



## Rugby NorCal Quarterly Board Meeting (BOD) Meeting Packet #26

Date: November 16, 2016

Time: 7:00 PM – 8:30 PM

Location: Teleconference

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### **November 16th BOD Programming:**

#### **President's Report – Paul Kessler:**

- Off Season Silent (Player to Player) Recruiting is continuing, we should consider freezing rosters and establish official date 2017 Season e.g. Jan 1.
- Player Welfare Program launched (new parent's positive response).
- New YDO in Sac Valley – Nick Freitas, partial funding from Annual KOT

#### **Executive Director Report – Mark Carney:**

**Player Welfare Program (PWP)** – As you all know, Rugby NorCal has rolled out a new Player Welfare Program (PWP) for the 2017 season and beyond. It is a comprehensive program that includes Certified Athletic Trainers for every RNC scheduled match, baseline concussion testing, injury tracking, Emergency Action Plans, discounted medical kits, and much more.

**Documents** – Will be sent out with the PowerPoint presentation closer to the date of Board Meeting.

**RNC Website** - On the Rugby NorCal website, under the Safety tab, there is a ton of information for athletic trainers, coaches, parents, etc. This is where Athletic Trainers will be able to download the ATC guidelines and see their match assignments. This is where parents can find information about the safety of the sport and what measures are being taken to ensure the safety of their child, and this is where coaches/administrators can find information regarding their roles and responsibilities throughout the season with respect to entering match information, injury tracking at practices, etc.

**Workflow Process** – Included in the documents for Athletic Trainers, Admins and Coaches. Rugby NorCal Office has its own workflow pertaining to the PWP in regards to follow up injuries with coaches and parents, and receive doctor's notes for suspected or diagnosed concussions. It looks as: upon an injury being reported by an ATC, an injury report will be submitted through InjureFree, the office will review all injury reports and any major injuries will be followed up upon. Coaches are able to access the InjureFree site through profiles that are generated for them upon registration, where an injury report can be submitted for an injury sustained during practice. This injury report is less thorough than one filled out by the ATCs as they have more medical training and clearance.

**Baseline Testing** – We have purchased a bulk number of baseline concussion tests from ImPACT, "the most widely used and most scientifically validated computerized concussion management tool available." Any clubs that wish to administer this test to their players (ages 12+) to reach out to us to receive a team code from ImPACT with the amount of tests you'll need. To administer this test to ages 12+, you will need a computer lab type setting with multiple computers, and an individual to instruct the players how to take the test and administer the players during the 35-60-minute computerized test. We however, did not purchase post-concussion tests as any player

who receives a concussion or suspected concussion will be evaluated by a doctor post-injury, negating the need for a post-concussion test from ImPACT.

**Medical Kits** – Rugby NorCal partnered with a medical kit supply company in Las Vegas to offer discounted medical kits for all clubs that are looking to purchase either a fully stocked medical kit (and bag) or specific items at a discounted rate. All of the information regarding the contents of the bags and ordering information is on the RNC website in the Safety tab. There are two kits available, Youth (U14 and under) and High School, and the kits can be ordered with or without the carrying bag. All costs on the website have shipping to Northern California included.

**AB 2007 – Concussion Information** – As of September 2016, the State of California passed Bill AB 2007 which requires that every player and parent/guardian receive information on signs, symptoms, dangers, and protocol for concussions during their registration, which must be signed and returned before participating in any Club event. Additionally, every coach and administrator must now take some form of concussion education, administered by Rugby NorCal EACH AND EVERY Year. In future seasons, we will be partnering with InjureFree to offer a yearly concussion course for all coaches/admins, since the NFHS Course is only required every two years. This year, we have sent out a JotForm link with concussion information that must be read and signed by every club coach/administrator/referee. We have also sent a form that needs to be included in your club registration packet for each player and parent to read and sign. If you have already registered some players without this concussion information, please have them sign the form, as well as the parent. This information MUST be kept on file with the Club in case the state audits our organization, we will call on each club to send us their signed waiver documents.

