Rugby Union website in the Forms section
- Match report forms must be completed and provided to the Women's Collegiate Coordinator
  - Match reports should contain:
    - Submitting Individual's Name
    - Submitting Individual's Team Name
    - Submitting Individual's Email
    - Submitting Individual's Phone Number
    - Date of Match
    - Home Team
    - Away Team
    - Home Team Tries
    - Home Team Conversions
    - Home Team Penalty Kicks
    - Away Team Tries

- Away Team Conversions
  - Away Team Penalty Kicks
- NO LATER THAN 24 HOURS FOLLOWING THE GAME.
  - Failure to get the report within 24 hours following the game will result in zero points being given in the standings (see [Determination of Final Standings](#)). The match report form MUST be submitted directly from EPRU website or by email provided it contains the same information found on the website form.

## Alcoholic Beverage Policy

Drinking by those under the legal age is prohibited.

All rugby matches held on property owned by the University or College will require that all school policies on alcoholic beverages must be strictly adhered to by everyone in attendance.

Local policies, such as by the Township, City, and/or Parks Department, must be followed for all rugby matches involving only collegiate teams in an off-campus location. It is the ultimate responsibility of college and local officials to ensure that their regulations and laws are enforced. The Eastern Pennsylvania Rugby Union gives their full support to university/colleges in all alcohol related policies that revolve around underage individuals.

## Players, Coaches, and Spectators Code of Conduct

The Eastern Pennsylvania Rugby Union fully supports the National Collegiate Rugby's statement regarding conduct and expect all collegiate teams to abide by the statement below:

"Collegiate rugby players and coaches represent their colleges and are ambassadors of collegiate rugby in the United States. As such, collegiate rugby players and coaches are expected to behave with dignity both on and off the field. Collegiate rugby players and coaches should not tolerate rude or anti-social behavior of any sort which would reflect negatively on the image of rugby, NCR, or the student athlete's college/university.

Players, coaches and spectators are not to use foul language or make threatening remarks before, during or after the match. Such behavior whether directed at a teammates, opponents, match officials, spectator or even part of a pre-match "chant" or play call (such as for a line out) is unacceptable. Doing so will be considered a violation of the Code of Conduct. Any breach of this Code of Conduct will be addressed by the NCR Disciplinarian and forwarded to the rugby organization having jurisdiction and school as appropriate.

The disciplinary actions of any club/player in question of violation will first be investigated by the NCR Disciplinarian. If the NCR Disciplinarian deems it necessary, the report will then be sent to the organization that has direct jurisdiction for the club/player (such as its Conference/Union). Based on their findings, if warranted, the registered player's school should be advised.

We know that you are passionate about your team and have invested heavily to reach this point in the playoffs. We also know that you will disagree with referee decisions, and we do not expect you to remain silent the entire match. However, engaging opposition coaches, shouting profanity, or loudly commenting on referee decisions or non-decisions is not within the spirit of rugby, the NCR Code of

Conduct or World Rugby Regulation 20. If your sideline behavior becomes unacceptable (as determined by the match or NCR officials):

- On the first occasion, the match officials or the NCR Representative will ask that person to refrain from their behavior.
- In the case of repeated incidents, the match officials and NCR representative may require the person to leave the venue.
- If the person refuses compliance, the match may be abandoned in favor of the other team.
- The incident will then be reported to NCR for disciplinary review.

At the discretion of the NCR official on site, persons disobeying the NCR Code of Conduct may be asked to leave the premises. Failure to do so may result in a person's team losing / forfeiting the contest as well as other penalties to the person and team."

## **Disciplinary**

### **Disciplinary Committee**

The Eastern Pennsylvania Rugby Union Disciplinary Committee consists of a Disciplinary Chair and rotating members of the judiciary panel who, as a whole, serve at the request of the Eastern Pennsylvania Rugby Union Board of Directors. The Disciplinary Chair and panel will hold a 2 year term. The committee reviews all World Rugby Chapter 17 "Foul Play" and Chapter 18 "Misconduct" in accordance with the Judicial procedures in World Rugby Regulation 20 and administers sanctions in accordance with World Rugby and USA Rugby Disciplinary Guidelines. The Disciplinary Committee shall follow the Core Principles and Code of Conduct as it applies and strive to be fair to all concerned, to protect the participants, and the integrity of the game of rugby.

