

ARTICLES OF INCORPORATION
OF
FLORIDA RUGBY REFEREE ASSOCIATION, INC.

The undersigned incorporator to these Articles of Incorporation hereby forms a corporation not for profit under the provisions of laws of the State of Florida as follows:

ARTICLE I
Name

The name of the Corporation is:
Florida Rugby Referee Association Inc.

**(The original stamped document page is retained in the Corporate Records, Filed
January 2nd. 1986 at 3.29PM by the Secretary of State, Tallahassee Florida)**

ARTICLE II
Terms of Existence

The date when corporate existence shall commence shall be the date of the filing of these Articles of Incorporation by the office of the Secretary of State of the State of Florida and the Corporation shall have perpetual existence thereafter.

In the event of dissolution, the residual assets of the Corporation will be turned over to one or more organizations described in Sections 501© (3) and 170 © (2) of the Internal Revenue Code of 1954 or corresponding Sections of any prior or future Internal Revenue Code, or to the federal, state, or local government for exclusive public purposes.

ARTICLE III
Purposes

This Corporation is organized exclusively for charitable and educational purposes and for the purpose of fostering national and international amateur sports competition. More specifically, this Corporation is organized to foster the growth and development of the amateur sport of Rugby Football in the United States and particularly in Florida; to increase the awareness of Rugby Football, it's traditions and dedication to amateurism and the amateur game of Rugby Football as opposed the professional game of Rugby Football, to advance interest and participation in the game, and in other amateur sports, both in the United States and other countries, to foster the application of the Laws of the Game as adopted by the International Rugby Football Board, to foster the development of refereeing skills in all active Members of the FRRA & Members of other refereeing entities and to promote the advancement of referees to the T Panel, The National Focus Group, The National Panel and the International Panel and to do any other act or thing incidental to, or connected with the foregoing purposes, or in advancement thereof, but not for pecuniary profit or financial gain of it's Members, Officers or Directors.

This Corporation is organized exclusively for charitable, educational and amateur sports purposes, including but not limited to, receiving contributions and paying them over to an organization described in Section 501 © (3) of the Internal Revenue Service Code of 1954, as now in effect or later amended.

This Corporation shall not attempt to influence by propaganda or otherwise, or to participate in, or intervene in political campaigns on behalf of any candidate for public office.

In connection with the foregoing, the Corporation shall be authorized to support any other activities approved by the Board of Directors, provided that any income used therefrom shall be exclusively for purposes for which the Corporation is created.

Upon dissolution of the Corporation the Directors shall, after paying or making provision to pay all the liabilities of the Corporation, dispose of all assets of the Corporation, such Corporation as shall qualify as an exempt organization under Section 501 © (3) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States revenue Law.

Notwithstanding any other provision of these Articles, the Corporation will not carry on any other activities not permitted to be carried on by a corporation exempt from federal income taxes under Section 501 © (3) of the Internal Revenue Code, or a corporation, contributions to which are deductible under Section 170 © (2) of the Internal Revenue Code.

In the event of dissolution, all of the remaining assets of the Corporation shall be distributed only for scientific, educational, and charitable purposes to organizations which have been ruled exempt by the Internal Revenue Service under Section 501 © (3) of the Internal Revenue Code or corresponding provisions of any subsequent federal tax laws.

In attempting to fulfill the general nature of the objects of the Corporation, the Corporation shall and must strictly adhere to the following provisions:

1. The Corporation shall distribute it's income for each taxable year at such time and in such a manner as not to become subject to tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent tax laws.
2. The Corporation shall not engage in any act of self dealing as defined in Section 4941 (d) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.

3. The Corporation shall not retain or acquire excess business holdings as defined in Section 4943 © of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws
4. The Corporation shall not make any investments which jeopardize its charitable purpose and accordingly, its investments shall be made in such a manner as not to subject the Corporation to tax under Section 4944 of the Internal Revenue Code of 1954 or corresponding provisions of any subsequent federal tax laws.
5. The Corporation shall not make any taxable expenditures as defined in Section 4945 (d) of the Internal Revenue Code of 1954 or corresponding provisions of any subsequent federal tax laws.

