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Season Information

Welcome to the Rugby Oregon 2010 High School Season ...

... and thanks for coaching! Your volunteer commitment to coach youth is a significant contribution to our community. Your time and effort is very much appreciated and valued by your players, families, and the Rugby Oregon community.

This manual is designed to provide you with information that will help make your coaching experience more enjoyable and productive. Keep this manual from year to year and add your own plans and ideas. Please feel free to share information for inclusion in this manual.

Practices

Teams set their own practice schedules typically starting one month before opening weekend. Rugby Oregon teams within the Portland and Tualatin Hills Parks and Recreation Districts must go through Rugby Oregon for field permits. Teams outside of those districts are responsible for securing practice and home match fields. Rugby Oregon will support efforts outside of Portland and Tualatin Hills as requested. Teams must not use fields that are not paid for and should always strive to be good citizens by leaving fields in the same or better condition than when they arrived.

A certified coach is required at every practice and must have a working cell phone. If a certified coach is not present, practice must not take place.

Coaches are responsible for conducting safe, positive and instructive practices. Coaches are required to ensure compliance with four mandatory tackle practices and two live scrum sessions for every player before they play in their first game. The focus on tackle practices is to teach safe tackling techniques and how to be tackled safely. The focus on scrum sessions is to teach preparation, proper technique and safety, safety, safety.

2010 Spring League

All league games will be scheduled on Saturday's.

<u>Age Group</u>	<u>No. of Games</u>	<u>Start Date</u>	<u>End Date</u>
High School	7 league games	March 13 th	May 1st

2010 League Playoffs

All teams are guaranteed two playoff games. All playoff games will be scheduled on Saturday's.

<u>Age Group</u>	<u>No. of Games</u>	<u>Start Date</u>	<u>End Date</u>
High School	2 playoff games	May 8 th	May 15 th

2010 High School Championships

Rugby Oregon will host High School Championship games and games for 3rd and 4th in State for Girls, Division 1 Boys, Division 2 Boys and Division 3 Boys on Saturday, May 22nd.

2010 Preseason Events

January 9-10 – USAR Coach Development Program – Conestoga Rec. and Aquatic Center
January 17 – Level One Referee Course – Portland

February 13 – Prez Fest, PCC Rock Creek – Beaverton, OR
February 27 – Rugby Oregon Boys Skills Camp – West Linn High School
February 28 – Rugby Oregon Girls Skills Camp – West Linn High School
March 6 - McMinnville and Canby Boys host preseason High School Festival at Canby HS
March 6 - Rugby Oregon Girls host preseason High School Girls Festival at Delta Park

The preseason festivals are fun, festive events that provide teams with an opportunity to play in a relaxed environment in which teams can opt for uncontested scrums and stop play to educate players. It is a way to introduce new players to the game in a positive and supportive environment.

Rugby Oregon Skills Camps provide players with an opportunity to learn new skills and hone existing skills in a positive, educational environment. Skills Camps are hosted by Rugby Oregon coaches who are certified by USA Rugby. Coaches can earn 1 USA Rugby Coach Education Unit for volunteering their time.

Planning the Season

Prior to starting your practices, you will want to start getting organized to coach. Areas that will make your life easier once the season starts include:

- Organizing a meeting with your parents
- Setting Team Goals & Team Rules
- How you will handle difficult parents
- Your equipment and your players equipment
- Team Volunteers

Team Goals

Coaches need to set goals for their team so they have a clear understanding of what the team is to accomplish over the season. Team goals set the tone for your team and parents for the entire season. Some goals to consider (notice winning is not listed as a goal!):

- Have Fun: Young athletes want to play and have fun. Having fun includes hearing positive encouragement, having challenging practices and playing in games. Not having fun is the number one reason young people quit sports.
- Learn Rugby Skills: Young athletes like to be challenged and enjoy learning in a positive environment. Developing rugby skills allows athletes to play better and enjoy the game more.
- Learn Good Sportsmanship: Young athletes need coaches and parents to support and model good sportsmanship behavior towards referees, opponents and teammates.
- Work Together as a Team: Young athletes need to understand that rugby is a team sport and what it means to be a part of team.
- Learn Life Skills through the Game of Rugby Oregon: Rugby teaches many life lessons including leadership, commitment, respect for others, self control, decision making, communication, etc.

- Learn the Laws of the Game: Young athletes need to know the Laws of the Game in order to play well and feel comfortable during the game.

Review these GOALS at the end of the season. Regardless of how many games were won or lost, coaches can declare a successful season if the players had fun, learned skills, were good sports and learned the Laws of the Game.