Members of the Disciplinary Committee shall be persons with appropriate Judicial Officer training or experience as defined by the Union responsible for the implementation of disciplinary procedures in respect of the match; and shall meet any additional requirements, including training qualifications or certifications, prescribed by the Union responsible for the implementation of disciplinary procedures in respect of the match. Anyone interested in serving on the committee should contact the Disciplinary Chairperson, the Eastern Pennsylvania Rugby Union President, or the Eastern Pennsylvania Rugby Union Secretary.

All members of the Eastern Pennsylvania Rugby Union play under World Rugby Regulations and are required to abide by them. Links to Regulation 17, 18 and 20, which cover disciplinary proceedings, are listed below.

### **Disciplinary Policies and Guidelines**

Regulation 17 Ordering Off (Red Card):

#### **Initial Procedures.**

Where a Player in a Match is Ordered Off the referee shall, ordinarily within **24 hours** of the completion of the Match or such further time as is necessary in the circumstances, give to the judicial officer or disciplinary chairperson of the Eastern Pennsylvania Rugby Union a written report of the incident. (Referee Report)

#### **Pre-Hearing Call/Email Contact Procedure**

As per World Rugby Regulation 17 the judicial officer or disciplinary chairperson of the Eastern Pennsylvania Rugby Union shall contact via email or call and arrange for the reports, testimonies and copies of all information provided to the player and members of the Disciplinary Committee or Judicial Officer who will adjudicate on the case as soon as possible.

Inform the Player that as per World Rugby Regulation 17, they shall be provisionally suspended from all on-field activities on Match days pending resolution of the case.

### **Schedule of Hearings:**

Cases involving an Ordering Off shall, where reasonably practicable, be heard within **48 hours** and other than in exceptional circumstances, no later than **72 hours** of the conclusion of the Match in which the Player was Ordered Off, unless agree upon all parties. All hearings are done through Video conference.

### **Procedures and Decorum**

All questions or statements shall be directed to the presiding member of the Disciplinary Committee. Except as specifically authorized by the presiding member, only the members of the disciplinary committee shall be entitled to ask questions of the witnesses. No honorifics are to be used (no "your honor", etc...), but you should observe reasonable decorum ("Sir, Ma'am, Mister, Mizz, etc..." are appreciated).

### **Evidence or Other Documents**

The Discipline Committee may request evidence from other members involved in the incident being investigated. This information will be shared with the parties involved in the incident. If you intend to present additional photographic or video evidence, the disciplinary committee asks that you do so before noon on the day of the hearing. Please email any such documents or photos to the member of the Disciplinary Committee assigned to administer your case. Please reference the name of the alleged offender in the subject line of your email. This process allows for review and more efficient hearing. All details will be shared with parties involved in the incident via a pre-hearing email sent by the chair of the disciplinary committee.

### **Witnesses**

Each alleged offender shall be permitted to have witnesses at the hearing. The Disciplinary Committee requests that a list of witnesses be submitted prior to the hearing. The Disciplinary Committee has the discretion to limit the number of witnesses at the hearing. All Witnesses for all matters must be on the teleconference waiting to participate at the scheduled time listed above.

### **Referee's Report or Testimony**

The referee's report shall be presumed to be the referee's testimony for the purposes of the hearing. The integrity of Law 6.5(a) of the Laws of the Game and the referee's position as the ultimate judge of fact and law during the match is unassailable.

If the referee chooses to call in, then his/her testimony on the call shall be treated as his/her sole testimony on the matter and may not be impeached due to any inconsistency with the report as submitted.

### **Determinations**

The Disciplinary Committee will endeavor to issue a written determination within 48 hours of the hearing.

### **Appeals**

A Player and/or the Player's Home Union/Rugby Body/Tournament Organizer (as appropriate) may appeal to an Appeal Committee or Appeal Officer from a decision of a Disciplinary Committee or Judicial Officer. Any appeal of such decision must be lodged in writing with Eastern Pennsylvania Rugby Union Disciplinary Chairperson within **48 hours** of the date on which the decision of the Disciplinary Committee or Judicial Officer has been notified. A copy of the appeal should also be sent to the Secretary of the Host Union. The EPRU will

forward the appeal to the appropriate appellant USA Rugby Senior Club Counsel (SCC) or National College Rugby (NCR) along with all appropriate material presented at the initial hearing.