ARTICLE 1V
Members

The qualifications of members and the manner of admission of members shall be as regulated by the Bylaws of the Corporation.

ARTICLE V
Initial and Current Registered Office and Agent

The street address of the initial registered office of the Corporation is:
7656 Arble Drive, Jacksonville, Florida 32211.

The name of the initial registered agent is Gary J. Court.

The street address of the current registered agent is:
3405 Norfolk Street, Pompano Beach, Florida 33062.

The name of the current registered agent is Terry E. Day.

ARTICLE VI
Directors

The Corporation shall initially have (3) directors.

The number of directors may be increased or diminished from time to time as Bylaws of the Corporation, provided that the Corporation shall always have at least three directors.

The names and street addresses of the current Directors of the Corporation who succeeded the initial directors and were duly qualified and elected or appointed are:

Name.

Terry E. Day. President.

Address.

3405 Norfolk Street, Pompano Beach, Florida 33062.

Name.
Gerald Fitzgerald. First Vice President.
Address.
8205 NW 36th Court, Coral Springs, Florida 33065.

Name.
David Metcalf. Second Vice President.
Address.
4105 Foxtail Court, Kissimmee, Florida 34746

Name.
.
Address.

Name.
Roy Monk. Referee Development Officer.
Address.

ARTICLE VII Incorporator

The name and address of the original incorporator of the Corporation is:

Name.
Laurel E. Lockett Esq.
Address.
1613 S Arrawana, Tampa, Florida 33629

ARTICLE VIII Bylaws

All Bylaws of the Corporation shall be adopted, altered, or rescinded by the vote of two thirds of the membership of the Corporation present at any regular meeting of the Corporation or at any special meeting duly called for such purposes.

ARTICLE IX Amendment

These Articles of Incorporation may be amended in the manner provided by law.

IN WITNESS WHEREOF, the incorporator originally executed these Articles on the 30th day of December, 1985 who was Laurel Lockett, in the STATE OF FLORIDA, COUNTY OF HILLSBOROUGH.

The foregoing Articles of Incorporation were acknowledged before a Notary Public on the 30th day of December, 1985 by Laurel Lockett as incorporator to Shirley A. Drew Notary Public, whose Commission Seal at that time was set to expire on March 17th 1986.

ACCEPTANCE BY INITIAL REGISTERED AGENT

Having been named registered agent and having been designated to accept service of process for the Corporation, at the place designated as the registered office, Gary Court agreed to serve as initial registered agent and agreed to comply with all laws regarding the performance of his duties, and specifically accepted the duties and obligations of Section 607.325 Florida Statutes. Which was dated and signed by said agent on the 16th day of December, 1985.

THE ORIGINAL SIGNATURE DOCUMENTS ARE RETAINED AND ATTACHED TO THIS DOCUMENT UPDATE.

ACCEPTANCE BY CURRENT REGISTERED AGENT

Having been named registered agent and having been designated to accept service of process for the Corporation, at the place designated as the registered office, **Terry E. Day** agreed to serve as current registered agent and agreed to comply with all laws regarding the performance of his duties, and specifically accepted the duties and obligations of Section 607.325 Florida Statutes. The date of succession was recorded with the Division of Corporations, Tallahassee Florida, in May 1987 and electronically signed by said agent.

BYLAWS OF FLORIDA RUGBY REFEREE ASSOCIATION INC.

ARTICLE I Definitions

Section 1.01. Wherever used in these Bylaws, the following terms shall have the following meanings:

- A. The "Executive Committee" shall mean all officers of the Florida Rugby Referee Association appointed or elected pursuant to Articles V and VII of these Bylaws.