Team Rules

Team Rules allows a coach to manage a team more effectively by reinforcing rules that provide for more enjoyable and effective practices. Team rules should include what is OK and NOT OK behavior during practices and games. Some team rules to consider:

- Respect your teammates and coaches
- Everyone listens when the coach is talking
- Try your best at practices and games
- No negative comments or criticisms of teammates
- Wear appropriate rugby attire to all practices and games
- Bring water to all practices and games
- No child will be alone with any one adult

Parent Meeting

Coaches are encouraged to establish effective lines of communication with team parents early in the season by holding a parent's meeting. This meeting will set the tone for your team for the entire season.

A parent's meeting may take the form of a casual discussion in a living room or at a pizza parlor or something more formal in a school classroom or office building. Whatever the format, the time you invest will pay dividends for all concerned throughout the season.

Meeting Objectives

- Become acquainted with you and other team parents
- Review the upcoming season, including practice schedule and game information
- Review any tournaments you would like to attend
- Understand team GOALS and RULES
- Understand Rugby Oregon and how the league is structured
- Communicate your coaching philosophy and expectations of them and the team during the season
- Establish team parents such as after match social coordinator, paperwork coordinator, someone to bring ice to matches, year-end party organizer, etc.
- Address any concerns of the parents
- Review parent, player and coach codes of conduct.
- Review Laws of the Game and U-19 Variations of the Laws of the Game

What to Consider

- Hold the parents' meeting before the first team practice.
- Prepare any handouts you would like to distribute:
 - team roster (with names of parents and players, telephone, email)
 - schedule of practices
 - team goals and rules
- Be prepared and organized.

Sample Agenda Items

1. Introductions:
 - Coach and assistant coaches – give some background on yourself
 - Review Roster and have parents introduce themselves and their player
2. Risk Management
 - Seek parent volunteer to support practices and games
 - Volunteers should register with your team through USA Rugby in the role of Coach or Admin/Exec to initiate a background check
 - No child will be ever alone with one adult
3. Coaching Philosophy:
 - Team Goals.
 - Team Rules.
 - Describe a typical practice, i.e., length, responsibilities of players etc.
 - Importance of having fun and developing skills.
 - Importance of winning and losing.
4. Team Management:
 - Practice and Game Guidelines (let coaches coach -- parents provide support)
 - Code of Conduct for Players, Parents & Coaches
 - Parent Responsibilities
 - Laws of the Game
5. Practice and Game Schedule.
6. Team Management – Volunteer Sign-Up Sheet.
7. Questions.

Difficult Parents

Coaching is exciting and rewarding, but occasionally you may experience difficulty with a few parents. Some parents may want their child to play more; others may question your judgment as a coach. Whatever the concern, a parent is generally just looking out for their child, often at your expense. Don't be discouraged. There are some things you can do to open up communication and make dealing with parents a positive aspect of your coaching duties.

1. Have a parent meeting before the first practice to discuss your plans and expectations for the season. Encourage questions from the parents and let them know that you have given a lot of thought to the upcoming season.
2. Express appreciation for their interest and concern. This will make them more open and at ease with you.
3. Always listen to their ideas and feelings. Remember, they are interested and concerned because it is their children that are involved. Encourage parental involvement.
4. Parents should be told not to approach the coach or players during games. It's best to discuss matters at a scheduled time, in private, away from the field. Let your parents know your preference for when and where you would like them to voice their concerns. Make this clear at your parent's meeting.
5. You are encouraged to explain to parents that you're open to discussing any issues, but would prefer that players, not parents, raise issues about playing time, because a player learning how to ask a coach about playing time learns a great life lesson.
6. Know what your goals are and do what you believe to be of value to the team, not to the parents. No coach can please everyone!
7. Know the league rules and Laws of the Game. Be prepared to abide by them and to explain them to parents.

8. Handle any confrontation one-on-one away from players and other parents. Try not to be defensive. Let the parent talk while you listen. Often a parent will vent their frustrations just by talking. Listen to their viewpoint, and then thank them for it.
9. Resist pressure to accommodate all requests or concerns. It is your responsibility as coach to make the final decisions concerning what is best for your team. This doesn't mean that you can't still listen to parents.
10. Don't discuss individual players with other parents. The grapevine will hang you every time. Show the same respect for each player on the team that you want the parents to show toward you.
11. Ask the parents not to criticize their children during practice or a game. Don't let your players be humiliated, even by their own parents.
12. Don't blame the players for their parents' actions.
13. Be consistent! If you change a rule or philosophy during the season, you may be in for trouble. At the very least, inform players and parents of any change as soon as possible.
14. Most importantly, be fair! If you treat all players equally and with respect, you will gain their respect and that of their parents as well.

