



1999 - 2000  
Players  
Handbook



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**Executive Committee Members:**

Thomas Eunson, Ric Hall, Ken Lubkowski, and Thomas Whalen

**Officer Committee Members:**

***President*** - Pat Galvin

***Vice-president*** - Mark Roberts

***Secretary*** - Todd Schmitt

***Treasurer*** - George Costakis

***Fixtures Person*** - Bill Carpenter

***Fund Coordinator*** - Royle Johnson

***Field Set-Up*** - At Large

***Fun Coordinator*** - Denny Russell

***Club Store Manager*** - Mark Roberts

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This Handbook is to be used as a guide for new and current players of the Valley Kangaroos Rugby Football Club.

The information contained in this handbook will help the player to more fully understand what is to be expected of him as he becomes a member of Valley RFC. It is to be used by the new player to answer many of the questions one may incur while becoming a full member of the club. If a member can not find the answer to a specific question or has a comment on what is to be expected as a player, he should consult with a current officer.

Besides this handbook, a player is also requested to obtain a copy of the rules of rugby. A rule book can be obtained through the USARFU office in Colorado Springs and will be made available through the Store to any player who wishes to purchase a copy. The Store is an operating business sponsored by the club. Many of the basic items one will need to begin playing the game of rugby can be purchased through the club's Store. Please consult with the current player responsible for keeping the Store.

## **The Player's Responsibilities**

Over the years the players of the Valley Kangaroos Rugby Football Club have established themselves as having a fair character, a knack for having fun, and as winners on the rugby pitch. But, as a real rugby player, there are other attributes that are necessary for the continuation of the rugby club as well as the playing team. Those items are as follows...

### **Respect:**

To the game, the referee, your coach and all coaches, your club administrators, your fellow club members and players, your supporters, and finally yourself.

To the game and for the game. You must learn the laws, and play within them as best you can.

To the referee, he is the ultimate voice on and off the field. Only the captain is allowed to speak to the referee. The old adage "Suffer in Silence" is time tested and true. If you must speak out address the captain and not referee!

To the coach, he commands your total attention at all times. Whether at a practice, game, or any club-related function, your coach knows the best way to lead you to a higher level of rugby on and off of the field. He is there to lead you and he will. Especially during practice you must listen to the coach and save comments, for another time.

To the officers, these individuals step up and represent you and the club in all official activities from lining the field and running the store to ensuring that the fields are available and that there be referees to officiate. The hours generously donated to the running of the club ensure that your rugby club will continue to exist year after year. These individuals' efforts cannot accomplish all things necessary to run the club. Therefore you must individually volunteer to do everything you can to help when needed and asked for.

To your fellow club members and players. This is where the famous rugby camaraderie begins. This ensures the 'team' component of the game.

To the supporters, (those folks who take time out to come to your games, your social functions, and club sponsored activities) always deserve your respect.

Finally, respect for yourself. It is your reputation and your personal pride with which you must concern yourself though the passage of time.

## **Discipline:**

The Disciplinary Committee was organized to help establish issues of conduct and the levels of response and retribution, for example, penalties or punishment for bad conduct. The levels of penalties will be enforced through: Captain Mandate, Presidential Decision, or Committee Review, and, of course the Kangaroo Court will as always be applied regularly and liberally.

A player will, due to association with the Valley Kangaroo Rugby Football Club, conduct himself in accordance within the laws of the country, state, county, city and club. He/she will be held accountable for all acts outside of these social bounds. This is not to be a tribunal of all social acts but is

to be directed towards conduct while playing and associating with the Valley Kangaroo Rugby Football club. Judgments to be applied to actions on and off of the field, while wearing club colors, or at a club function where acceptable levels of conduct are expected. These levels will not be set arbitrarily but are to be assessed as to the resulting act of misconduct.

*Example:* A player being sent off the field of play for fighting equals a one game suspension (presidents rule: if there was a mitigating circumstance "But, he just gouged out Larry's eye" the president can over turn the suspension).

### **A) Captain's Mandate:**

This can be anything as identified by the captain as a warranted offense. For example, not being in correct club uniform, talking on the field, back chatting to the referee, excessive sideline chatter, etc. As well as drinking violations at the club socials ( shooting a beer, a dollar fine as warranted) which will be supported by the club appointed Fun Coordinator.