- B. The “North half of the State shall include Sarasota, DeSoto, Highland, Okeechobee and Indian River Counties and the rest of the State of Florida to the North of said Counties.
- C. The “South half of the State” shall include Charlotte, Glades and St Lucie Counties and the rest of the State of Florida to the South of said Counties.

ARTICLE II
Purposes and Powers

Section 2.01.

The Florida Rugby Referee Association Inc. is organized exclusively for charitable and educational purposes and for the purpose of fostering national and international amateur sports competition. More specifically, this Corporation is organized to foster the growth and development of the amateur sport of Rugby Football in the United States and particularly in Florida; to increase the awareness of Rugby Football, it’s traditions and dedication to amateurism and the amateur game of Rugby Football as opposed the professional game of Rugby Football, to advance interest and participation in the game, and in other amateur sports, both in the United States and other countries, to foster the application of the Laws of the Game as adopted by the International Rugby Football Board, to foster the development of refereeing skills in all active Members of the FRRA & Members of other refereeing entities and to promote the advancement of referees to the T Panel, The National Focus Group, The National Panel and the International Panel and to do any other act or thing incidental to, or connected with the foregoing purposes, or in advancement thereof, but not for pecuniary profit or financial gain of it’s Members, Officers or Directors.

ARTICLE III
Members: Contributions by Members

Section 3.01. Members.

A. ADMISSION TO MEMBERSHIP

1. Membership in the Association shall not be denied to any person because of sex, race, creed or color, subject to after mentioned provisions.
2. Persons who desire to support the game and are willing to abide by the Bylaws of the Association shall apply in writing by letter or electronic data to the President for membership.
3. All membership petitions submitted to the President must secure a two thirds approval of those voting at the next meeting of the Executive Committee. Bona Fide meetings may be executed by electronic data or through interactive voice mediums such as conference calls.

4. The membership, if approved, becomes effective upon payment of CIPP or proof of CIPP already paid to USA Rugby and any membership dues so designated by the Executive Committee of the FRRRA. CIPP and if applicable dues, must be paid within a two week period of acceptance and until those dues are paid, the member shall be ineligible to referee under the auspices of the Association. Or vote at the AGM.
5. All new members of the Association will be directed to the FRU web Site www.floridarugbyunion.com to read and print off a copy of the Association Bylaws as currently amended.

B. HONORARY MEMBERSHIP.

1. Persons who are not members of the Association may be elected to Honorary Membership in recognition of extraordinary services rendered.
2. Election to honorary membership shall be by vote of the Association Membership. A majority of those voting shall be required.
3. Honorary membership may be suspended in accordance with Article Three, Sub-section C.
4. Honorary members are entitled to all privileges of membership except voting at elections or holding office.

C. SUSPENSION OF MEMBERSHIP.

1. Each member is a member in good standing unless suspended in accordance with either of the following provisions.
 - a. The membership of any member may be suspended by reason of failure to fulfill the annual CIPP registration or pay membership dues as may be required by the Bylaws of the Association.
 - b. The Executive Committee shall have the power at any time to cancel the membership of any member who shall in the opinion of the Executive Committee have been guilty of either on or off the field of conduct discreditable to the Association, or shall without sufficient cause, have failed to officiate, or coach the referee, or assess the referee in any match which he or she has accepted the assignment given, provided that the Executive Committee shall not exercise such power without first giving the member concerned a sufficient opportunity of justifying their conduct. A two thirds vote of the entire Executive Committee is necessary to approve suspension or to rescind membership.
2. When a suspension is ordered the period will be determined at the

discretion of the Executive Committee taking into account the severity of the infraction, among other things.

Section 3.02. Dues.