Remember that you will be dealing with all types of children, and with parents having different backgrounds and ideals. The challenge for you as a coach is to address these differences in a positive manner so the season will be enjoyable for everyone involved.

League Rules

Player Eligibility

- Players are eligible if they have not reached their 19th birthday by the September 1st that occurs at the start of the competitive season.
- Players must be enrolled in high school, GED-enrolled or enrolled in a home-school program culminating in a high school diploma or equivalent.
- The Rugby Oregon Board of Directors and Executive Director must approve exceptions.

Recruiting Boundaries

- Teams are high school based. Players are allocated to teams by school.
- Each team may draw from multiple schools but they must be contiguous.
- Once a multi-school team builds a base of players where participation from one school is large enough to sustain a separate team, a new team will be formed as long as there are enough players to sustain the original team.
- Transfers will only be granted in case of extreme hardship and only after written request is received and approved by Rugby Oregon.

Rugby Kit

- All first year teams receive a set of jerseys of National Guard sponsored jerseys, if available. Otherwise will assist up to \$550 or provide RO stock jerseys.
- Teams are encouraged to sell old jerseys to raise funds for new sets.
- Players can purchase team shorts and socks online during registration. Shorts are \$15 and socks are \$5.
- All players receive a ball and mouth guard as a part of player dues.
- Apparel and equipment will be delivered to the team/coach after players have registered.

Player and Team Participation Fees

The minimum 2010 player participation fees are \$165 for new players and returning players who need shorts and socks, and \$145 for returning players who do not need shorts and socks (shorts are \$15 and socks are \$5).

Participation fees include; USA Rugby dues, Rugby Oregon dues, Referee Fees, Certified Athletic Trainer fees, All Stars dues, comprehensive team medical kit, rugby ball for every player, mouth guards, online registration, scholarship fund,. There are additional funds built in to cover coaching clinics, after-match socials, rugby related equipment, field fees, field supplies and other approved rugby related expenses.

Team Participation Fees

Non-Rugby Oregon teams pay a \$500 entry fee to join the league.

Scholarship Fund

Rugby Oregon (RO) firmly believes in making Rugby available to all who want to play. As a result, RO established a scholarship fund for players in need of financial support. Scholarships are awarded without regard to race, religion, sex, national origin, sexual orientation or status.

Players may download the scholarship form during the registration process. All submitted documents are confidential. All applications must be accompanied by payment of \$75. All completed applications must be postmarked by March 5, 2010 or delivered to the RO office by 2:45pm on March 5, 2010. Applications will not be considered after this date. Incomplete applications will not be reviewed and applicants will be advised that additional documentation is required.

The Scholarship Fund is supported by the Oregon National Guard, donations made through online registration, RO teams (funding two scholarships) and a number of generous referees who have donated their referee payments.

Fundraising

Rugby Oregon is a 501 (c) (3) and as such all donations are tax deductible to the fullest extent of the law. Payment should be made out to Rugby Oregon and 100% of funds raised by teams will be deposited into the team's account.

Selling local sponsorship is a great way to raise money for your team and develop relationships within your community. Teams are encouraged to sell sponsorship on a variety of items and mediums with the following suggested minimums:

- Team website presence - \$75
- Team Newsletter - \$100
- Rugby balls - \$200
- Tent panels - \$500
- Team t-shirts - \$600
- Team sweatshirts - \$1,000
- Team jerseys - \$1,000 (plus the cost of embroidery if embroidering)

Scoring, Match Reporting and Press Coverage

Scoring System: Win = 4pts, Tie = 2pts, Loss by 7 or less = 1pt, Loss by more than 7 =0, referee compliance for non-first year teams = 2pts

The winning team reports scores by scanning and emailing, or faxing signed match reports to Jenn@rugbyoregon.com (there will be a new fax number for the 2010 season) by the following Monday morning at 9:00am.

For press coverage, email scores by Sunday at noon to Eric Bunday at ebunday@hotmail.com.

Substitutions

Both the Boys and Girls Leagues adopted the policy of unlimited substitutions in an effort to get more players on the field, reduce injuries, keep matches from becoming one-sided and have the ability to provide feedback on the sideline rather than coaching players on the field from the sidelines.

Mercy Rule

The Mercy Rule comes into play after one team has an advantage of 35 points. Coaches may elect to finish the game but the score will not continue to accrue. Teams should make every effort not to allow games to become one-sided. The winning team is expected to show good sportsmanship by making every effort to level the playing field by subbing out starters, playing players out of position (only if safe to do so), etc. The score will be entered with a 35-point difference rather than 35-0 in order to record points scored by the losing team if they scored. There is no Mercy Rule in the Playoffs.

