

**West Rugby Football Union
January 10 and 11 2004
Houston, Texas Rugby Union
Draft Minutes – WTH Comments**

Action Items are in bold italics and are outlined on the last two pages of the minutes

Attendees: Bill Sexton [President and Director], David Jenkins [Secretary & Texas], David McPhail [Treasurer], Bob Latham [Director], Paul Mabry [Director], Kurt Torkelson [Heart of America RFU]; **Proxies:** Rich Cortez [Eastern Rockies RFU and West Collegiate Coach], John Wolfe [Missouri RFU and West Senior Men's Manager]; Bill Haffner (WRFU Office); Stephen Glentzer [WRFU Referees Society], Larry Naifeh [West Senior Men's Coach], Craig Coates [West Senior Women's Coach], Mary Graham [West Senior Women's Manager]

Guests: John Lopez [Galveston RFC], Dan Persha [USA Rugby YDO, Texas]. Kate Nichol [Coach, Texas A&M University]

Absent: Great Plains RFU, Ozark LAU, Rio Grande LAU

Bill Sexton welcomed all attendees to the meeting. The meeting commenced with the Financial report by David McPhail, the West treasurer. The main issues from the 2003 financial report were:

- The dues collections needs improvement as member dues from prior years is excessive.
- Expense reports and receipts must be submitted together and need to be associated with the specific codes, which will be updated to reflect the 2004 budget.
- Reminded everyone that personal expenditures such as meals and drink are not allowed.
- There were significant over-expenditures on Youth Development, attributable to the players grants program.
- At year-end of 2003, total expenditures were \$4575 under the 2003 budget.
- At year-end 2003, the checking balance was \$8600 and the savings balance was \$94,868, most of which is invested in interest-earning certificates.
- There is a need to have better communication with USA Rugby in regards to player selection such that our player grant system could become more efficient.

The Board approved the 2003 Financial Report. See Attachment 3

McPhail then presented the 2004 Budget – Attachment 4 and pointed out that \$10,000 was moved out of the savings account into the expenditure account. Sexton expressed concern over spending of savings within the budget (i.e., deficit spending). McPhail noted that deficit spending was not going to be an annual event. Jenkins enquired how

the referees' expenditures were being made and it was explained that their expenditures were on Western Championship events. However, it was felt the referee's financial reporting needs to show considerable improvement.

The Board approved the proposed 2004 Budget.

The President thanked McPhail for his efforts in the financial reporting of the Union.

Sexton gave his President's report.

- Approximately 65% of USA Rugby members are under 23 years of age.
- The USA Board recently approved to allocation of up to 10% of the USA Rugby CIPP revenues to support the national teams (except the men's fifteens and sevens teams).
- The new procedure for collection of West in conjunction with USA Rugby CIPP dues was discussed. The major points were (Attachments 5, 24, and 25):
 - All West members should use designated West-Pacific Coast CIPP forms that include both the USA Rugby and West fees.
 - Coaches are now required to complete a separate Coaches form, specific to the West and Pacific Coast. All coaches will be required to sign the code of conduct form and submit at the same time as their CIPP form.
 - All coaches associated with youth and collegiate teams will be subject to a USA Rugby background check. Coaches who have problems with background check will not be permitted to coach a high school, youth or collegiate club.
 - In exchange for handling of all West dues with the CIPP, USA Rugby is charging a 5% processing fee.
 - Newly formed clubs will have their West dues reimbursed after payment of dues, and verification by their respective LAU president.
- Sexton expressed concern over the performance of some of the LAUs within the West. An ad hoc committee, headed by Paul Mabry, has been established to examine the current WRFU governance structure and to consider development of an LAU charter of duties and responsibilities. *A recommendation by this ad hoc committee will be made at the West 2004 Summer Meeting.*

A review of USA Rugby activities was made by Mabry and Latham. Mabry announced that:

- USA Rugby would be soon announcing a new logo.
- USA Rugby has employed a professional marketing group to promote USA Rugby.
- The Los Angeles IRB Sevens Tournament represents a very important investment property for USA Rugby. Thus, support from the USA Rugby community is critical to ensure success and to establish credibility with the IRB.

- The location of the USA-France game is not finalized but will have to be done in next week or so.
- The USA Rugby Men's National Team Office in Berkeley, CA has been closed and is in process of moving to the National Office in Boulder, CO. The location of a permanent headquarters has not been decided.
- A restructuring of the USA Rugby Board of Directors is presently being reviewed.
- USA Rugby is addressing the promotion and relegation issues between Men's RSL and Division One.

Latham reviewed the status of rugby in the Olympics and commented that there was the possibility of sevens rugby being in the 2008 Games but more likely to be the 2012 Olympics. He also commented on the great attitude and professionalism of the USA Rugby squad at the 2003 Rugby World Cup.

The minutes from the summer 2005 West Board meeting -- Attachment 2 --were NOT approved. *Most action items from the 2004 summer meetings have not been addressed by the LAU Presidents.*

The Board charged Jenkins with producing job description for the General Manager of the All-Star Teams, as a responsibility of the Vice President, within the next three months.