- a. The fiscal year shall be in accordance with the CIPP Registration Time Line of August 31st. in any given year.
- b. The Annual CIPP Subscription may be paid for a member who is in difficult circumstances at the discretion of the Executive Committee. The Executive Committee Members CIPP will be paid by the FRRA.
- c. Members who do not stay current with CIPP are ineligible to officiate under the auspices of the FRRA or any other USA designated Rugby Game and may not vote in any Association voting process. Furthermore, officiating a game without CIPP Registration is deemed to be gross misconduct by the FRRA and USA Rugby.

Section 3.03. Annual Meeting of Members.

An annual meeting of the members shall be held for the purposes of the election or continuation of Directors and Officers if there are no nominees for the positions, or resignations from the positions.

During this annual meeting, the Directors and Officers will proffer their verbal reports and the President's Report will be a revue of the previous year and the Associations promotional plans and budgets for the next year and additionally transact "Any Other Business" properly before the members.

Each annual meeting of the members shall be held in September or October of each calendar year, but the failure to hold a an annual meeting during such months shall Not invalidate any action lawfully taken by the Association.

Section 3.04. Special Meetings of Members.

Special meetings of the members may be called by the President, by a majority of the Board of Directors, by a majority of the members of the Association, or as otherwise provided by law.

Section 3.05. Place of Meetings.

All meetings shall be held in Florida at a place designated by notice of such meetings. The meetings may be held wholly or in part via a video/voice medium as a conference call.

Section 3.06. Notice of Meetings.

Written notice stating the place, day, and time of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called shall be delivered to each member of record entitled to vote at the meeting not less than 10 or more than 60 days prior to the date of the meeting, either personally, or via first class mail, or electronic data, by or at the discretion of the President, the Secretary, or the officer, or persons calling the meeting.

Such notice will be deemed to have been delivered when sent to the address on file with the Corporation for any member, including United States mail address and any electronic address.

Section 3.07. Quorum.

A majority of the votes of members, entitled to be cast, represented in person or by proxy, shall constitute a quorum at a meeting of members.

After a quorum has been established at a meeting of members, the subsequent withdrawal of members, which so reduces the number of votes entitled to be cast which is then below that required for a quorum, shall not affect the validity of any action taken at the meeting or any adjournment thereof.

Section 3.08. Voting.

If a quorum is present, the affirmative vote of the majority of the votes represented at the meeting and entitled to vote on the subject matter shall be the act of members, unless the vote of a greater number is required by law or by the articles of incorporation or these Bylaws.

Section 3.09. Proxies.

Any member in good standing may vote either in person or by a written or electronic data proxy which conforms to the requirements of Florida Law.

Section 3.10. Automatic Suspension of Voting Rights.

The voting rights of any member who shall be in arrears for more than 30 days in the payment of any required contribution to the Association or CIPP Dues to USARFU shall be deemed to be automatically suspended, and such member shall not be entitled to vote on any matter before the Association, until the total of such arrearage has been paid to the Association or USARFU.

ARTICLE IV
Board of Directors

Section 4.01. Powers.

The business affairs of the Association shall be managed by its Board of Directors. The Board of Directors may exercise all the powers of the Association, except such powers as are specifically reserved to the members of the Association by statute, by the Articles of Incorporation or by these Bylaws. The Board of Directors shall keep full and fair accounts and records of all its transactions.

Section 4.02. Number of Directors.

There shall be no less than three (3), or more than five (5) Directors, such number to be fixed by resolution of the Directors. The Directors may be elected or appointed from the members of the Association, provided however, that one of the Directors shall always be the President of the Association.

Section 4.03. Election or Appointment of Directors.

Directors shall be elected or appointed in accordance with the provisions of Article VII of these Bylaws. Each Director elected or appointed pursuant to this section shall hold office from and including the first day of the calendar year following the annual meeting at which he or she is elected or appointed until his or her successor is duly elected or appointed and qualified, pursuant to these Bylaws, or until his or her earlier death, resignation or removal from office.

Section 4.04. Nomination of Directors.

Nominations for the position of Director shall be made by the members of the Association.