Defaults

Defaults occur if a team has at least five but less than thirteen players fifteen minutes after the scheduled start time. Do not lend players until the match is officially declared a default. The score is entered as 35-0 and 4 competition points are awarded to the non-defaulting team. If the game is started late and there is a game following on the same field, the delayed game must be shortened to finish at the originally scheduled time.

No Shows

A No Show occurs when a team does not show or they show with less than 5 players. A No Show results in an automatic withdrawal from playoffs. As a result of no shows during the 2006 State and Regional Playoffs, Rugby Oregon coaches amended this rule beginning in the 2007 season stating "A No Show during any post season playoff, including State and Regional, will result in an automatic withdrawal from playoffs the following season. There is an appeals process.

Make-up Games

Make-up games must be played by Sunday of the final weekend of regular season play, otherwise both teams receive "0" points for the game. A genuine effort must be made to play make-up games. If one team does not make a genuine effort they will be considered a No Show and automatically be withdrawn from playoffs.

After-Match Social

The 3rd half (after-match social) is mandatory. Attendance is required for both coaches and players. Home teams must provide a basic meal for both teams. A certified coach must be present at all rugby functions including after-match socials.

Teams may submit receipts for reimbursement throughout the season.

Registration Deadline and Schedule

Teams must have 15 players registered by February 17, 2010 for inclusion on the 2010 schedule. Boys teams with less than 15 players will be placed in Division III which is made up primarily of small sided and B-side teams.

The 2010 Schedule will be posted by February 24, 2010.

All Star Teams – Rugby Oregon Red Hawks

Rugby Oregon supports Girls and Boys High School All Star programs. Both programs have developed formal processes in an effort to create better structure, organization and a higher level of professionalism. The All Star season takes place during the summer months.

The mission of the Red Hawks programs is to identify and develop talent, both athletic and rugby.

These programs provide opportunities for players to compete at a higher level, travel, gain exposure to national team selectors and bring knowledge and experience back to the teams they play on during the regular season.

Developing Practice Plans

Having a written plan for each practice is the most effective way of coaching. Developing a practice plan is not hard but it does take some thought. The plan may be written on a formal practice planning worksheet or it may just be notes jotted on the back of an envelope. However it is written down doesn't matter. What does matter is that you have taken the time to think through how the practice will flow and what set-up you will need.

Be prepared to change your plans: Weather, field conditions, the number of players who come to practice, can all affect your plans. Be flexible and adjust to conditions. You may also need to extend the time spent on a particular skill or tactic if the players are having a difficult time learning the topic. If it is especially hot, allow for more frequent water breaks and reduce the physical intensity of practice.

Show respect for your players and parents by starting practice on time and ending on time.

Online Registration

All players register through the 'Register Online' link at www.rugbyoregon.com. Registration is not complete until payment is made and all paperwork is signed and turned in to the coach.

Medical Insurance

In order to register with Rugby Oregon, players are required to have an insurance policy in their name that has \$100,000 or more in coverage for medical, hospitalization, and other expenses of treatment and care should the player be injured or become ill while or as a result of participating in Rugby Activities. Rugby Activities include but are not limited to warm-up, training, practice, games, clinics, travel and social events. This insurance policy must have no restrictions for accidents or illnesses while participating in sports, sports-related activities or recreational activities.

This insurance will be the player's primary source of payment should medical treatment be necessary as a result of participation in the Rugby Activities.

Short-Term Medical Insurance Option

Rugby Oregon has identified a cost-effective, short-term major medical insurance option through Regence Life and Health Insurance Company for players in need of insurance. To apply for a policy go to: http://oregon.strategicebs.com/indap_iam.html or contact Rugby Oregon for a hard copy of this application.

Code of Conduct

Rugby Oregon considers good conduct and sportsmanship by coaches, parents and players to be an integral part of the culture of the league. As such we have developed guidelines in an attempt to educate players, parents and coaches on proper attitude and behavior that should be exhibited at youth sports Activities. In order to register for a Rugby Oregon team, players and their parents/guardians, must agree to Rugby Oregon's *Player and Parent Code of Conduct*. Please be sure to review this with your parents and players. A copy of this agreement can be found under "Forms".

Coaches' Code of Conduct

While the Coaches' Code of Conduct is not part of the online registration process, it is important to note that it exists. Rugby Oregon coaches adhere to the Double Goal Coach Model in which coaches strive to win and, even more importantly, uses sports to teach life lessons through Positive Coaching. In 2008, Rugby Oregon's coaches requested a Code of Conduct be created and signed by all Rugby Oregon coaches in an effort to remind coaches of these expectations and their responsibilities as a coach and role model.