### **B) Presidential Decision:**

These are those unfortunately necessary issue which are in place because the players and our club cannot operate undisciplined. A few examples:

- 1) BLANTANT DISRESPECT FOR A REFEREE OR THE LAWS OF RUGBY (with written apologies)  
A single game suspension, for first offense
- 2) LATE/NO SHOW FOR A FIRST FIFTEENS MATCH  
(with written apologies) Fine and game suspension possible
- 3) LATE/NO SHOW FOR A SECOND FIFTEENS MATCH  
(with written apologies) Fine and game suspension possible
- 4) FAILURE TO PAY ANNUAL CLUB DUES

Suspension from league play, FULL payment of dues or the set up off a payment plan

### **C) Committee Review**

These are those heinous act such as fighting with club members at, oh. Say, the Kangaroo Ball, at a drink-up, a game or on the sideline. As a result of a rugby union disciplinary action, or a referee society mandate of suspension. (If the club were to allow a player suspended by the union, or referee society to play in a said match, we would have to forfeit such match in regards to league standings).

### **D) Kangaroo Court**

A Court can be held at any time by the discretion of the standing judge and /or the eldest club member. This is an informal hearing with very well deserved punishments being handed down by the judge. All decisions and/or fines are final and will be flagrant.

### **Training:**

**Train when the club trains** - This is a team sport and you must be at the club training's to ensure that you know the style of play your club chooses to play. This is the only area in which you can fully develop the special techniques require for the various positions.

**Train on your own** - Club training sessions do not provide all of fitness necessary to play the game. Training on your own accomplishes a couple of things. One, it makes you strong enough to be successful in the day to day rigors of the sport, the practices and games. Two, it allows you to fully participate in the sport. If you can't keep up you'll fall behind.

A player must report any injuries to the coach. So that he can understand how his players are limited and direct the team. The coach can also support the player with methods of recovery and often suggest a rehabilitation regime.

### **Equipment:**

Have the proper equipment. You must have the correct equipment to practice and play in. This includes, but is not limited to, a practice jersey, shorts, running shoes, training and game cleats, as well as a mouth guard. On game day the club will provide, a jersey. The player will be responsible for, clean and serviceable cleats, club socks, and shorts in the club colors. Each player will also be responsible for any personal equipment needed for him to participate. If you need to have your ankle taped you must bring the tape to do it. If you have a sprained knee you must acquire your own braces and supports. The club will provide a medical kit with those materials needed for first aid during the matches and practices. There will be support persons available to assist in taping and first aid needs.

### **Dues and Fees:**

Your dues and fees are what run the club. Dues are collected annually and or biannually to cover club expenses. Each individual is responsible to pay or make arrangement for payment of all club dues and fees. Most dues will be collected by an appointed Sergeant at Arms or the Treasurer. There are also some fees the player will have to look after himself such as the CIPP and match fees for home games. The fees, whether dues, match, or for social functions, are set to only cover costs incurred. In other words as cheaply as possible or appropriate.

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## Attendance:

Club activities include: Practice, matches, regular club meetings, fund-raisers, traveling to domestic and international tours, as well as several social functions a year. The club currently practices two evenings a week with matches scheduled for Saturdays. Attendance records for practice will be kept by the coaches. Selections will be effected by unreported, and unacceptable absences. If a player is unable to attend a required practice or match, he must contact an appropriate club official and let them know he will be unable to attend. It is unthinkable for a player to be selected to play and not show up for the match. Attendance to club activities though not required are necessary.

## Dress:

Not only is a player responsible for having the appropriate uniform on the field, he must also follow the canon of wearing the correct outfit at functions that demand formal dress. After a game where the club hosts a domestic or international touring side the players, as well as the supporters, will wear their "Number Ones." This is an attire that consists of dress shoes, slacks or khakis, a dress shirt (preferably blue), club tie (as available), and a sweater or blazer.