Section 4.05. Vacancies.

Any vacancy occurring in the Board of Directors, including any vacancy created by reason of an increase in the number of Directors may be filled by the affirmative vote of a majority of the remaining Directors though less than a quorum of the Board of Directors. A Director elected to fill a vacancy shall hold office until his or her successor is duly elected or appointed and qualified, pursuant to these Bylaws, or until his or her earlier death, resignation or removal from office.

Section 4.06. Regular Meetings.

Regular meetings of the Board of Directors shall be held on such dates and at such places in or outside of the State of Florida, as may be designated from time to time by the Board of Directors and may be in the method of a conference call or by electronic data.

Section 4.07. Special Meetings.

Special meetings of the Board of Directors may be called at any time by the President or by any two Directors and shall be held on such dates and at such places in or outside of the State of Florida, as may be designated from time to time by the Board of Directors, and may be in the method of a conference call or by electronic data.

Section 4.08. Notice of Meetings.

Except as otherwise provided in this section, written notice of the time and place of every regular and special meeting of the Board of Directors shall be given to each Director, either by personal delivery or by first-class mail, telephone, cablegram or electronic data at least three (3) days before the proposed meeting. Unless required by these Bylaws or by resolution of the Board of Directors, no notice of any meeting of the Board of Directors is required to state the business to be transacted at the meeting. No notice of any meeting of the Board of Directors need be given to any Director who executes a waiver of such notice.

Section 4.09. Quorum.

A majority of the entire Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. Each Director shall be entitled to cast one (1) vote. The act of a majority of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors. A majority of the Directors present, whether or not a quorum exists, may adjourn any meeting of the Board of Directors to another time and place.

Notice of any such adjourned meeting shall be given to the Directors who were not present at the time of the adjournment and, unless the time and place of the adjourned meeting are announced at the time of the adjournment, to the other Directors.

Section 4.10. Action by Directors of a Committee Thereof Without a Meeting.

Any action required by law to be taken at a meeting of the directors of the Association, or any action which may be taken at a meeting of the directors or a committee thereof, may be taken without a meeting if a consent in writing including electronic data setting forth the action so to be taken signed by all of the directors or all the members of the committee, as the case may be, is filed in the minutes of the proceedings of the Board or of the committee. Such consent shall have the same effect as a unanimous vote.

ARTICLE V
Officers

Section 5.01. Officers.

The membership of the Association shall elect, from among their number, a President, two (2) Vice Presidents, a Secretary, and a Treasurer of the Association and such other officers as may be deemed appropriate (hereafter the “Executive Committee”). The Executive Committee may hold more than one position but not more than two positions at any given time. Each officer shall be elected in accordance with the provisions of Article VII of these Bylaws and shall serve until his or her successor is duly elected and qualified, or until his or her earlier death, resignation, or removal from office. Any vacancy occurring in these in any of these offices may be filled by the Board of Directors at any regular or special meeting, and any such officer shall hold office until his or her successor is duly elected and qualified, or until his or her earlier death, resignation or removal from office.

Section 5.02. President.

The President shall be a member in good standing and shall also be Director of the Association. The term of office shall be two (2) years. There is no limit on the number of consecutive terms a person can serve. The duties of the President shall include.

- A. Presiding at meetings of the Executive Committee, Board of Directors, and Association membership.
- B. Supervising the execution of decisions of the membership or Executive Committee.
- C. Ensuring representation of the Association at all meetings of regional rugby unions or referee societies or associations with which the Association is affiliated.
- D. Consulting with the Referee Appointment Secretary regarding exchanges of referees with other rugby referee societies or associations.
- E. Consulting with the Referee Appointment Secretaries for State of Florida referee appointments or assignments for all games and tournaments.

