



[Introduction to Morris Rugby](#) [morrisrugby.org]

Morris Rugby was founded in 1977 and sponsors a number of Men's, Women's, Boy's and Girl's teams from U12 ages up as well as a Summer Flag Rugby program for children in Kindergarten through ninth grade. The club is a non-profit volunteer led organization.

A Board of Trustees is responsible for the operation of the club to ensure compliance with the non-profit requirements, promoting the sport, providing administrative support to the teams.

More information can be found on our website.

[Mission Statement](#) [[About Us](#)]

To promote the growth and development of the game of Rugby by providing education about and facilitating participation in the traditions of Rugby, amateur sport, citizenship and sportsmanship, on the local, national and international level.

[Coaching Committee](#)

A coaching committee exists to support team coaching and coaches needs. They establish standards and good practices to ensure coaching is carried out in an effective, ethical and responsible manner. The coaching committee will promote and perpetuate the Morris Rugby coaching culture and strategies including resolving any disputes.

[Code of Conduct](#) [[Code-of-Conduct.pdf](#)]

Core Values:

- TEAMWORK
- RESPECT
- ENJOYMENT
- DISCIPLINE
- SPORTSMANSHIP

As Morris Rugby we NEVER:

- Force our child to play rugby.
- Stray from the touchline onto the pitch.
- Verbally abuse match officials, players or other spectators.
- Threaten, intimidate or use bad language.
- Give offence by way of insult, humiliation or discrimination.

As Morris Rugby we ALWAYS:

- Support positively and applaud good play.
- Respect our match officials and accept their decisions. They are in charge of the game and give up their time so that we can play.
- We value our coaches and respect players from the opposition, their coaches and supporters.
- Remember that we play because we enjoy it. Enjoyment is what our game is about.
- Don't shout at the referee please and don't make comments about our performance or the opposition team's performance.
- We observe fair play both on and off the pitch and are generous in victory and dignified in defeat.
- Congratulate the opposition and make their supporters welcome.
- Behave as good role models.

[Governance](#)

Rugby in America is overall governed by USA Rugby [<https://www.usa.rugby/>] with the Men's and Women's programs playing as part of Geographical Unions: Empire GU [<http://empire.rugby/>] and High School and Youth programs play as part of the Rugby NJ State Governing Body (SGB) [<http://www.rugbynewjersey.com/>]. The rugby year runs from September 1st annually.

All coaches and players must be members of USA Rugby to practice and play. Membership, typically known as CIPP, by creating an account and payment of fees at the USA Rugby Membership website (<https://www.usa.rugby/membership/>). Create an ID or CIPP number for rostering with the appropriate team. An individual's number remains the same and must be renewed annually. USA registration is required for practice and play, to be compliant and provide access and benefits of:

- Secondary Accident and Liability Insurance
- Background Checks & Safe Sport Compliance
- Sanctioned Participation in Competitions
- Membership and Competition Management Systems
- Training, Education and Coach Certification



Each team must have an appropriately certified USA Rugby coach with a current, paid registration affiliated to the team. **All contact teams must maintain at least one Level 200 Certified Coach, while non-contact teams must maintain a Level 100 Certified coach. Each team must have at least 15 registered players (for fifteens) and 9 registered players (for sevens) to be considered in compliance with USA Rugby's Membership Policies.**

Training and Certification

USA Rugby and other organizations provide a variety of training, details and the calendar can be found on the website [<https://education.usarugby.org/educators-page/pathways/>].

Level 100 Coach is the core requirement to becoming a coach. Online training must be completed for the specified topics.

Level 200 Coach all contact teams require an active Level 200 Coach to be in compliance with USA Rugby. The Level 200 Coach Certification consists of online pre-course work and attendance at an in-person clinic. The 8-hour clinic is suitable for all experience levels and will likely comprise a mix of veteran players/coaches and those new to the game. Level 100 Coach completion is a pre-requisite of Level 200 Coach and the course calendar can be found at USA Rugby Education.