## The Kit (Gear):

You've got to have a kit bag if your going to be a real ruggier! Obtain a large sports bag to carry your gear (see the Club Store manager for ordering info). Some of the items in your kit you may only need for a home game emergency, but many of the included items will be in great demand on one of the clubs weekend jaunts out-of-town. So, here's a reminder about what to pack. As always: "Get your own damn KIT!!"

**Kit Bag** - Put your name on it. No Suitcases!

**Jersey** - The club has a set for both the 1st and 2nd sides's. If you want to buy your own, keep in mind that it is going to shrink one size. You buy the number and you can get a crest from the Treasurer, for a fee of-course. (Like your dues!)

**Royal Blue Shorts** - Buy a pair of shorts at least two sizes larger then your 'tighty whiteys', or your inner thighs will chap to death. The New Zealand style has been the most popular.

**Gum Shield** - Otherwise known as a mouth guard. Save your sexy smile and buy one from the store!

**Rugby Boots** - A good pair of rugby boots will take you pretty far. Don't compromise on quality for a good price. You are going to put your pups through hell (and that's the first match!). If your boots require replaceable cleats, carry some spares in case you lose one during the match. Ditto on the possession of a cleat wrench.

**Athletic Tape** - Normally, this item is carried in the club medical kit, but sometimes the medical kit doesn't show up at the pitch or is under stocked. Everyone should have some, since you never know when you will rip-out a boot or turn your ankle.

**Pre-Wrap** - This foam wrap goes under the athletic tape and can save the hair disadvantaged from going bald trying to remove it from their ears, head, feet, knuckles, etc.

**Electrical Tape** - This sticky black tape comes in handy for those in the pack, it helps prevent the loss of one's ears. Also, women like the black residue it leaves around your face!

**Vaseline** - If you have ever played on a dry, hard pitch you know how highly sought after this gooey substance can be. I rub it all over my body so no one can tackle me! Locks should buy a case of this stuff, or remember to take the jug from under their beds and put it in their kit!

**Shoe Laces** - Shoelaces always break when your on the road or during those match days when you need to dress quickly. Always keep an extra pair in your kit. Color, style, and level of tackiness is purely up to the individual!

**Supporter** - Free-balling and lace underwear may be more appealing to some, but I just hate to have my Fruit of the Looms creeping up me arse hole.

**Soap & Shampoo** - The club that plays together, smells together! Forwards, Lava brand seems to do the trick at removing more then just embedded dirt and stones. Backs, high priced cologne is always a "sure thing".

**Towel** - These are always in short supply. If you are going to be showering up after a match, do you think you may need one? Also you can wrap your smelly match gear in it after your done to keep the rest of your kit from becoming infected with mildew.

**Sleeping Bags** - Since you never know where you will be hitting the hay. Single guys, all the confidence in the world isn't going to get you into the sack with some gal on every road trip, so you might as well bring your portable bed. Please, leave your 'blankie' at home you soft-cock!

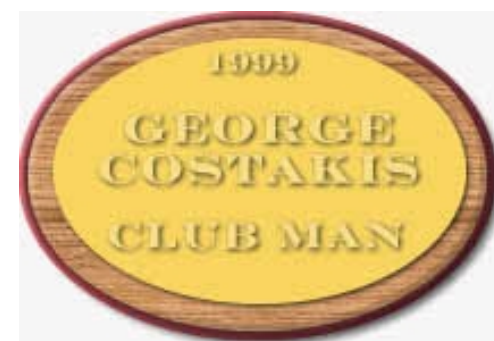
**Condoms** - It's for when you come from the gland-down-under! The Valley Kangaroos support safe rugby. Wear a condom, or keep one on hand for the ever popular 'safety checks'.

**Tour Jacket** - Pick up a nice navy blue sports jacket from your neighborhood thrift store for a little more than a half-rack. It will travel with you for many years and gather memories, pins, and beer stains then you may even care to remember!

**Attitude** - Always bring a good rugby attitude with you to all facets of the game.

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## Section Two

### **The Executive Committee:**

The Executive Committee is currently comprised of four individuals. Our bylaws allow for more, but right now four seems to be more than enough to work on the business concerns of the club. The committee members are nominated by their peers and are voted in by the other Executive Committee members and the vote of the club president.