The President shall have general charge and supervision of the business of the Association; may execute, together with the Association all authorized deeds, mortgages, bonds, contracts or other instruments, except in cases in which the execution thereof has been expressly delegated to some other officer or agent of the Association; and, in general, the president shall perform all duties incident to the office of a president of a corporation, and such duties as, from time to time, may be assigned to the President by the Board of Directors.

Section 5.03. First Vice President.

The First Vice President shall be a member in good standing. The term of office shall be two (2) years. There is no limit on the number of consecutive terms a person can serve. The duties of the First Vice President shall include:

- A. Presiding at meetings of the membership or the Executive Committee in the absence of the President.
- B. Assigning members of the Association to rugby matches and tournaments within the State of Florida and coordinating with the Second Vice President and RDO to maximize exchanges of referees with other rugby referee societies or associations. Maintain a current FRRRA Membership List.
- C. Performing such administrative duties as may be requested by the President or assigned by vote of the Executive Committee.

The First Vice President, at the request of the President, or in the absence of the President, or during his or her disqualification or inability to act, shall perform the duties and exercise the functions of the President, and when so acting shall have the powers of the President. The First Vice President shall have such powers and perform such other duties as may be assigned to the First Vice President by the Board of Directors or the President.

Section 5.04. Second Vice President.

The Second Vice President shall be a member in good standing. The term of office shall be two (2) years. There is no limit on the number of consecutive terms a person can serve. The duties of the Second Vice President shall include:

- A. Presiding at meetings of the membership or the Executive Committee in the absence of the President and First Vice President.
- B. Training of LAU Assessors within the State and coordination of LAU Evaluators/Assessors to travel to other LAU Societies or associations to effect qualifications to be promoted to Regional and National Status.
- C. Identifying exchange games and coordinating appointments to said games with the President and First Vice President and the RDO for referees to officiate in other societies or associations to enable their further advancement.
- D. Performing such administrative duties as may be requested by the President or assigned by vote of the Executive Committee with particular emphasis on day to day operations.

The Second Vice President, at the request of the President, or in the absence of the President and First Vice President, or during his or her disqualification or inability to act, shall perform the duties and exercise the functions of the President, and when so acting shall have the powers of the President. The Second Vice President shall have such powers and perform such other duties as may be assigned to the Second Vice President by the Board of Directors or the President.

Section 5.05. Referee Development Officer.

The Referee Development Officer (RDO) shall be a member in good standing. The term of office shall be two (2) years. There is no limit on the number of consecutive terms a person can serve. The duties of the RDO shall include:

- A. Assigning Local Area Union (LAU) Referee Coaches and Referee Evaluators/Assessors to watch and write reports on referees at all levels in the State of Florida or from other LAU societies or associations on exchange within the State.
- B. Performing such administrative duties as may be requested by the President or assigned by vote of the Executive Committee.

Section 5.06. Secretary.

The Secretary shall be a member in good standing. The term of office shall be two (2) years. There is no limit on the number of consecutive terms a person can serve. The duties of the Secretary shall include:

- A. Preserving the minutes of all meetings of the membership or Executive Committee.
- B. Serving as the official correspondent of the Association and preserving all correspondence files.
- C. Preserving the records of the Association..

The Secretary shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law, and shall affix the seal of the corporation where appropriate. The Secretary shall perform all duties normally incident to the office of secretary and such other duties as from time to time may be assigned to the Secretary by the Board of Directors or the President.

In the absence of an elected or appointed Secretary, the Board of Directors will cover all aspects of the duties of the Secretary as assigned by the President or the Board of Directors itself.

Section 5.07. Treasurer.

The Treasurer shall be a member in good standing. The term of office shall be two (2) years. There is no limit on the number of consecutive terms a person can serve. The duties of the Treasurer shall include:

- A. Have charge of, and be responsible and accountable for all funds, securities, receipts and disbursements of the Association, and shall deposit, or cause to be deposited, in the name of the Association, all monies or other valuables, in such banks, trust companies, or other depositories as shall, from time to time, be selected by the Board of Directors.
- B. Render to the President and to the Board of Directors, whenever requested, an account of the financial condition of the Association.
- C. Prepare an annual budget which shall be made available for review by the Board of Directors.

