

Columbus Women's Rugby Club Constitution
(Formerly Scioto Valley Women's Rugby Football Club)
Version 10 August 18, 2022

Article 1- Name

The name of the organization was formerly "Scioto Valley Women's Rugby Football Club." Upon unanimous club vote in the summer of 2017, the club will be known as "Columbus Women's Rugby Club."

Article II- Purpose

This club was formed and chartered for the purpose of providing a fun and competitive women's rugby club in the city of Columbus, Ohio. The club will work to grow and improve the sport of rugby and be a strong positive organization in the Columbus community.

Article III- Values

The Columbus Women's Rugby Club has agreed upon and will withhold the following values. These values apply to all members of CWRC (players, captains, coaches, officers) and extend to affiliated groups as well (alumni, potential sponsors, etc).

Respect: With word and action, we show respect for our clubmates, leadership, the game, the jersey, and the club. We are a constant reflection of our club and the sport of rugby, on and off the pitch.

Humility: We play for something bigger than ourselves and understand that compromises are necessary for growth and sustainability. We are open to change, accountable for our shortcomings, and transparent with our intentions.

Positivity: We encourage growth at the individual, club, and administrative levels using empowerment, trust, and constructive encouragement. The way we speak and act toward each other on and off of the pitch reflects our commitment to a positive and respectful environment for everyone.

Ownership: Each individual has equal ownership of and responsibility for CWRC as an organization. We are stewards for our clubmates and the game. We are accountable for our grievances and dedicated to the individual growth of our clubmates and the sustainability of the club.

Article IV- Membership

The women's rugby club is open to all females 18 years old and older in Columbus and surrounding areas, regardless of: religion, sexual orientation, gender identity, race, ethnicity, or any other factor with the following stipulations:

1. Members pay their full dues, as set by the President and Treasurer each year.

2. If a member does not consistently exemplify one or all of the club values listed in this constitution, the remaining members can weigh in on the offending member's participation with the club.
3. A member must comply with our Code of Conduct.
4. A member can be removed from the club with a 2/3 majority vote of the remaining club members.

Article V- Meetings

The club will hold a regular schedule of practices, matches, meetings and social events each season. A schedule of all these events will be provided to all club members before the start of each season.

Article VI- Officers and Captains

All officers will hold their position for an approximate one year term with elections taking place at the end of spring season. All Officers and Captains must comply with our Code of Conduct. The following is a list of the club officers and their main duties and responsibilities:

President:

1. Oversee all club operations
2. Serve as main representative of the club at national, regional, or local administrative meetings
3. Call officers meetings on a regular basis and club meetings as needed
4. Perform annual audit with Treasurer
5. Assume responsibility for an officer not in attendance or delegate tasks as needed

Treasurer:

1. Sets and holds the club to the adopted budget
2. Collects dues and other money; Keeps a running tab of club expenses
3. Keep club and individual CIPP records with USA Rugby
4. Perform an annual audit with sitting President
5. Present projected budget prior to start of season to officers, then club
6. Present actual budget at the end of season to officers, then club
7. Set an annual fundraising goal
8. Ensure dues are paid to Midwest, Ohio Rugby Referee Society, Ohio Rugby Union, USA Rugby
9. Keep record of all invoices and receipts
10. Provide swift and reasonable access to account balance for any CWRC member
11. Reimburse individuals for any club related expenditures, if provided an itemized receipt or other fiscal documentation of purchase
12. Will serve as a member of the annual banquet board

Match Secretary:

1. Responsible for club match schedule each season
2. Communicate revisions with Midwest Competition Committee on competitive season schedule

3. Enter schedule into ORRS website to request referee assignments
4. Follows regional and state regulations on confirming matches with officials and opponent
5. Compose and submit match report/scores to necessary parties when mandated

Social Chair:

1. Organize social functions and club bonding activities, including alumni events
2. Contact bar to organize Saturday socials (keg and food) for home matches
3. Obtain “Woman of the Match” prize for home matches
4. Serve on the annual banquet committee

Fundraising Chair:

1. Organizes and sets up fundraising events
2. Responsible for seeking out donations and sponsorships
3. Responsible for meeting the fundraising goal agreed upon in annual budget

Equipment/Fields Chair:

1. Keep an updated inventory of all equipment
2. Bring what is needed to matches and practices
3. Set up fields for practices and matches: posts, pads, flags, etc;
4. Inform board when new equipment needs purchased
5. Work with captains and coaching staff to ensure they have all equipment needed for a season

Social Media/Recruiting Chair:

1. Keeps all forms of club social media (Facebook, Instagram, etc.) up to date
2. Coordinates all recruiting activities and events to attract interest in the club.
3. Provide board with metrics of reach and impact of social media posts
4. Manage content posted on club website

Captains- 1 Forward/1 Back:

1. Form committee, along with coaching staff, to determine selections for all matches
2. Lead practice if coach is not present
3. Serve as liaison between players and coach
4. Assist board with decisions that impact on-field activities
5. Work with Equipment/Fields Chair to ensure field is set up for practices and home matches

Article VII- Elections

Elections will be held each year at the end of spring season for the upcoming year. Officers and captains elections will be done annually at the end of the spring season. Elected officers and captains will serve for an approximate one-year term, beginning the day elected and ending on the election day the following year. Officers and captains are elected by a simple majority vote of club members. The President is the only club officer

who may not hold a captain or coach position. Officers and captains can be removed at any point by the President or a majority vote of club members.