While the referee is responsible for calling the match, Rugby Oregon coaches are responsible for the behavior of spectators and teams members. Referees, athletic trainers and team members should not be subjected to negative comments from anyone. Rugby Oregon wants all participants – coaches, referees, athletic trainers and team members treated with respect.

Third Party Liability Insurance

Players registering with Rugby Oregon will automatically be registered with USA Rugby. USA Rugby membership provides athletes with 3rd party liability coverage. This is NOT medical insurance coverage. All players are required to have a medical insurance policy in their name with a minimum of \$100,000 in medical coverage with no restrictions for accidents while participating in sports in order to register with Rugby Oregon and USA Rugby.

Online Registration Paperwork

The 'Registration Summary' page instructs players to print and sign the Medical Release forms which include the Parent/Guardian Agreement, Authorization to Consent to Medical Treatment for a Minor, USA Rugby Participation Agreement and Waiver and Release of Liability and USA Rugby Medical Insurance Agreement and USA Rugby Rules Acknowledgement. All four documents must be signed and submitted to the head coach prior to a player's first practice.

****Coaches must have these forms at every practice and every game.****

High School Identification

All players must provide a copy of a valid High School Identification Card to the head coach prior to their first practice. Players who are home schooled or enrolled in a GED or equivalent program must provide documentation on official letterhead stating they are currently enrolled in a high school program culminating in a GED or high school diploma.

Team Reports for Coaches

Coaches are given a username and password to access two reports, the *Team Roster* and the *Master Player List*. Players appearing on the *Team Roster* have registered and paid. These players are eligible for practice and games **ONLY IF** they have turned in all signed paperwork and a photocopy of their school ID or equivalent for GED and home-schooled players. The *Master Player List* shows all players who have registered with a team, including those who have not completed their registration by making payment. Payment is indicated by a Yes or No after PAID under Player Information. Players who have not paid, will not appear on the *Team Roster* and are not eligible for practice or games. The Master Player List provides important player information including parents' names, addresses, phone numbers, doctors' names and phone numbers, insurance information and any medical conditions, allergies, drug reactions and previous illnesses/injuries or surgeries relative to the athlete.

The Coach Login link can be found on the COACHES page of the Rugby Oregon website. The reports provide

Coach Education

USA Rugby Coach Development Program

Rugby Oregon requires all head coaches to be certified by USA Rugby. USA Rugby's Coach Development Program (CDP) is the minimum education requirement. The CDP was designed to enhance the experience of players and teams by providing opportunities for coaches to improve the craft of coaching at all levels. USA Rugby's certification is a combination of online learning and face-to-face workshops designed to allow coaches to demonstrate their skills and be assessed for competency.

There are currently two CDP courses, Introducing Rugby and Developing Rugby Skills. Both courses are two-day workshops. Introducing Rugby tends to be the most relevant for high school coaches and coaches are encouraged to take this course first. Certification is valid for three years upon completion of the course.

Introducing Rugby: This course is designed for coaches who concentrate on introducing the game to new players. It is ideal for high school head coaches as well as college and club assistant coaches. Focusing on the fundamentals and principals of play, this workshop will benefit coaches and players with limited rugby experience.

Developing Rugby Skills: The emphasis of this course is on practice planning, game sense and skill development. This workshop is designed for coaches focused on working with experienced players that aspire to compete at a higher level. The course work is ideal for head coaches and those that are involved in club, Super League and all-star play or those wanting to increase their coaching knowledge.

USA Rugby Continuing Education Program

In an effort to provide coaches with ongoing educational opportunities, USA Rugby has launched a continuing education program. Continuing Education requirements are meant to ensure that individuals stay current in their knowledge of coaching rugby. The purpose of the requirements is to encourage coaches to:

- Master new coaching skills and techniques
- Obtain current professional development information
- Explore new knowledge in specific content areas
- Expand approaches to effective coaching
- Further develop professional judgment
- Improve rugby in the USA

Coaches who hold a current USA Rugby coach certification will be able to extend the life of their certification by participating in various coach education events. The continuing education and currency program will be unit based. Coaches can participate in various events that will be worth 5, 4, or 1 unit/s. **To extend their current certification by one additional year, coaches should earn 10 continuing education units while their certification is still current.** To continue to remain current, coaches will need to earn 10 CEUs each year thereafter.

If the coach does not participate in any continuing education and the certification expires then the coach will need to take another certification course (Introducing Rugby or Developing Rugby Skills) for a new certificate lasting three years.

Game Management

Referees

Rugby Oregon is committed to promoting safety in all aspects of the Game of Rugby. In furtherance of that effort, Rugby Oregon is committed to providing certified and properly trained referees for all of our matches. Rugby Oregon recognizes that referees are a necessary and integral part of the Game and fully supports training, coaching and evaluation of referees to promote the safe enjoyment of the Game.