**Emergency Action Plan (EAP)** – We are now implementing that each club send us an Emergency Action Plan (EAP) for each of the facilities they use throughout the season. Some clubs may just have one facility, while others may have 3 or 4. This is a short form that can be found under the Safety tab on the RNC website. Once an EAP is completed for each facility, we will be able to upload the document to the corresponding location in the CMS Locations Tab, and when that location is chosen for a match/tournament, the EAP will be printed out with the match report/rosters/headshots and you will be able to give that EAP to the assigned Athletic Trainer in case of an Emergency.

**2017 Budget** – To be discussed at BOD.

### **Operations Manager Report – Marti Blum:**

**Club Information Forms** - I've only received 7 club information forms thus far. It is important that everyone submit a full and comprehensive club information form. Most forms that have been submitted do not list assistant coaches, and knowing this information is just as important as head coach information. Remember the deadline is December 12, 2016, so please make sure you're submitting your forms as soon as possible! Reminder, when you submit a form, the email address listed for "primary contact" will receive an email confirmation with a link if you ever need to edit your submission.

**Coach/Admin/Referee Registration** - This is a reminder to all clubs to make sure EVERY coach, referee and administrator is registered through USA Rugby. USAR is cracking down on clubs that do not have registered coaches, and we need to make sure our players are safe and that all of our clubs are in compliance with USAR. With the implementation of the California Bill AB 2007, we recently sent out a link with concussion information that must be signed by all Coaches, Admins and Referees. While reviewing all of the submissions, I have been noticing a trend with most clubs, that a submitted entry is from a person who I do not have listed as a staff member for your particular club. This should not deter you all from having coaches/refs/admins fill out the form, it should encourage you all to make sure your staff member information is being sent to me (in your club

information form) as well as registered with USAR.

**Finalized 2017 Master Calendar** – Attached is the 2017 Master Calendar with start dates of each league, tournament dates, BOD Meetings, etc. As you can see, we have four 7s tournaments covered by Solo Rugby Club in Dixon, if any clubs are interested in hosting a Summer 7s tournament, please let me know and we can discuss logistics.

**Coach and Referee Courses** – The past few coach and referee courses we've had since September have been great! A lot of interest and attendance at every single one, and we had a Level 300 Coaching course which was a huge success. The upcoming courses are:

November 20 – Referee Level 1– River City High School, West Sacramento

December 10 – Coach Level 200 – SFGG

December 17 – Referee Level 1 – Elsie Allen High School, Santa Rosa

January 7 – Coach Level 200 - Dixon

January 15 – Referee Level 1 – Bellarmine College Prep, San Jose

**Fundraiser** – Online fundraiser on YouCaring.com to help us raise funds for the implementation of our PWP. Thank you to all who have already donated. We need to keep pushing for supporters and donors to reach our goal of \$20,000.

### **VP Competitions Report – Jon Straka:**

- The master schedule is coming along. The Competition Committee is still making some final designations for which league some clubs will play in, but the schedule should be ready by early December. JV schedules will be adjusted in January once there is better data on who has a JV side for sure.
- Here are the status updates for each conference or league:
  1. **Central D2:** Have had their scheduling meeting and submitted a final schedule beginning 2/11 and ending 4/1
  2. **Premier League:** Final teams in the league have not been set. Competition Committee member Jason Divine and others have formed a Premier League Committee to approve or deny applications for promotion. 5 clubs have expressed desire or interest to join the league. The PL should start 2/11 and finish 4/1.
  3. **\*Sac Valley D1, D2, and JV:** Sac Valley Committee Reps Randy Grubb, Pat Maldonado, and Ben Strange (consultant) are finishing a combined schedule with D1 and D2 crossover matches during the regular season. I believe Sac Valley will start their season 1/28 with 9 regular season games ending 4/1.
  4. **\*Bay Area D1, D2, and JV:** A preliminary schedule with some D1/D2 crossover games has been drafted. There are also some crossover games scheduled with Redwood. Bay Area should start 2/11 and finish 4/1
  5. **\*Redwood:** A preliminary schedule has been drafted with each club having 2 non-league games vs Bay Conference clubs. Redwood should start 2/11 and finish 4/1
    - \*Bay, Sac, and Redwood final schedules will be set after the Premier League Committee admits new clubs.
- Playoffs:
  - Championships will be held 5/6 at a site to be determined.
  - Playoff matches may be held 4/8, 4/22, and 4/29. 4/15 is Easter weekend and a league bye.
  - Premier will have a top 4 and a Bottom 4 to play semifinal matches for the Cup or Plate