Article VIII- Funds

The club will be funded by a combination of donations, sponsorships, fundraising activities, and the dues of the members. The Treasurer will have the chief responsibility of account maintenance. The President is expected to ensure finances and club operations are consistent, providing a secondary level of oversight. If the President finds any account inconsistencies during the annual audit, the board will be made aware within 3 business days. The account will then be audited by the board as a whole within 10 business days and they are expected to work together to rectify the inconsistency. Any expenditure over \$500 must be approved by at least 2 officers. Any club payment account, including but not limited to the primary bank account, Venmo, PayPal, Zelle, etc will be used exclusively for club expenditures and receipts.

Article IX- Dues

Dues will be paid by each player each season. These dues are set by the Treasurer and President prior to each season, and the amount will be based on the club's current financial situation and what club responsibilities are due each season (examples: ORRS dues, club CIPP, tournament entry fees, number of home matches, etc.).

1. If a player is experiencing hardship and cannot pay dues, the player will need to inform an officer or captain. The officers will decide on a resolution and the Treasurer will keep a written record of agreement.
2. If a player joins "later" in the season, a prorated amount of dues will still need to be paid.
3. Dues will be paid by the set dates that are set by the Treasurer. Arrangements can be made for payments, but players must speak with the Treasurer, Captain, or another officer. Players must adhere to the arrangements made to be considered eligible for match selection.

Article X- Coach

The club officers will select and supervise all members of the coaching staff. With a majority Board vote, a coach can be removed at any point based upon the perceived need at the time or if a coach is not consistently exemplifying one or all of the club values or complying with our Code of Conduct. In the event that a coach is a player-coach or alumni coach, that player may not hold the President or a Captain position while serving in the coach role. For a coach or player-coach, the club can pay for, but not limited to, the following:

1. Coach CIPP
2. Coaching certifications or background checks
3. Coaching clinics for continuing education or advanced certification
4. Hotel accommodations for club-related travel
5. Anything else that may be deemed as beneficial to a coach in leading/teaching the club

Article XI- Travel

Club travel will be decided on a trip-by-trip basis. The itinerary and trip resources will be decided upon club finances, match schedules, and player needs. When necessary, travel expenses will be paid for by players, unless decided otherwise by the President and Treasurer. Any coach will have travel expenses reimbursed upon providing receipt(s) to the Treasurer, including and limited to: fuel, plane tickets, and one meal per match day (does not include alcohol). Players may be reimbursed for fuel only.

Article XII- Match Eligibility

To be eligible for selection on match day during the competitive season, a player must:

1. Pay club dues or make arrangements with the Treasurer to ensure dues are paid in a timely manner
2. Attend at least 1 practice the week of the match

Meeting this criteria ensures a player is eligible for selection, but does not guarantee they will be selected for the match. If an extenuating circumstance prevents a player from meeting one or both pieces of the criteria, that player must provide notice in a timely manner to a captain, coach, or officer. Eligibility for that player will be determined at the discretion of coaches and captains.

Article XIII- Amendments

This constitution can be amended by a simple majority vote of club officers at any point.

Article XIV - Code of Conduct

1. Purpose

This Code of Conduct has been established and adopted to ensure the guiding principles of Columbus Women's Rugby Club are understood and met by all individuals associated with this organization. The Code of Conduct is for coaches, players, alumni, and spectators. In addition, this Code of Conduct and Disciplinary Procedures will be available on the club website for review.

The following code of conduct will be enforced at all team sanctioned events including but not limited to practices, games, socials, scrimmages/friendlies, fundraisers, clinics and volunteer events. Additionally, in regards to social media use of both the club and individual team members, the board reserves the right to initiate disciplinary action in the event content is posted that conflicts egregiously with the below code of conduct.

2. Players Code of Conduct

Each player will ensure that their playing conduct is that of a player fairly competing to the limit of their ability. To satisfactorily meet these responsibilities, the player is expected to:

- A. Know the laws and abide by them.

- B. Respect the game officials and refrain from addressing them or commenting on their decisions during the play of the game.
- C. Avoid the use of abusive language and physical assault upon another player at any time.
- D. Respect the coaches and players of the opposing club and demonstrate appropriate gestures of sportsmanship at the conclusion of the game.
- E. Follow field and social venue laws and regulations, respecting at all times the property of others.
- F. Realize, accept, and practice the principle that a club's reputation is built not only on its playing ability, but also on the actions of each individual representative.