Rugby Oregon Referees follow USA Rugby's Game Management Guidelines. These guidelines enable players and referees to have a clearer approach to the game, to enable consistency in Law application throughout the country. They also reflect directives from the iRB, particularly in relation to the tackle/ruck, and players staying on their feet. The most recent version of these Guidelines can be found on the Laws page on the Rugby Oregon website.

All non first-year teams must have a certified referee affiliated with their team. This referee must be available for at least three matches during the regular season and should submit availability to Rugby Oregon by March 1, 2010. Two league points will be awarded for compliance. Rugby Oregon has two iRB certified referee trainers who host referee clinics every January to support the efforts of the league. Additional clinics are hosted on an as needed basis.

Principles of the Game

Rugby Oregon adheres to these core International Rugby Board (IRB) principles:

A Sport For All The laws provide players of different physiques, skills, genders and ages with the opportunity to participate at their levels of ability in a controlled, competitive and enjoyable environment. It is incumbent upon all who play rugby to have a thorough knowledge and understanding of the Laws of the game.

Maintaining the Identity The laws ensure that rugby's distinctive features are maintained through scrums, line outs, mauls, rucks, kick offs and re-starts. Also the key features relating to contest and continuity - the backward pass, the offensive tackle.

Enjoyment and Entertainment The laws provide the framework for a game that is both enjoyable to play and entertaining to watch. If, on occasions, these objectives appear to be incompatible, enjoyment and entertainment are enhanced by enabling the players to give full rein to their skills. To achieve the correct balance, the laws are constantly under review.

Laws of the Game

Rugby Oregon adheres to the International Rugby Board Laws of the Game. To review the current Laws go to www.irblaws.com. There's also a link to the iRB Laws of the Game and the Under 19 Variations on the Rugby Oregon website.

Feedback

Your feedback is important. If you have feedback regarding a referee, please email Jim Kautz at jkautz@comcast.net or Bernie Brown at berniebrown1@verizon.net.

Regulations and Procedures for Disciplinary Actions

Rugby Oregon has established regulations and procedures for itself and its members who are players, coaches, referees and administrators. There is a Disciplinary Committee comprised of the Executive Director, a Board Representative, a Referee delegate and a League Commissioner. The Disciplinary Committee will refer to the iRB disciplinary guidelines.

Red and Yellow cards are tracked by Rugby Oregon and the Rugby Oregon Referee's Society.

Rugby Oregon's Regulations and Procedures for Disciplinary Actions can be found on the Laws page of the Rugby Oregon website.

Medical and Safety

When you accept the role of coach, you accept a major responsibility for the care and safety of your players. Although the athletes share in the responsibility for their protection and safety, their ability to understand what they can do, how they can do it, and whether they are doing it correctly, may be limited. It is your job to help them practice and play as safely as possible.

Your job as a volunteer coach is to recognize an injury when it happens, to stabilize the injury as best you can, and to summon medical assistance if necessary. *You need to understand the limitations of your training and knowledge.* If you are not a trained medical professional then it is your responsibility to call one immediately whenever you have any doubt as to what to do next.

A certified coach is required at every match, practice and official rugby function including after match socials.

Certified Athletic Trainers

Rugby Oregon has contracted to provide certified athletic trainers for our preseason tournaments, league matches, playoffs and state championships.

Certified athletic trainers are medical professionals who specialize in the prevention, assessment, treatment and rehabilitation of injuries and illnesses that occur in athletes and the physically active. Athletic trainers should not be confused with personal trainers from the fitness industry. Primary responsibilities include injury prevention, reduction of further injury by administering immediate care, development and implementation of rehabilitation programs and development of appropriate policies, including return-to-play guidelines.

Athletic trainers are certified by an independent organization that sets the standards for certification. Currently, athletic trainers must possess a bachelor's of science degree from a college or university with an accredited athletic training program, however more than two-thirds hold a master's degrees. Athletic trainers must also pass a certification exam. To maintain the ATC (athletic trainer, certified) credential, an athletic trainer must complete 80 hours of continuing education every three years. In Oregon, all athletic trainers must also register with the Oregon Health Division.

Emergency Plan and Cell Phone

Coaches are required to have a written emergency plan at all practices and matches including what to do in the event of an emergency, address of venue, address of nearest hospital/ER, quickest route to the nearest hospital/ER, and contact information.

****Coaches are also required to have a working cell phone at all practices and matches. ****

Medical Kit

Rugby Oregon provides all teams with supplies for a comprehensive medical kit. Fill-ins are available at the start of every season and ongoing as needed.