Current Executive Committee Members:

Ric Hall - Board President

Thomas Eunson, Ken Lubkowski, and Thomas Whalen

The Executive Committee works on the short and long term goals our club are always striving to achieve. Their work is almost always behind-the-scenes. Currently they are putting together a sponsorship proposal to be presented to the local corporations. It will raise the much needed monetary funds that the club needs to:

- 1) Establish a paid coaching staff (immediate concern)
- 2) Lease or purchase property on which to construct a club pitch
- 3) Build our own club house complete with locker rooms and a reception hall

These goals are the three most important, but the club would also like to strengthen other programs. We would like to expand our juniors program commitment and our every present need for new training and playing gear.



## Section Three

### **The Officer Committee:**

Current Officer Positions:

President	Fixtures Person
Vice-president	Fund Coordinator
Treasurer	Field Setup
Secretary	Fun Coordinator

Club Officers will manage and conduct all club business. They will resolve all issues internally, with the exception of those issues which demand a majority vote, as indicated in the club bylaws. Issues of new business, suggestions, and/or complaints can be brought forward during any of the scheduled monthly meetings. Officers are elected annually by popular vote at the Annual General Meeting (AGM), held the near the third Thursday of August.

### **The Position of President:**

#### **Oversee the general well being of the club:**

Maintaining contact with other club officers to see that they are fulfilling their own official duties.

Attend all Pacific Northwest Rugby Football Union meetings. The Union Annual General Meeting (AGM) is always held on the second Saturday in January. If the president can not attend he/she must recruit a member in good stand-

ing to attend on their behalf.

Make an attempt to act as club representative by attending other local rugby club events

### **Precede over all club meetings:**

The AGM is normally held in August. The president should work with the club secretary to form an agenda. Usually the club elections are held at this time and the newly elected president will be required to take over the remainder of the AGM agenda

Monthly Officer Meetings are held on the first Thursday of each month. The presidents responsibility is to run these meeting in a very efficient manner. The president must present an agenda that will flow smoothly and offer time for discussion.

\* The club is currently following the Parliamentary Procedure for it's meetings.

### **The Position of Vice-president:**

#### **Recruitment of new club players/members:**

Form a committee to print recruitment posters and other media flyers.

These items are to be posted in a location(s) where interested players/athletes are known to frequent.

Establish a rapport with the local universities and colleges clubs to aid in the recruitment of possible graduates. Do this by requesting club rosters or a list of seniors. Work with the secretary to have club business cards available to club members on a regular basis.

### **Director of the annual Kangaroo Ball:**

The Kangaroo Ball is Valley's biggest social function of the year. We make every attempt to provide all who attend with good music, food, and merriment. Although we would like to say this is a fund-raising affair, this has not been the case in recent years. So, we just attempt to break even and enjoy the evening with our friends and other clubs from around the area. It is the vice-president who must:

- 1) Organize a committee to help in organizing this event, which normally takes place near Valentine's Day in February.
- 2) Locate a suitable venue, band, and caterer (Remember to stay away from places with hidden costs!)
- 3) Apply for required liquor permits through the City of Seattle
- 4) Most important: Stay within the budget provided for by the treasurer!

### **Help the Fund Coordinator with the postgame functions and/or special events**

### **Assist the President when called to do so**



## **The Position of Treasurer:**

The treasurer's responsibility is to manage the club's finances.

What this means in a practical sense is that the treasurer keeps the club's bank accounts in order, pays bills, reimburses club members for approved expenditures, is responsible for membership dues collection and notifying delinquent soles, providing receipts for donations, investing club money, publishes financial reports like income and expense, and balance statements, provides and approves budgets for all events for instance fund raisers or the annual Kangaroo Ball, maintains the 501(c)(3) nonprofit status, is responsible for filing tax returns and other reports to the state and federal government. Since the treasurer is an official of the club, he attends officer meetings to report the financial status and participate in administrative decisions. Most of all, the treasurer must be stingy with the club's money.

The treasurer does not necessarily have to be an accountant or CPA, although it would be helpful. Also, he does not have to have the ability to personally performed all duties. He does need to be an organized and responsible person who can balance a check book, do simple bookkeeping, and scrutinize purposed expenditures. Help can be sought through the club or professionally particularly for filing tax returns and maintaining nonprofit status.