The Treasurer shall perform all duties normally incident to the office of treasurer and such other duties as from time to time may be assigned to the Treasurer by the Board of Directors or the President.

In the absence of an elected or appointed Treasurer, the President will act as Treasurer and may assign members of the Board of Directors to assist.

Section 5.08. Removal.

Any officer of the Association may be removed by the Board of Directors whenever in its judgment, the best interests of the Association will be served thereby.

ARTICLE VII

Election of Directors and Officers.

The election or re-election of directors and officers shall be by secret ballot at the annual general meeting. Nominations to office may be made only by persons qualified to vote in accordance with the Bylaws. Two thirds of all voting members shall constitute a quorum for the election of officers. A vote of 50% plus one of all members voting is required for election in all cases. In the event that no nominee obtains such a vote in the first round of voting, successive votes shall be made until such time as one nominee obtains the requisite 50% plus one vote.

The terms of officers and elected committee members shall commence at the adjournment of the annual general meeting at which they are elected and shall end when their successors take office.

If an office of the Executive Committee becomes vacant, the Executive Committee shall appoint a replacement until the office is filled by election at the next meeting; except that the First Vice President will automatically become President until an election at the next

general meeting if the office of President becomes vacant. Such elections shall only cover the remainder of the unexpired term.

Any officer or committee member shall be removed from office for due cause.

A. Removal from office can be accomplished by either of the following:

- 1) A two thirds vote of the entire Executive Committee.
- 2) A two thirds vote of those voting at a general meeting or special meeting of the membership of the Association providing that the removal action is specified in the notice of the meeting.

In either event, the person or persons charged may not vote on the removal action.

B. The officer concerned shall be notified and given sufficient opportunity for a hearing before the removal action can take place.

ARTICLE VIII

Miscellaneous Provisions.

Section 8.01. Checks, Drafts, Etc.

All checks, drafts and orders for payment of money, notes or other evidences of indebtedness, issued in the name of the Association, shall, unless otherwise provided by resolution of the Board of Directors, be signed by the President or Treasurer of the Association, both of whom should be bonded to the extent deemed necessary by the Board of Directors.

Section 8.02. Annual Reports.

There shall be prepared annually a full and correct statement of the affairs of the Association, including a balance sheet as of each calendar year and a statement of income and expenditures for each calendar year.

Section 8.03. Fiscal Year.

The fiscal year of the Association shall be the “calendar year”, unless otherwise provided by the Board of Directors.

Section 8.04. Seal.

The Association seal, bearing the Associations full name, shall be in the charge of the Secretary.

Section 8.05. Amendments.

Any and all provisions of these Bylaws may be altered or repealed, and new Bylaws may be adopted by a majority of the votes of each class of members eligible to be cast.

Section 8.06. Rules of Procedure.

Except as otherwise provided in these Bylaws, the Association shall be governed by, and all meetings conducted in accordance with the rules contained in “Robert’s Rules of Order” most recent revised edition.

ARTICLE IX

Committee Work by Members.

1. The Executive Committee is authorized to appoint such special committees as may be deemed necessary to accomplish the athletic, social and charitable objectives of the club.
2. Committees so formed exist until such time as their specific task is completed.
3. The Executive Committee may change the members appointed to any special committee as it deems necessary, whether such change is occasioned by death or resignation of any member previously appointed, or otherwise.

ARTICLE X

Charitable Matches.

1. It shall be the policy of the Association to officiate matches for worthy non-sectarian, non-political causes.
2. The Association may request a contribution from the sponsors to be used for the defrayment of expenses.

ARTICLE XI

Standards and Requirements for Referee Coaches and Local Area Evaluators for the
Florida Rugby Referee Association.