Medical Forms

Coaches are required to possess parent/legal guardian waivers and authorization forms to consent to the treatment for a minor for every athlete, at every practice and match. This information includes parents' phone numbers, Dr.s' names and phone numbers, insurance information, and any medical conditions, allergies, drug reactions and previous illnesses, injuries or surgeries relative to the athlete.

Concussions and Return to Play Protocol

The following information is taken from the CDC website:

THE FACTS

- A concussion is a **brain injury**.

- All concussions are **serious**.
- Concussions can occur **without** loss of consciousness.
- Concussions can occur **in any sport**.
- Recognition and proper management of concussions when they **first occur** can help prevent further injury or even death.

A concussion is an injury that changes how the cells in the brain normally work. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. Concussions can also result from players colliding with each other or with obstacles such as a goalpost.

The potential for concussions is greatest in athletic environments where collisions are common. Concussions can occur, however, in any organized or unorganized sport or recreational activity. As many as 3.8 million sports-and recreation-related concussions occur in the United States each year.

Recognizing a Possible Concussion

To help recognize a concussion, you should watch for the following two things among your athletes:

1. A forceful blow to the head or body that results in rapid movement of the head.

-and-
2. Any change in the athlete's behavior, thinking, or physical functioning. (See the signs and symptoms of concussion.)

SIGNS AND SYMPTOMS – OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets sports plays
- Is unsure of game, score or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit, tackle or fall
- Can't recall events after hit, tackle or fall
- All concussions are **serious**.
- Concussions can occur **without** loss of consciousness.
- Concussions can occur **in any sport**.
- Recognition and proper management of concussions when they **first occur** can help prevent further injury or even death.

SIGNS AND SYMPTOMS – REPORTED BY ATHLETE

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems

- Confusion
- Does not “feel right”

Return to Play Protocol

Once an athlete is cleared to play after the mandatory three week period of non-activity they should proceed with activity in a step-wise fashion to allow their brain to re-adjust to exertion. The athlete may complete a new step each day. The return to play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field.

Step 3: Non-contact training drills in full equipment. Weight-training can begin.

Step 4: Full contact practice or training.

Step 5: Game play

If symptoms occur at any step, the athlete should cease activity and be reevaluated by their health care provider.

iRB Law Regarding Concussions

10.1.1 A Player who has suffered concussion shall not participate in any Match or training session for a minimum period of three weeks from the time of injury, and may then only do so when symptom free and declared fit after proper medical examination. Such declaration must be recorded in a written report prepared by the person who carried out the medical examination of the Player.

10.1.3 In age grade rugby the three week minimum period shall be mandatory.

Safety

While we have seen significant growth, safety remains our number one priority. Below you will find the policies enforced by Rugby Oregon to promote safety and provide a positive environment in which our athletes can safely participate.

For the Coach:

- All Rugby Oregon head coaches are required to have completed the USA Rugby Coaching Certification Program. This program is aligned with the International Rugby Board and is a combination of online modules and a face-to-face workshop. Coaches are assessed online for understanding and then in the workshop for competency.
- All coaches are required to register with USA Rugby. USA Rugby conducts a background check on every youth and high school coach through this registration process.
- A certified coach is required at every match and practice.
- Coaches are required to ensure compliance with mandatory four tackle practices and two live scrum sessions for every player before they play in their first game. Coaches must avoid fast tracking elite athletes.

- Coaches are required to have a cell phone at all practices and matches.
- Coaches receive important player information through the Rugby Oregon registration process: parents' names, addresses, phone numbers, doctor's name and phone number, insurance information and any medical conditions, allergies, drug reactions and previous illnesses/injuries or surgeries relative to the athlete, as well as a signed consent form giving authorization to Rugby Oregon to obtain medical treatment for a minor.
- Coaches are required to possess parent/legal guardian waivers and authorization forms to consent to treatment for a minor for every athlete, at every practice and match. This information includes parents' phone numbers, Dr.'s name and phone number, insurance information, and any medical conditions, allergies, drug reactions, and previous illnesses, injuries or surgeries relative to the athlete.
- First Aid and CPR certification is strongly recommended for coaches though not mandated at this time. Certification can be achieved through the Red Cross at <http://www.redcross.org>.

For the Player:

- Players are required to participate in at least four tackling practices, supervised by the certified coach before participating in their first game. Coaches must document the dates players attended these practices. The focus on this instruction is to teach safe tackling techniques and how to be tackled safely.
- Players are required to participate in two live scrum sessions, supervised by the certified coach before participating in their first game.
- Athletes are required to have a medical insurance policy in their name with a minimum of \$100,000 in medical coverage with no restrictions for accidents while participating in sports.
- Athletes must always wear appropriate safety gear and equipment that fits properly. Protective gear is sport-specific and includes mouth guards and cleats. Additional equipment such as shin pads, scrum caps and shoulder pads, while optional, must meet the approval of the International Rugby Board.
- Every athlete must register with USA Rugby. Membership provides athletes 3rd party liability coverage. This is not medical insurance coverage.
- Every athlete and parent/legal guardian signs the Rugby Oregon code of conduct during the registration process.