Attend every practice and game that is reasonably possible, and notify the coaches or captains in advance if the player is unable to attend.

3. Coaches Code of Conduct

Each Head Coach is responsible to see that their assistant coaches, players, and spectators abide by the respective Code of Conduct. It is also the coach's responsibility to review the Codes of Conduct with their assistant coaches. Each coach will ensure that their conduct is that of a responsible adult fairly competing to the limit of their ability. To satisfactorily meet these responsibilities, the coach is expected to:

- A. Know the laws and abide by them.
- B. Instruct players in the laws and coach their club in such a way as to motivate each player to compete according to the laws at all times.
- C. Place the emotional and physical well-being of the players ahead of any personal desire to win.
- D. Respect the game officials and refrain from questioning their decisions in a disrespectful or abusive manner.
- E. Ensure that all field rules and regulations are followed by the players and spectators.
- F. Ensure that fans of their club conduct themselves with sportsmanship and maturity at all times while in attendance at game sites, and assist the game officials in maintaining control of spectators during the games.
- G. Respect the coaches and players of the opposing club both during the play of the game and at its conclusion.
- H. Maintain control of their emotions and avoid actions, language, and/or gestures that may be interpreted as hostile and humiliating.
- I. Instruct club support personnel in their responsibilities in accordance with established laws and procedures.
- J. Realize, accept, and practice the principle that a club's reputation is built not only on its playing ability, but also on the actions of each individual representative.

4. Spectators Code of Conduct

Each spectator will ensure that their conduct is that of a responsible adult or youth who are positively encouraging all participants to the limit of their ability. To satisfactorily meet these responsibilities, each spectator is expected to:

- A. Respect the laws of the game.
- B. Respect the game officials and refrain from questioning their decisions or from addressing them in a loud, disrespectful, or abusive manner.
- C. Cheer for their club in a positive, supportive manner.
- D. Place the emotional and physical well-being of the players ahead of any personal desire to win.
- E. Maintain control of their emotions, avoid the use of abusive language, profanity, and gestures of ill temper, and refrain at all times from making hostile or negative remarks about the opposing club.
- F. Follow all field and social venue rules and regulations, respecting at all times the property of others.
- G. Realize, accept, and practice the principle that a club's reputation is built not only on its playing ability, but also on the actions of its fans.

5. Offensive Actions

Any individual violating the Code of Conduct set forth above shall be subject to penalties and sanctions as set forth in the Disciplinary Procedures below. In addition to conforming to the requirements of the Code of Conduct above, the following actions are specifically prohibited:

(*“Offensive Actions”*):

- A. Refusing to abide by an official's decision.
- B. Verbally, physically, sexually, or emotionally abusing or assaulting any player, coach, official, or spectator.
- C. Engaging in any other type of violent behavior at the field or social venue, such as throwing equipment or other objects.
- D. Disrespecting, destroying, or stealing the property of others, including the club's equipment or bank account.
- E. Not fulfilling responsibilities in a timely or respectful manner, if serving as a Captain, Coach, or Officer
- F. Offenses are not limited to the descriptions above. Coaches, Captains, and Officers can deem any behavior that does not reflect the values and conduct of the club to be an offense with agreement from fellow Coaches, Captains, and Officers.

Disciplinary Procedures

Please click on the link below for directions on our Procedures for Handling Complaints against Players, Coaches, Officers, and/or Captains.

[Procedure for Handling Complaints against Players, Coaches, Officers and/or Captains](#)

1. Penalties for Players

The Executive Board shall determine the appropriate penalty for any violation of the Code of Conduct and any Offensive Actions. Penalties may include the following:

- A. 1st Offense: Verbal Warning
- B. 2nd Offense: Written Reprimand with a one game suspension. A suspension prohibits the offending player from attending the game as a spectator and the social event that follows the conclusion of the match.
- C. 3rd Offense: Suspension for the remainder of the season
 - i. If the offense occurs at the end of a season or in the offseason, that player will be suspended for the following season, in full.
- D. 4th Offense (or further): If a player continues to offend after their 3rd offense, the club will be permitted to vote on whether that player can remain a member of the club. It will require a 2/3 majority vote from the current club membership.

2. Penalties for Officers, Coaches, and Captains

The Executive Board shall determine the appropriate penalty for any violation of the Code of Conduct and any Offensive Actions. Penalties will be categorized as Minor and Major Offenses. Penalties may include the following:

- A. Minor Offenses
 - a. 1st Offense: Verbal Warning with Performance Improvement Plan issued by Executive Board
 - b. 2nd Offense: Written Reprimand with stricter guidelines made to Performance Improvement Plan
 - c. 3rd Offense: Removal from position and prohibited from being elected the following seasonal year
- B. Major Offenses
 - a. Immediate removal from position and suspension from club activities until investigation is complete. The offender is also subject to club vote on dismissal from the club.