## Regulation 18 Misconduct:

For the purposes of these Regulations Relating to the Game, “**Misconduct**” shall mean any conduct, behavior, statements and/or practices on or off the playing enclosure during or in connection with a Match or otherwise, that is unsporting and/or cheating and/or insulting and/or unruly and/or ill-disciplined and/or that brings or has the potential to bring the Game and/or any of its constituent bodies, World Rugby and/or its appointed personnel or commercial partners and/or Match Officials and/or judicial personnel into disrepute.

Whereas, the Eastern Pennsylvania Rugby Union Disciplinary Committee has received a report of “misconduct” under Regulation 18, they shall assign a Designed Disciplinary Officer (DDO) to investigate the claim.

## Procedures.

### Misconduct Complaint and Procedures

Procedures for “Misconduct” investigations are explained in the link to World Rugby Regulation 18. If (DDO) has determined there is evidence of “misconduct” they shall submit a misconduct complaint in writing to the Eastern Pennsylvania Rugby Union Disciplinary Chairperson or Judicial Officer. The Eastern Pennsylvania Rugby Union Disciplinary Chairperson or Judicial Officer shall, as soon as practical:

- send a copy of the Misconduct complaint to the Player or Persons, or Rugby Body
- send all applicable information and/or reports to the Player or Person or Rugby Body
- inform the Player or Person or Rugby Body of the location and time of the misconduct hearing
- at their discretion impose a provisional suspension on a Player or Person subject to a Misconduct complaint pending the resolution of the case.

**Procedures and Decorum** Procedures and Decorum will follow general guidelines set forth in Regulation 17 hearings stated earlier. If Misconduct is found, the Eastern Pennsylvania Rugby Union Discipline Chairperson or Judicial Officer shall adhere to Regulation 18.10 for Sanctions.

## Determinations

The Disciplinary Committee will endeavor to issue a written determination within 48 hours of the hearing.

## Appeals

A Player or Person or Rugby Body may appeal to an Appeal Committee or Appeal Officer from a decision of a Disciplinary Committee or Judicial Officer. Any appeal of such decision must be lodged in writing with Eastern Pennsylvania Rugby Union Disciplinary Chairperson within **7 days** of the date on which the decision of the Disciplinary Committee or Judicial Officer has been notified. A copy of the appeal should also be sent to the Secretary of the Host Union. The Eastern Pennsylvania Rugby Union will forward the appeal to the appropriate appellant USA Rugby Senior Club Counsel (SCC) or National College Rugby (NCR) along with all appropriate material presented at the initial hearing.

[World Rugby Regulation 17](#)

[World Rugby Regulation 18](#)

[World Rugby Regulation 20](#)



# Membership

## Incoming Transfers of Clubs and New Applications for Full Membership

Each “Associate Member” shall be an organization that is elected to associate membership in the Union by an affirmative vote of at least three-fourths (3/4) of the Board and that meets the following eligibility criteria:

- Is a rugby club formed by or on behalf of its individual members, existing to facilitate the participation of such members in the sport of Rugby Union within the Union’s GU;
- Has timely submitted a signed, factually correct, and complete membership application in the form prescribed by the Board;
- Pays, or its Participants pay, in a timely manner the dues, fees and assessments established from time to time by the Board, National Collegiate Rugby, or USA Rugby;
- Abides by all rules and regulations relating to eligibility, competition, play, and participation imposed by USA Rugby, National Collegiate Rugby, World Rugby and this Union, as they may be amended from time to time;
- Abides by these By-Laws, the policies, and procedures of the Union, and such other terms or conditions of membership established by the Board of Directors, as they may be amended from time to time.

Each Associate Member shall:

- Have all rights and privileges of membership in the Union for a term of one year, unless earlier terminated.
- Not have the right to vote in Union matters unless specifically authorized by a majority vote of the Board.
- Have the opportunity to become a Full Member only after:
  1. Completion of a minimum one year probationary period.
  2. Election to full membership by an affirmative vote of at least three-fourths (3/4) of the Board and that meets the following eligibility criteria:
    - i. Is a rugby club formed by or on behalf of its individual members, existing to facilitate the participation of such members in the sport of Rugby Union within the Union’s GU;
    - ii. Has timely submitted a signed, factually correct, and complete membership application in the form prescribed by the Board of Directors;
    - iii. Pays, or its Participants pay, in a timely manner the dues, fees and assessments established from time to time by the Board, USA Rugby, or National Collegiate Rugby;
    - iv. Abides by all rules and regulations relating to eligibility, competition, play, and participation imposed by USA Rugby, National Collegiate Rugby, World Rugby and this Union, as they may be amended from time to time;
    - v. Abides by these By-Laws, the policies, and procedures of the Union, and such other terms or conditions of membership established by the Board of Directors, as they may be amended from time to time; and



- vi. has been an Associate Member for at least one year, unless otherwise determined by the Board.