For the Game

- Emergency plans are issued for every field used. Plan must include; address of venue, quickest route to and from nearest hospital/ER, hospital/ER address and contact information.
- Every match is officiated by a USA Rugby certified referee.
- Every match is attended by a Certified Athletic Trainer from the Oregon Athletic Trainers' Society. If an AT is not at the field the game may continue as long as coaches have a field emergency plan and a working cell phone.
- Coaches and referee's check athletic grounds for hazards (rocks, holes, water, etc.). Also consider current and potential weather conditions (e.g. lightning).

- Referee inspects players for proper equipment and removal of jewelry before game.
- Parents, players and coaches agree to follow good sportsmanship guidelines as described in the Code of Conduct.

Liability Coverage:

- A \$1 million per incident liability insurance policy covers Rugby Oregon and all affiliates of USA Rugby, registered members, coaches, referees, volunteers, committee members and administrators. The policy provides 3rd party liability insurance to cover the owners of practice and game facilities. For more information go to http://www.usarugby.org/goto/liability_insurance.

First Aid and CPR Certification

First Aid and CPR certification is recommended for coaches though not mandated at this time. For more information about certification courses go to www.redcross.org. Below are contact numbers for American Red Cross chapters in Oregon who offer First Aid and CPR certification.

- Greater Portland Metro area – 503-528-5614
- Pacific Chapter of Benton, Coos, Curry, Douglas, Lane, Lincoln and Linn Counties – 541-344-5244
- Southern Oregon Chapter – 541-779-3773
- Oregon Mountain River Chapter – Bend, OR - 541-382-2142

Rugby Oregon

Mission

To promote physical fitness, teamwork and leadership skills through the game of rugby.

Background

Rugby Oregon (RO) a.k.a. Oregon Youth Rugby is a 501(c) (3) non-profit formed in 1999 to promote physical fitness, teamwork and leadership skills through the game of rugby. At the time of our inception there were no youth rugby players in Oregon or SW Washington.

Jeff Arker, founder and President of RO, is a retired rugby player who wanted to be able to introduce the game and its strong sense of sportsmanship and camaraderie to his son and friends.

From the first series of clinics for elementary and middle-schoolers in the summer of 1999 the organization has grown to include over 1,200 athletes who either participate in our Rookie Rugby Summer Camp program, our Rugby Sevens league for students in 5th – 8th grade or for one of the 40 boys and girls high school teams spread from Ashland, OR in the south, Battle Ground, WA in the north and Pendleton, OR in the east.

Resources & Capabilities

Rugby Oregon serves approximately 1,200 members in Oregon and SW Washington annually. The resources used to support our mission and goals include:

Paid Staff

Rugby Oregon employs an Executive Director to provide program support and day-to-day assistance to members, volunteers and contractors.

Contract Staff

Rugby Oregon contracts with individuals to provide assistance in training & assessing referees, and educating and certifying coaches. In addition, Rugby Oregon contracts with approximately 40 referees and 30 certified athletic trainers.

Volunteers

Rugby Oregon has over 200 hundred volunteers who support our programs:

- Coaches
- Team Parents
- Referee Trainers

Website

Rugby Oregon maintains a website that is utilized extensively by our membership over the year. The website contains resources for coaches, athletic trainers and referees, league schedules, standings and results, field locations and directions, field emergency plans, latest news, important dates, program offerings and other items of general interest. Before and during league play in the spring our website receives over 1000 hits per week.. www.RugbyOregon.com

Team Website

Rugby Oregon will link to existing team websites. We also offer to provide a one page overview with a number of optional page categories i.e. team description/history, roster, practice details, schedules, etc. The options can be managed by an administrator using tools provided by Rugby Oregon's web developers. The cost is \$75/year.

Forms

Attached forms include:

- High School Player and Parent Code of Conduct
- Coaches' Code of Conduct
- Authorization to Consent to Medical Treatment for a Minor
- Parent Guardian Agreement
- USA Rugby Participation Agreement and Waiver and Release of Liability for Adults and Minors
- USA Rugby Medical Insurance Agreement and USA Rugby Rules Acknowledgement for Adults and Minors
- Rugby Oregon Match Report – Game Day Reporting
- Sample Emergency Plan
- Scholarship Application