**A note to all club members:** If you are making a purchase for the club make sure the purchase has been approved by the officers and know the budgeted amount. The club cannot reimbursed members for purchases they have made on their own desire. Also, to be reimbursed you must have a receipt for the purchase.

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## **The Position of Secretary:**

With his election to office, the secretary takes over the duties of recording the minutes of the AGM. Soon after the election the secretary should familiarize him/her self with the rules-of-procedure as it is the secretary responsibility to see that they are followed throughout the course of the administration's tenure.

The secretary must see that the club's meetings are run in accordance to the rules of protocol and that an agenda is supplied to all of the attendees and followed by the officers. The agenda will include no less that an opening , a role call, review of the past meetings minutes, old business, new business, fines, and a date for the next meeting. The secretary will keep a running count of votes in the minutes and will provide distribution of the minutes no later than ten days after the meetings. The minutes shall be made available to all of the elected officers and appointed officers as well as all of the clubs past presidents. Distribution shall be by mail or E-mail and can be discontinued by the recipient through written request.

The secretary is the team's glue, the cohesive portion, that keeps EVERYONE tightly bonded together through communication.

The secretary will keep and publish a data base of all players names addresses phone number home and work. Their E-mail and FAX numbers as well as their family members names, employer, and emergence contact, CIPP number. From this data base provide the club association with a telephone tree and emergence contact numbers. With this database the secretary will provide the club with phone lists and mailing labels. The secretary shall provide the club with stationary, club membership cards, and business cards. The club newsletter is the traditional method of disseminating large amounts of information to the club members

and associates.

The secretary will distribute no less than four news letters a year and or many as the club budget will allow. The secretary is not responsible for writing the articles but IS responsible for the compilation, printing and distributing of the newsletter.

The secretary will work with the treasurer to determine the budget for the newsletters including: data entry, scanning, printing, reproducing, envelopes and postage. If there is not sufficient funds to publish and distribute the newsletter, the club must be made immediately aware of the situation. Then the club must raise sufficient funds to publish and distribute the newsletter. This is one of the most important components in maintaining the clubs continued success. This is how the players are kept informed and motivated.

ΣThe secretary must commit regular time to these activities. If the data bases aren't maintained regularly and if material isn't solicited for the newsletter the task is over wheeling. As it is the secretary must be able to delegate and negotiate in order to get everything done. This may be the most time consuming position, and the most important to the team.

The club will provide the secretary with software for managing the publication of the newsletter.

### **The Position of Fixtures Person:**

The fixtures chairman is responsible for securing the seasons match schedule.

Using the league provided schedule the Fixtures chairman will fill any unscheduled gapes. He will consult with other club officers and the coach to determine what level of games and teams to pursue. The Fixtures chairman will make the schedule available to the Secretary as early as possible for

publication and distribution to the club membership. He will insure that all field reservations will have been done in a timely manor for all practices and games. He will contact the opposing clubs and the referees to provide them with field location and directions. All field arrangement will be confirmed responsible parties informed no later than Wednesday evening.

### **The Position of Fund-Raising Coordinator:**

- 1) Will work with the existing club resources to generate fund raising activities.
- 2) Will work to facilitate the collection of donations from the community at large.
- 3) Will work to develop a perpetual source of income.
- 4) Will solicit from the players and individuals who can provide him/her with methods, techniques, and ideas that will generate funds for the club.

### **The Duties of Field Setup Person:**

This club position is vital to hosting home games.

It is essential that the field be properly marked and lined according to the rules of the game and in a timely fashion prior to the match. All field prep should be completed one hour prior to kickoff. This means a field crew of five persons should meet at the field two and one half hours before the first game.

It is the field setup person's responsibility to arrange the crew for each of the home games. This can be done on a roster or volunteer basis and should be organized at least one week in advance of the match.

The field person is responsible for maintaining and providing the following equipment to properly line the field and erect the goal posts:

- A) Line marker and lining material
- B) Cord or rope, to be used as a guide for marking the lines
- C) Goal posts: 4 uprights and 2 cross bars; flags on top for wind direction.
- D) Post hole digger, shovel, hammer, nails, etc.
- E) A total of 18 Touch Flags: For dead ball lines (4), in-goal lines (4), 22 meters lines (4), 10 meter lines (4), and 50 meter lines (2).
- F) Stakes and rope or a club provided barrier to be used for crowd control on the sidelines (Not to be less than 60 meters in length).