3. Satisfied any additional requirement that the Board may from time to time impose, provided said additional requirement is reasonable and is not intended to discriminate in any way.

Full Membership in the Eastern Pennsylvania Rugby Union is the final step for rugby clubs and has no time limit. Full Members are eligible for all benefits offered by the Eastern Pennsylvania Rugby Union.

#### Benefits of Full Membership

- Eligible for all Eastern Pennsylvania Rugby Union Clinics (coaching, referee, medical, etc.).
- Eligible for referees from the Eastern Pennsylvania Rugby Referees Society.
- Permitted one (1) voting member at all Eastern Pennsylvania Rugby Union meetings.
- Eligible to run for Union offices and serve on Committees.
- Eligible for representative play at the Eastern Pennsylvania Rugby Union and USA levels.
- Eligible to participate in the Eastern Pennsylvania Rugby Union league (divisional play) system.
- Eligible to participate in USA Championships.
- Eligible to host incoming tours and go on tour outside the USA.
- Eligible to host tournaments and apply for sanctioning of the same by the Union.
- Eligible to bid on and host Eastern Pennsylvania Rugby Union and USA Rugby events.
- Eligible for referee visits by the Eastern Pennsylvania Rugby Referees Society to explain Laws, provide Law education and interpretation.

## Applying for Full Membership

An application for Full Membership must be submitted to the Eastern Pennsylvania Rugby Union Secretary. This application must contain, but is not limited to, the following:

- A letter requesting the club to be considered for Full Membership. If the club wishes to participate in the divisional play schedule, this must be so stated.
- A brief history of the club.
- A copy of the club's Bylaws and/or Constitution.
- A list of team officers with email addresses and phone numbers. Officers should include at minimum: President, Vice President, Treasurer, Match Secretary, and Coach.
- All players and a Level 200 coach must be registered with your team within USA Rugby's membership system. The registered Coach must also submit a signed "Coaches Code of Conduct" with the application.
- Date when election of officers is held. \*Note: it must be at least once per year\*
- A copy of your current budget and proposed budget for the following year. Colleges and graduate schools must include the amount funded by the school and description of how and when funds are disbursed. List line items that the school will fund and ones they won't.
- A list of fundraisers, charity events, etc. that you have planned to raise money, remain solvent, and improve the image of Rugby either in your community or on your campus.
- Recruiting methods and plans for bringing in new players.
- Locations and actual sizes of practice and playing fields. List any restrictions on their use (inclement weather, insurance, use by other sports, etc.). List owner(s) of field(s) such as school district, township, city park, etc.
- Any discipline problems in previous games must be reported within Rugby Xplorer and National College Rugby Women's Collegiate match reports.

All applications for full memberships must be submitted to the Eastern Pennsylvania Rugby Union's Competition Chair by July 1st along with all requirements listed above.

The above items will be reviewed by the Eastern Pennsylvania Rugby Union Executive Committee after which they can recommend admission (or non-admission) to the Eastern Pennsylvania Rugby Union Board of Directors. Voting will occur prior to the upcoming AGM and competitive cycle to determine acceptance or denial of full membership status. If accepted the new club must be able to compete in the upcoming competitive cycle.

Upon affirmative vote of at least three-fourths (3/4) of a quorum of the Board of Directors of the Union, the club/college will be considered a Full Member.

Full Members must report any changes in officers via the website forms promptly.

Full Members will be under the jurisdiction of the Eastern Pennsylvania Rugby Union Disciplinary Committee and are expected to uphold the rules and regulations of the Eastern Pennsylvania Rugby Union. Disciplinary action may be taken against a Full Member if the Disciplinary Committee feels it is warranted.

Should the club/college wish to resign from the Union, a statement of intent must be submitted in writing to the President of the Union. The statement should be signed by at least two officers of the club and the meeting minutes from the meeting where the decision was made will need to be provided. Any request for resignation will only be honored after that current competitive division's season is complete for that cycle.

## Maintaining Membership

The Eastern Pennsylvania Rugby Union has the authority to remove any club's membership in the Eastern Pennsylvania Rugby Union.