- The D1 plan is to have 8 teams playing off for the Cup. Winners of quarterfinal matches continue on to play for the Cup and losers move on to play for the Plate.
- The D2 plan is the same as last year, following the D1 plan but adding a second bracket of 8 for the Bowl and Shield.
- JV will depend on how many teams enter the playoffs, but the idea is to follow the D1 or D2 plan.

### **VP Operations/Girls Committee Report – Karen Chance:**

- Girl's League has finalized their calendar which follows the Boy's Premier schedule with the addition of the NorCal Girl's Rugby KO Festival on Jan 14<sup>th</sup> at Cordova High School.
- The Girl's Annual Coaches meeting held Oct 2<sup>nd</sup> in Vacaville; most clubs were represented.
- Bob Stephen was confirmed as the Bay Area Girl's Committee Representative along with me as the Sac Valley and Chair.
- We have decided to divide the league play schedule geographically this season with 1 division in the Bay Area and 2 divisions in the Sac Valley. We will play 6 league games with in the divisions starting Feb 4<sup>th</sup> and then play-offs the last 2 weekends before the Championships on May 6<sup>th</sup>.
- Clubs have been asked to confirm as soon as they know and before the first of December, that they will be fielding a High School team and if they will also field a Middle School team. The Middle School teams will play directly following the High School teams, so the more clubs that field Middle School teams the better.
- Any Club that cannot field a full 15's side will play "at large" still having a season but not eligible for play-offs. We have Marin, Lamorinda, River City and Los Gatos, recruiting to join the league this season. Hopefully, Bullard can reestablish their team and rejoin us.
- Steve Lopez and Bob Stephens suggested having an annual "NorCal Girl's Rugby Invitational Tournament" to draw in competition from surrounding states, Canada and SoCal. We plan for multiple skill level divisions including a Middle School division. We have had a meeting, Danville and Pleasanton will be sponsoring this first tournament along with the help of the Girl's league and RNC. We are looking at Stanford, St. Mary's and Livermore for the venue on the selected March 11<sup>th</sup> and 12<sup>th</sup> dates. We have a website page up and as soon as we have the details in place we will market the tournament.

### **JY Report – Bob McCarty:**

- Jr Youth Schedules should be created in the next month, pending receipt of club team estimates. If you haven't submitted your team estimates to Rugby NorCal, please do so ASAP, as they're critical to devising the schedule.
- A few minor adjustments to Jr Youth Playing Regulations are proposed, and will be out of JY Committee by the date of the Rugby NorCal BOD meeting. A revised Jr Youth Playing Regs document will be prepared for board approval at the Nov mtg.
- We anticipate retaining the Lightweight and Open divisions at U10, U12, and Middle School Boys. Middle School Girls will remain without weight divisions for 2017.

End of year events are anticipated for the following dates:

Under-8 Jamboree - Sat 4 Mar - Wilder Fields, Orinda

Under-10 Jamboree - Sat 11 Mar - Wilder Fields, Orinda

Under-12 Jamboree - Sat 18 Mar - Wilder Fields, Orinda

Middle School - Sat 25 Mar – Hall Park, Dixon

**Secretary Report – Kate Forman:**

**Fundraiser – Rugby NorCal Hall of Fame 2017**

**Other Items on the Table:**

**Adjourn!**

**Additional Handouts/Attachments: 2017 RNC Budget, YTD Balance Sheet, YTD P&L, 2017 Master Calendar**