

RUGBY OREGON DISCIPLINARY COMMITTEE TERMS OF REFERENCE

PURPOSE

The Disciplinary Committee is responsible for the following areas:

The committee will clarify and enforce USA Rugby/Rugby Oregon disciplinary policies, regulations and procedures. It will ensure that any updates to national policies are implemented in Rugby Oregon, communicated to the Rugby Oregon community and that all necessary existing documentation incorporates additions and changes from the national office.

The committee will establish any regulations specific to the needs of the Rugby Oregon community that are not outlined by the national office, or where the national guideline(s) are not applicable/appropriate for the Rugby Oregon community. It will ensure that these additions/changes are implemented in Rugby Oregon, communicated to the Rugby Oregon community and that all necessary existing documentation incorporates additions and changes.

The committee will receive, investigate and respond to all disciplinary incidents within the Rugby Oregon community. The committee will deliver the appropriate disciplinary sanction, and is permitted to modify sanctions at its discretion as befits the specific disciplinary situation.

“Incident” settings are defined as any setting associated directly with the Rugby Oregon community, including, but not limited to: team practices, matches and tournaments, social media postings, and verbal or written communications between members of the Rugby Oregon community.

“Rugby Oregon community” is defined as all members of the Rugby Oregon coach, referee and administrative staff, as well as players, parents, and fans. Additionally, this community will include competitive opponents of Rugby Oregon’s teams.

The receipt of incident information may be provided through referee feedback, corrective action feedback, or detailed written or verbal summary to Rugby Oregon or the Disciplinary Committee Chairperson. The committee will provide a timely ruling on the disciplinary incident.

The committee will track disciplinary incidents to spot trends that may require further management.

The committee will maintain a repository of its updates and changes to policies, regulations and procedures that emerge and will provide an annual update at the Annual Coaches Meeting(s).

AUTHORITY & RESPONSIBILITIES

The committee shall meet as often as necessary to fulfill its PURPOSES as described in the Terms of Reference. Meetings are typically voice or video calls to encourage committee representation regardless of geography.

The committee shall keep detailed and accurate minutes of its proceedings on the cases it hears, but such minutes do not need to detail any deliberations of the committee, only its eventual ruling(s) on the matter at hand.

The Disciplinary committee's role is not to replace or supersede the role of SafeSport within the Rugby Oregon community. Rugby Oregon adheres to USA Rugby's SafeSport Policies and Procedures. The committee will immediately report any abuse, harassment, bullying or hazing to SafeSport.

A committee member will recuse him or herself should a disciplinary incident directly involve a team they are affiliated with. A temporary committee member shall be appointed by the Chairperson in their place.

MEMBERSHIP

The Chairperson of the Disciplinary Committee shall be appointed by the Rugby Oregon President/CEO/Executive Director to a term of two (2) years, after which time Rugby Oregon shall consider the performance of the Chairperson and either re-appoint the Chairperson for another two (2) year term, or allow the term to lapse, and appoint another individual as Chairperson. If, during the two (2) year term, Rugby Oregon determines that the Chairperson is not fulfilling the duties of the position, he/she may be removed and replaced by the Rugby Oregon President/CEO/Executive Director. Mid-term removal of a Chairperson would be based on insufficient engagement barring just cause.

There shall be four (4) additional members of the committee, each representing one of the following:

- high school boys leagues
- high school girls leagues
- middle school leagues
- youth non-contact leagues

The Chairperson and above four (4) league committee members, shall be in a current or retired Rugby Oregon staff position and must remain a USA Rugby member in good standing during his/her tenure. Staff positions are limited to current and former coaches, assistant coaches, and team administrators. Parents and current players are not eligible for a position on this committee unless they currently hold a staff position.

The four (4) non-Chairperson representatives shall be elected by the Rugby Oregon coaching staff at the Annual Coaches Meeting(s). Candidates for these positions will be nominated by the Rugby Oregon coaching staff. Below is a suggested schedule for nomination, vetting and election.

6 weeks prior to annual coach meeting – formal request for nominations

3 weeks prior to annual coach meeting – close of nominations window, allowing for vetting

1 week prior to annual coach meeting – distribution of vetted nominees

Annual Coaches Meeting(s) – election of committee members

Non-Chairperson members shall serve a term of two (2) years, and will be eligible for re-election. Re-election candidates will follow the same vetting and election process as new candidates. There is no limitation on the number of terms. The Chairperson may seek removal of a committee member for lack of participation, or in cases where a member resigns, the Chairperson shall notify Rugby Oregon. The committee member position may be filled by appointment by the Rugby Oregon President/CEO/Executive Director until the next Annual Coaches Meeting(s).

In order to ensure smooth running and transition when new members are elected to the committee, Rugby Oregon will attempt to elect for the four (4) Non-Chairperson committee positions on the following schedule:

- high school boys and youth non-contact representatives will be elected on even years
- high school girls and middle school representatives will be elected on odd years