Haffner presented a West Competitions Report. Attachments 7, 8, 9, and 18. *It was requested that all LAU presidents review the list of clubs within their LAU and send a corrected list to Haffner as soon as possible.*

It was agreed that the 2004 Men's Division III Championship would consist of two teams from Texas, one from Missouri, and one for HOA. The structure of this competition will be reviewed by the Competitions Committee prior to the 2005 competitive cycle.

Updated regulations covering West competitions will be posted to the West website soon, and all LAU Presidents should make sure that their member clubs are aware of these changes. Attachment 13

New directives for check-in for West league matches and championships was presented, but requires re-wording and this re-wording will be submitted to the Board within 3 days of the 2004 AGM for approval. Attachment 13.

The LAUs need to follow-up on the dues arrears for 2003, as posted on the West website. Clubs have until February 15, 2004 to resolved all arrears. The clubs concerned will be disqualified from the 2004 Championships, per WRFU policy. Attachment 10

Glentzer presented the referees report, which was approved by the Board. Attachment 21. It was requested that Glentzer supply the West Board with a complete list of all referees from C3 Upwards. It was suggested that the referees consider the restructuring within the West Referees Society to better address issues within and among the LAU Societies. *The Referees have been requested to submit their final 2003 Calendar Year Expenditures and a detailed Calendar Year 2004 Budget as soon as possible. Glentzer was requested to prepare a list of ALL the referees within the West*

The individual LAUs made presentations on the progress of their Youth/HS programs. No reports were submitted by Eastern Rockies, Great Plains, or Rio Grande. A verbal report was made by HOA (Torkelson) who stated that they had lost three High School clubs. Missouri (Wolfe) made a verbal report and stated that they are losing one high school team, but were gaining another one. DeSmet HS (St. Louis, MO) now has an on-campus facility that will allow them to host Western Events. Ozark (Naifeh) made a verbal report that the number of high school teams [6] has remained stable, but that their U12 and U15s players have climbed from 50 to >100 in 2004. Texas (Persha) made a verbal report and submitted a written report. Texas will increase the number of high school teams by six and will only lose only one school [Eastwood].

The Senior Men's Coach (Naifeh) submitted a written report— Attachment 27 and concluded that the on-pitch performances were more a reflection of the lack of preparation as opposed to the true playing ability of the players. Attendance was poor at the senior camps this past year. The management will discuss with the LAUs and on how to improve player attendance at the development camps. An additional coach [Chris Morrow, Aspen] will be added to the coaching staff this year. The Development Squad was a positive development. *It was requested that the Senior Men's management team submit a plan for 2004 outlining proposed camps and competitions.*

The Senior Women's Manager (Graham) and Coach (Coates) submitted a written report – Attachment 12 -- and made a brief verbal presentation. The results were very encouraging. It was recommended that if the Women's senior team was going to play against other Territorial Select Sides, that they inform the LAU where the game is played. In addition, it was noted they need to budget for the cost of a referee for their trials camp.

It was requested that the Senior Women's management team submit a plan for 2004 outlining proposed camps and competitions.

At the request of the senior Women's program , Sexton will discuss with the Women's U-23 coach about the current conflict between the proposed U-23 camp and the Women's club Championships.

Written reports were received from the Women's U-23 (Dustin George) Attachment 24 -- and Women Seven's Managers Attachment 30(Franz).

The Executive Committee will review all Select Side Coaching appointments by March 1 2004, and will communicate their conclusions and recommendations to the current Select Side coaches and managers.

The Executive Committee will review the Membership of the Competitions Committee by March 1 2004, and will communicate their conclusions and recommendations to the current competitions committee members.

A discussion entailed on the reasons as to why the Women's Competitions changes very year and this situation needs to be resolved.

The Player Grants process and information on those awarded grants to date is posted on the WRFU website. LAUs are encouraged to inform the West about any grants they also give to players, so that this information can be used to publicize the grants in Rugby Magazine and other media outlets.

The West intends to implement a disciplinary process and reporting procedures for the WRFU, and will implement reporting for Men's Club Division I and Men's Collegiate Division I Competitions immediately. The draft documents – Attachment 16 --were reviewed and the Board approved their implementation.

It was requested that all LAUs submit the contact names of their Disciplinary Chairs to the West VP who will be in charge of the West disciplinary process and procedures.

The Elite Player tracking database has been an extremely useful tool for the Select Side coaches. *It was recommended that [a] the elite database form be used as a player nomination form for club, collegiate and HS coaches and [b] the elite player database be accessible via password on the West Website for access by West Select Side Coaches only.*

A motion to table New Business items 10,11, 12 and 13 was passed.

An amendment was passed to subdivide New Business item 14 into two proposals, men's clubs and men's collegiates. The proposal as outlined below "The top team in Men's Division II will be required to challenge the bottom team in the Men's Division I – there will be no exceptions. The winner will take the spot in the Premier league and the loser takes a spot in Division II. The challenger from the lower division will be the home team in the challenge match. The challenge matches will take place between the Texas State Championships and the Western Championships. This proposal was approved by the Board for implementation in Texas. This applies only to the Texas Rugby Union.