As we use fields from Denville Recreation they have the following requirements for all volunteer coaches:

- **Fingerprint Background Check every 3 years.** Coaches/Administrators are required to use IdentoGo located at 601 Jefferson Rd., Parsippany NJ. To schedule at [<https://uenroll.identogo.com/>]. Use the VRO code 2F1J3Y. The fee for the fingerprint scan will be reimbursed when copies of the application and receipt are sent to: Denville Recreation, 1 St. Mary's Place, Denville, NJ 07834.
- **Rutgers S.A.F.E.T.Y Clinic** – required by the state of New Jersey. The corporation can arrange training and certification.
- **Concussion Online Training** – free online course at [www.cdc.gov/concussion/HeadsUp/Training/HeadsUpConcussion.html]

Registration with Morris Rugby [<https://morrisrugby.teamsnapsites.com/registration/>]

In addition to USA Membership **players must register with their Morris Rugby Team and pay** the fees for the season or year before playing. Registration and payments are made on the club website.

Complete and accurate registration is important in creating the TeamSnap account for a player, which is the key player information and communication tool for team and coaches. At the time of registration all players must complete the necessary paperwork, waivers and medical forms and if not online must provide copies to coaches to complete registration.

Coaches should inform the Club Administrator of the registration requirements, updates, costs for each season and when registration should be opened and closed on the website.

Seasons, Fixtures and Facilities

The competition calendar runs from September 1st each year. For age/grade and date of birth eligibility check the requirements of the competition, league or tournament organizers. USA Rugby policies can be found at [<https://www.usa.rugby/membership/eligibility/>].

Players must be at least 15 years old to participate in High School Rugby. Players that are 14 and enrolled in high school must complete the 'Under 15 Waiver' to participate in High School Rugby.

Typically, the Fall Season runs from September to November, the Spring Season from March to May and the Summer Season (usually sevens) from June to August. The Geographic Unions (GU) or State Governing Body (SGB) would typically arrange league fixtures and tournaments. Teams can arrange additional games, scrimmages or enter tournaments but must comply with sanctioned event requirements to ensure safety, compliance and avoid penalties.

Training sessions are scheduled for the pitch in front of Mennen Arena, 61 E. Hanover Avenue, Morristown, NJ 07960 as follows:

Monday & Wednesday evening - Girls followed by Women's teams

Tuesday & Thursday evening - Boys followed by Men's teams.



The field is closed from the end of November until the end of March and subject to some no use dates that can be found on the website [corporate calendar](#).

Home games are typically played on the Rugby Field, 18 Pocono Road, Denville, NJ 07834.

- Saturday – Women and Men’s Games
- Sunday – Girls and Boys Games

Coaches should confirm game times and field availability with other coaches. The Pocono field is subject to closure, particularly in/after wet weather, by Denville Recreation. Closures are published on [cancellations.com](#) and can be found by entering the zip code 07834. It is recommended that coaches sign up for automatic notifications.

Home Game Arrangements

Once fixtures are published or home games arranged requests should be made for Referees and Athletic Trainers, both are required at home games. The sooner this is done the less likely availability will be an issue, the Referee Society request at least two weeks’ notice.

Referees are provided by the Rugby Referee Society of New York [<http://rugbyrefsny.com/>] by submitting the home game details on the request form. Questions about referees should be directed to matchsec@rugbyrefsny.com.

The RRSNY match secretary completes assignments for the coming week(s) and the match secretary or coach receives an ‘Who’s The Ref’ email with said referee’s contact information.