The Eastern Pennsylvania Rugby Union Board of Directors under a  $\frac{3}{4}$  vote can remove or suspend membership under the following violations:

1. Forfeiture of 3 matches in a competitive season.
2. Unable to pay club dues under USA Rugby
3. Unable to pay referee society dues when required
4. Violation of the following administrative items:
  - a. No certified coach registered with union member in Rugby Xplorer
  - b. No more than 8+ members registered under the club
  - c. No Admin assigned to their registered union member under Rugby Xplorer
5. Any violations listed above in regards to
  - a. Players
  - b. Transfer
  - c. Field requirements
  - d. Roster Uploaded
  - e. ID Checks

## Club Mergers

Any Member club wishing to merge with another Member club must declare that intention, in writing, to the Eastern Pennsylvania Rugby Union Secretary before the Annual General Meeting before the start of the next competition cycle.

Successor club will be responsible for any obligations of the merged club. All clubs merging after August 1st will be responsible for all dues and obligations to the Eastern Pennsylvania Rugby Union as separate clubs.

The Eastern Pennsylvania Rugby Union Board of Directors, along with the appropriate competition coordinators, will reserve the right to place the new team in the division they feel is appropriate.

## Member Club Name Change

Any member club wishing to change its club name must submit a letter, signed by at least two club officers and the minutes from the meeting the club voted to change its name, stating their name has been changed.

All paperwork must be emailed to the Eastern Pennsylvania Rugby Union Secretary at [secretary@epru.org](mailto:secretary@epru.org)

Name changes of clubs can only be done at the start of the competition cycle. Therefore, any requests can only be submitted in the month of August. No changes can be made during the competition cycle. Any changes requested to be made during the competition cycle will be changed the next year.

## Dues Structure

As of September 1, 2013 EPRU dues will be collected on a per player basis through the USA Rugby Membership Program (a/k/a CIPP) through Rugby Xplorer.

Due structure is based off of USA Rugby which can be found here: <https://usa.rugby/faqs>  
USA Rugby Club & Individual Participant Program (CIPP)

## Membership Dues - Individuals

USA Rugby membership INCLUDES insurance for rugby-related accidents at practices, matches and travel to and from those activities. You must be registered prior to the time of injury. This is secondary coverage but will serve as primary coverage in the absence of other medical coverage.

All clubs must register/enroll with USA Rugby. Third party liability insurance is included with this enrollment. This insurance covers accidents and bodily injury to third parties. It also reduces the liability for registered members and enables members to use facilities that require third party liability insurance coverage. Proof of Insurance Certificates are available through USA Rugby by completing the online request form in the Insurance section of [www.usarugby.org](http://www.usarugby.org).

Each club is responsible for paying their club dues to USA Rugby through rugby Xplorer. The club dues are \$50, and part of the compliance process for all teams to be eligible for insurance benefits.

Each playerder of our union member will have to pay the Union member fee under their registration through Rugby Xplorer. The union membership fee is \$30 per person and it is a one-time fee per competitive cycle.

## Referee Fees

All referee fees are handled by the Eastern Pennsylvania Rugby Referee Society. Their billing for matches and payments is handled by them. See <http://eastpennrugby.org/index.php/assignments/referee-match-fees-menu> For the payment structure and billing.

## Membership Services

Clubs may share their team events, fundraisers, and activities as they can send request to post on Eastern Pennsylvania Rugby Union social media platforms and/or website, by contacting the Secretary [secretary@epru.org](mailto:secretary@epru.org)

## Playoffs and Championships Hosting

All Eastern Pennsylvania Rugby Union playoffs, quarters and semi-finals are to be hosted by the higher seed. The higher seeds hosting these matches will be responsible for payment of certified trainer and center referee assigned by the ref society.

ARs are not required to be assigned for any quarterfinal matches.

For semifinals the higher seeds are responsible for the center referee assigned to the match and a certified trainer. The EPRU will be responsible for payment of two ARs assigned to the match by the ref society. If the higher seed club functions outside of the Eastern Pennsylvania Rugby Referee Society and a referee and 2 ARs are not assigned to the match the team must communicate with the visiting team and competition coordinator, no later than 48 hours prior to the match, as a protest may be filed.