The proposal for collegiate clubs as outlined below, "The top team in Men's Collegiate Division II may challenge the bottom team in the Men's Collegiate Division I. The winner will take the spot in the Division One League and the loser takes a spot in Division II League. The challenger from the lower division will be the away team in the challenge match. The challenge matches will take place at date to be decided by the Texas Rugby Union and the West. The proposal was approved by the Board for implementation in Texas. This applies only to the Texas Rugby Union.

In regards to New Business item #15, the Board charged Cortez and Coates with producing a document by September 1, 2004 outlining the purpose of the West Collegiate All-Star Championships.

The Board approved that a proposal for a Regional Women's Club and Collegiate Competitions should be presented the clubs and colleges the weekend of the Womens Club and Collegiate Championships, respectively, by Bill Haffner. Attachment 17.

The Board approved the proposed revision of the Men's Club Sevens Competition and the recommended coach will be reviewed as part of the Boards review of all Select Side Coaches. Atatchment 20

The Board previously approved support in an unspecified amount to the Missouri RFU Women's Club rep involved in the USA Rugby challenge match (August 2003). The Board requested that the Missouri LAU resubmit a grant application with complete expense details to the WRFU Secretary. It was noted that the Missouri LAU will give \$1000 to the club.

It was recommended that the West Board consider separating the Men's and HS Championships to avoid potential behavioral problems, and this will be taken into consideration for future scheduling.

A motion was presented to the Board that all fines levied must to be paid within forty-five days of the notification of the fine. In the event of non-payment, the fines will automatically double, and if unpaid after 90 days, the offending club will be disqualified from all competitions. The proposal was approved by the Board.

A motion was presented to the Board for the establishment of a Men's Development team. *The Board charged Cortez and Wolfe with developing a plan and budget for this proposed Development team and these documents need to be submitted no later than June 1, 2004.*

The following officers were elected to the board of the West RFU:

President – Bill Sexton

Vice-president – Dave Jenkins

Treasurer – David McPhail

Secretary – Rich Cortez

USA Board Director – Bill Sexton (2004-2005)

USA Board Director – Bob Latham (2004-2005)

(The third West - Director position is held by Paul Mabry, 2003-2004.)

The Vice-President's role will be expanded to include the West disciplinary process and procedures and will also become the General Manager of the All-Star teams.

At the conclusion of the meeting, Sexton expressed his disappointment at the lack of official LAU attendees and the general failure to send delegates and written proxies. In addition, it was noted that there was a poor Sunday morning attendance by delegates.

The meeting was adjourned at 11:50 am Sunday, January 11, 2004.

ACTION ITEMS FROM WEST AGM, JAN 10 AND 11, 2004

1. The ad hoc committee to submit their recommendations on West Governance and LAU Chartering to be made at the West 2004 Summer Meeting.
2. LAU Presidents to address the action items from the 2004 summer meetings asap.
3. The Board charged Jenkins with producing job description for the General Manager of the Select Sides within the next three months.
4. All LAU presidents to review the list of clubs within their LAU and send a corrected list to Haffner as soon as possible.
5. LAU Presidents to ensure that all of their member clubs are aware of the changes in the competition eligibility regulations.
6. New regulations on the regional leagues and procedures was presented but requires re-wording and this re-wording will be submitted to the Board within 3 days of the 2004 AGM for approval.
7. The LAUs need to follow up on the dues arrears for 2003 and they have until February 15, 2004 to get these resolved or else the clubs concerned will be barred from the 2004 Championships.
8. It was requested that all LAUs submit the contact names of their Disciplinary Chairs to the West VP who will be in charge of the West disciplinary process and procedures.
9. It was recommended that [a] the elite database form be used as a player nomination form for club, collegiate and HS coaches and [b] the elite player database be accessible via password on the West Website for access by West Select Side Coaches only.
10. The Board charged Cortez and Coates with producing a document by September 1 2004 outlining the purpose of the West Collegiate All-Star Championships.
11. The Board charged Haffner with presenting a proposal for a Regional Women's Club and Collegiate Competitions to the clubs and colleges at the weekend of the Women's Championship.

12. The Board requested that the financial request by the Missouri LAU for the challenge match be resubmitted to the Secretary using the grant form.
13. The Board charged Messrs Cortez and Wolfe with developing a plan and budget for this proposed Development team. These documents need to be submitted no later than June 1, 2004.
14. The Executive Committee will review all Select Side Coaching appointments by March 1 200 and will communicate their conclusions and recommendations to the current Select Side coaches and managers.
15. The President will discuss with the Women's U-23 coach about the current conflict between the proposed U-23 camp and the Women's club Championships.
16. The Executive Committee will review the Membership of the Competitions Committee by March 1 2004 and will communicate their conclusions and recommendations to the current competitions committee members.
17. It was requested that the Senior Men's management team submit a plan for 2004 outlining proposed camps and competitions.
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