Tuesday/Wednesday before the match teams must contact their assigned referee with any relevant logistics

- **Date/Time:** Include all matches you are confirming A & B sides as well as how long you expect each match to be and how much of a gap will be between them
- **Location:** Be specific. Provide address, landmarks, parking information

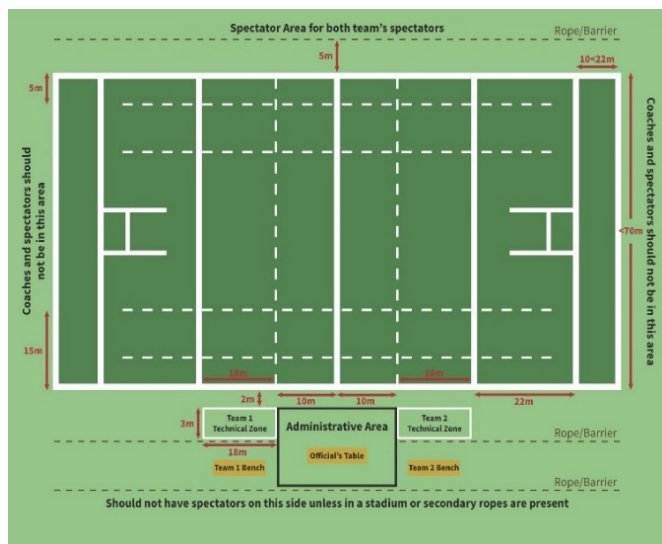
Inform the RRSNY match secretary if your game is still unassigned, by that same deadline.

Payment must be made to referees on game day and the funds should be obtained in advance.

Athletic Trainers should be requested in advance by contacting the Morris AT Coordinator by emailing Michelle Armonda [marmonda@whrhs.org]

Payment will be charged to the team at the end of the season/year. Funds should be allocated in the team budget.

Game Day USA Rugby protocols define the field set up and sideline management [[usa-rugby-technical-zone-management-guidelines.pdf \(usarugby.org\)](#)].



For a safe environment and game management the spaces and separations need to be designated.

A rope/barrier should be used for spectators. The Technical zone (TZ) marked with lines or cones in front of the rope/barrier between the 10m line and 22m line, ending 2m from the touch line to give room for ARs/touch judges. Both teams need to be on the same side.

Coaches may not cross into the other team’s TZ or leave their own TZ. Coaches should not stand in/near the try zone or anywhere on the field of play. Team benches should also be between the 10m line and 22m line, but “behind the rope” and not in the TZ. Coaches may not enter the field during the match at any time unless allowed by the referee. They may not huddle with teams on the field after scores.

Referees are expected to enforce the protocols and may refuse to officiate if the field is not compliant.



TeamSnap

Every team member (players and coaches) needs a TeamSnap Account. The TeamSnap App can be installed on a smartphone/tablet allowing players to update availability for all events.

Player accounts in TeamSnap are created during the team registration and payment via the Morris website [<https://morrisrugby.teamsnapsites.com/registration/>].

Player profiles will be completed as a minimum with: **Player Name and contact details: Email, Cell Phone Number and Address** to receive team information and communications.

The image shows two screenshots of the TeamSnap registration interface. The left screenshot is titled 'New Player' and contains fields for: First Name, Last Name, Email Addresses (with a 'Receive Team Emails' checkbox), Phone Numbers (with a 'Preferred' checkbox), Gender, Birthday, Jersey Number, Position(s), Address, City, State/Province, Zip/Postal Code, Team Name, Company You Work For, and Grade as of September. The right screenshot is titled 'New Family Member for' and contains fields for: Label, First Name, Last Name, Email Addresses (with a 'Receive Team Emails' checkbox), Phone Numbers (with a 'Preferred' checkbox), Address, City, State/Province, and Zip/Postal Code. Red boxes highlight the 'Address' field in both forms.

Also at least one family member should be set up as an **emergency contact**. They can receive team emails if they check the corresponding box.

Coaches manage the teams; some functionality is only available on the PC and not TeamSnap (mobile) App.

Registration is opened and closed by the corporation’s Managing Director and details including the fee should be provided when you are ready to open the season.

The team owner, usually the head coach, has access to all the features within their team, but can grant manager access to other coaches, admins etc. by checking the ‘make this person a manager’ box in the member’s profile. This gives them access to be able to edit member details in the roster, add tracking items, scheduling and messaging etc.