### Eastern Pennsylvania Rugby Union Championships

The highest seed of each division will be responsible for hosting their division's championship match. The division can vote for a neutral location but must communicate with their competition coordinator by January 1st of the competitive cycle. If the higher seed is unable to host they must communicate with their division coordinator. The division coordinator will work with both teams to find an alternate solution, i.e. the second seed hosts or a neutral location is used.

If multiple divisions request a neutral location, and the neutral location is able to hold multiple matches, the matches will be played at the same location. The Eastern Pennsylvania Rugby Union Competition's Committee will evaluate the requests and make their decision by March 1st of the competition year.

All fields hosting the championship match must adhere to the following requirements:

- 3 fields
  - 2 game fields
  - 1 warm up area
- Have a field area reserved from 8am-7pm.
- 4 trainers
- Amble parking

- Emergency Action Plan
- Visual map of area and labeled.
- Bathrooms
  - 4 Porta-potties
  - 1 needs to be ADA certified
- Tent provided for assigned refs.

The Eastern Pennsylvania Rugby Union Competition's Committee will review all items and assign a budget granted to the union member.

The Eastern Pennsylvania Rugby Union does have the right to individually host the game and is not open to any applications.

## National Championship Series and Atlantic Super Regional Fundraising

The Eastern Pennsylvania Rugby Union offers assistance to all Eastern Pennsylvania Rugby Union member clubs whom (at the time of request for assistance) are in Good Standing with the Union (i.e. have paid Eastern Pennsylvania Rugby Union dues in full and have no outstanding fines, are not on probation and are fully CIPP enrolled under Eastern Pennsylvania Rugby Union). The goal of this program is to help reduce costs incurred by member clubs who have been given the opportunity to represent the Eastern Pennsylvania Rugby Union at a national championship. Eligible costs for this program are: Travel costs incurred by the team (airfare and lodging) for players and coaches, and Tournament Fees. The Eastern Pennsylvania Rugby Union will not offer assistance for any expenses incurred for meals and entertainment.

This expense is only applied to Atlantic Super Regional and USA Rugby National Championships, and Collegiate Regional and National Championships.

Funding will be addressed on a case by case basis. Funds given out will be equal across all divisions based on match location, travel expenses, etc.

The following information must be provided to the Eastern Pennsylvania Rugby Union prior to any assistance being issued:

1. Breakout of expenses for which the member club is seeking assistance and
2. Copies of receipts justifying that these expenses have been incurred. Breakout list (#1 above) and receipts (#2 above) should be submitted to the Eastern Pennsylvania Rugby Union. If union members feel that they want to have additional funding provided to them, they must follow all steps listed above and the Eastern Pennsylvania Rugby Union Executive Committee will determine if additional money is provided to the club requested.

## Member Clubs Hosting & Attending USA Rugby Certification Clinics

Eastern Pennsylvania Rugby Union member clubs have the ability to host a USA Rugby Certification course. To apply teams must send an application to the Eastern Pennsylvania Rugby Union Board of Directors and their committees. Education and Training Committee stating why they want to host the event along with the amount of money requested to support the event.

Eastern Pennsylvania Rugby Union education and training committee may award a grant to a member club who hosts a USA Rugby certification clinic. Grants for other clinics may be awarded on a case-by-case basis at the discretion of the Eastern Pennsylvania Rugby Union Board and Committees.

Any applications or proposals to partake in educational development either for judicial officer, strength and conditioning, seminars, etc. must be submitted to the Eastern Pennsylvania Rugby Union Education and Training Chair and to be reviewed by their committee.

## **Tournament Recommendations**

### Hosting

All members of the union are allowed to host their own tournaments as they see fit. The Eastern Pennsylvania Rugby Union strongly suggested that all tournaments be sanctioned through USA Rugby. Please visit <https://usa.rugby/event-sanctioning> for more additional guidelines.

Hosts are encouraged to gather waivers with CIPP numbers, event insurance, trainers, provide emergency action plans to visiting teams, plan for ample parking, provide accessible restrooms, etc.

Any Eastern Pennsylvania Rugby Union teams that host a tournament and do not follow the USA Rugby Event Sanctioning will become unsanctioned. Unsanctioned tournaments put players, coaches, and refs liability for injuries and any damages as they will take the risk of playing in an unsanctioned tournament.

All tournament host must have the following:

- 2-4 athletics trainers
- Emergency Action Plan
- Field Permits
- Ample Parking
- Bathrooms
- Food and snacks provided to referee society.
- Field signage