The playing field will not exceed 100 meters in length with two dead ball lines no closer than 10 meters and no further than 22 meters. The width of the field is not to exceed 69 meters. A solid line will be laid marking each of the boundaries. A solid line is to run the width of the field at each of the field divisions 22 meter, and half way line. A dashed line will be laid across the field at the ten meter mark and five meters in from goal. Dashed lines will also be laid the length of the field five and fifteen meters in from the sidelines.

The field setup person and crew must also breakdown the posts and gather and store all equipment after the last game. A properly lined and marked field with proper goal posts, appropriate corner and sideline flags, enhances the players rugby experience, and adds to the image of the club. It is the first step in a series of steps towards rugby excellence. There is no excuse for not having a proper pitch to play on at our home games.

The person in this position will have to work with the club treasurer in order to assess the funds for purchase of the lining material as well as any moneys to maintain the equipment. Field setup coordinator should report to the club president on the Thursday prior to the home game with a list of the crew members and arrangements.

## **The Position(s) of the Fun Coordinator:**

The two main responsibilities of the FC are the Post match function, a.k.a. "Drink-up", and collection of Match Fees. All collected moneys will be used to provide food and drink after the match for each player and his opposition. The amount of the match fee will be established by majority vote at the AGM or , on special occasion, before the function.

The FC will report to the club president on the Thursday prior to the home game with the arrangements in place for the drink-up. This would includes menu, food prep, and any requirements for assistance. Any proposed food budget must first be approved by the treasurer and or president and strictly adhered to. As coordinator of the Drink-up he will ensure that there is food and drink for ALL of the players after the match. This includes the first fifteen players, as well as the seconds for both teams. Arrangements should be made for no less than sixty people plus the coaches and referees. The food should be of good quality and quantity, and include a main dish, bread, and salad. The host site for the Drink-up may provide as much of the food as the allotted budget will allow.

\* It is important that the visiting players get fed first. Portions can be allocated (with tickets if necessary) to ensure that there is enough for both teams.

The FC would also be expected to provide the club with social functions that would help to promote a family-type atmosphere rugby has enjoyed worldwide. These could include events such as dances, pie eating contests, bowling nights, picnics, golf outings, fishing derbies, quicksand fights, and sip and go naked parties.

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## **The Duties of the Club Store Manager:**

The Store is an important element to the club. It provides the players, as well as supporters, with needed club gear and the most up to date fashions! The store is controlled by the appointed manager and run as an independent, self-sustaining business. Monies earned by the sale of club merchandise is used to purchase more/new items.

The Club Manager is expected to make the supplies available to the players as much as possible. He/she will bring the “kit” to training when necessary and to ALL home matches.



## **The Coaching Staff**

The coach(es) of the club will provide direction on and off the field for the players rugby skills. There will be no less than one head coach for all of the various levels of club competition. The coach with the assistance of assistant coaches, elected officers, and executive board will design coaching philosophy that will be used at all of the club's levels of competition. The coach will construct a plan for educating and training the players so that they learn the fundamentals first and the specific player skill as their capabilities progress. The coach(es) will provide the electorate with a list of equipment and support system to allow him to perform his job with in the ability of the clubs financial and personnel capability. In constructing a coaching philosophy and plan the coach will take in to account that the American player often is completely unknowledgeable of the sport. He will structure his plan to accommodate this bottom to top growth as needed. The coach shall maintain a roster for attendance, make himself available to know of players injuries and availability. He shall assess the players skills and provide them with a ranking twice a year once at the mid-way point in the seasons play (typically in December) and once at the end of the season. As coach this individual will attend the Tuesday and Thursday practices as well as the home and away games. He will participate with the selection of the team using the established attendance policy (no practice - no play), payment of dues, as well as skill level and safety for the individual and his team mates. The coach will make available to the players training methods for off season as well as skill drills that will help individuals reach their playing goals through outside efforts.