Schedules practices and games can be added in the schedule tab, if a these are cancelled simply edit the event and check the cancelled box (to show on the schedule as cancelled). The details of the event should include details such as arrival time, kick off time, durations and venue (by selecting one of the existing locations) to provide directions and notes of any special requirements or instructions.

Completion of a Season after completion of each season a new season within TeamSnap should be started. Only the team owner can archive a previous season and create a new one. To do this select the manager tab, select start and name a new season, this will give you the option of the information to carry over to the new season. ‘Carry over roster to the new season’ is checked by default which means all existing coaches and players will remain on the roster for the new season. Players no longer with the team can be un-rostered by the corporation’s Managing Director or moved to non-players by checking the corresponding box in the member’s profile.

New players will be added to the roster when they complete the registration with Morris Rugby process on the website. This will ensure all the necessary paperwork, waivers and medical forms are completed.

Communication

General communication is done via the club website, social media and newsletter. To update the website, post to social media or include information in the newsletter contact the club Communications Trustee.



Website - Team Page includes a team photo, general information & introduction, an outline of the team schedule, a registration link and any team forms. It also includes a team contact. There is also a Team Contacts page on the website with the contact details of coaches and team managers etc.

Facebook & Instagram the club and several teams have Facebook pages and Instagram accounts.

Newsletter at various times in the year the club publishes and sends out a newsletter.

Club Shop there is a club shop for basic items which approximately four times is expanded for purchase of clothing, merchandise etc. for players, family members and supporters.

Playing Costs & Budget

Each team must have a budget finalized by Sept. 30th. The fiscal year will be September 1st through August 31st. All budgets will be balanced, thereby not showing either a profit or a loss, but breaking even. The budget will calculate Participation Fees that must not be excessively high to accumulate funds for future use, as per 501(c)3 requirements for non-profit organizations. However, approval may be obtained to accrue funds for major purchases, such as jerseys or equipment. The Financial Policy and Forms can be found on the website Forms page [<https://morrisrugby.teamsnapsites.com/forms/>].

Income is typically solely from Player Registration Fees, Donations or Fundraising.

Annual expenditure is based on number of players and the number training sessions, games or tournaments played. Consider Game or Tournament Entry fees, Referees and Athletic Trainer payments, Hosting costs (food & drink), Training location costs (field or indoor facility rental), Corporate Fees, End of Season Awards or Recognitions. Teams can include reimbursement of coach USA Membership and/or Coach Education and Training.

The club provides shared training and game day equipment, such as tackle bags, scrum machines, flags and ropes, for all teams to utilize. Individual team budgets may at times include game & training balls, cones and provision of player kit. Most teams provide player game jerseys and may choose to provide, within the budget and team fees, shorts and socks etc. Otherwise, players would be expected to purchase their own.

Kit purchases can be consolidated across teams for discounts and the club has accounts set up with several suppliers to reduce costs and maintain consistency of styles.

Fundraising is a key part of generating income for a team and guidelines are also found on the Forms page of the website [<https://morrisrugby.teamsnapsites.com/forms/>]. These ensure fundraising is compliant, promoted widely, avoids conflicts with other club activities and maximizes proceeds.

Additional Information & Contacts

Morris Rugby: [morrisrugby.org]

Club Trustees [<https://morrisrugby.teamsnapsites.com/trustees/>]

Teams [<https://morrisrugby.teamsnapsites.com/team-contacts/>]

Flag Programs [<https://morrisrugby.teamsnapsites.com/youth-team-contacts/>]

Field Locations [[Field Locations – Morris Rugby](#)]

Rugby Organizations:

World Rugby [<https://www.world.rugby/>]

USA Rugby [<https://www.usa.rugby/>]

Empire GU [<http://empire.rugby/>]

Rugby NJ [<http://www.rugbynewjersey.com/>]

Rugby Referee Society of New York [<http://rugbyrefsny.com/>]