Section 11.01. Requirements for: Local Area Evaluators.

Local Evaluators are recognized by being proposed by the Board of Directors and accepted by the President of the Florida Rugby Referees Association who will confirm their appointment as and when he is confident of their capabilities. The First Vice President will assign LAU Evaluators to individual referees or for individual matches.

Local Area Evaluators shall:

- a) Be registered in the USA Rugby's CIPP program as a referee.
- b) Be knowledgeable and respected by referees and evaluators within the Local Referee Organization.
- c) Complete the certification requirements for USA Touch Judge Level 1 & Assistant Referee courses 2-4 courses (i.e. the complete AR course) or the equivalent.
- d) Have completed the certification requirements for USA Level 1 & 2 Referee course or the equivalent.
- e) Complete the certification requirements for USA Coaching Match Officials 1 (IRB course) and the USA Evaluators Course.
- f) Complete any requirements set by Local Referee Organization.

Local Evaluators are to submit to the referee a written evaluation report within 2 weeks of their appointment. However as a general rule, reports should be completed within one week. For events that generate more than one report (e.g. championship weekends) the first report should be completed within one week, and all must be completed in three weeks. These reports should reflect the Local Evaluator's ability to differentiate between the capabilities and requirements of L1 through L4 local union grades. Reports submitted should be coherent and instructive to the referee.

Written evaluation reports should be filed with the referee and the FRRA First Vice President who is responsible for referee development, and to the FRRA Second Vice President who is responsible for evaluations.

Each Local Area Evaluator should produce a minimum of 3 comprehensive reports each calendar year to maintain their appointment.

Section 11.02. Requirements for Local Referee Coaches.

Local Referee Coaches are recognized by being proposed and accepted by the President of the Florida Rugby Referees Association who will confirm their appointment as and when he is confident of their capabilities. The First Vice President who is responsible for appointments will assign coaches to individual referees or for individual matches.

Local Referee Coaches will:

- a) Be registered in the USA Rugby's CIPP program.
- b) Be knowledgeable and respected by referees and evaluators and referee coaches within the Local Referee Organization.
- c) Complete the certification requirements for USA Touch Judge Level 1 & Assistant Referee courses 2-4 courses (i.e. the complete AR course) or the equivalent.
- d) Have completed the certification requirements for USA Level 1 & 2 Referee course or the equivalent.
- e) Complete the certification requirements for USA Coaching Match Officials 1 (IRB course).
- f) Complete any requirements set by Local Referee Organization.

Local Referee Coaches should submit a detailed report to the referee within 72 hours to the referee. This report should mirror the discussion following the game between the referee and the coach. Following submission of the report the referee will have the opportunity to redress the report before it is submitted to the FRRA First Vice President responsible for referee development. Every game watched by the Local Referee Coach requires a written report to be produced. These reports should be coherent and instructive to the referee.

Each Local Referee Coach should produce at a minimum 5 comprehensive coaching reports (to include a required statistics sheet for the match) each calendar year to maintain their appointment.

Section 11.03. Local Referee Standards required for Referee Promotion

On completion of the Level 1 Referee Course all qualified students within the Association will be granted the grade of L4.

Referee Promotion from L4 to L3.

The referee will remain at this grade until such time as he or she has successfully refereed 4 matches of at least two 25 minute halves. Two of these matches must have been watched in full by at the minimum a Local Referee Coach or a Local Referee Evaluator. Following satisfactory recommendations from two observers the referee should be considered for promotion to the grade of L3.

Referee Promotion from L3 to L2.

The referee should remain at this grade until such time as he or she has received three written coaching reports with a recommendation for promotion from any qualified referee coach or evaluator. The matches must be of halves of a minimum 25 minutes each. He or she should then be considered for promotion.

Referee Promotion from L2 to L1.

The referee should remain at this grade until such time as he or she has received two written coaching reports with a recommendation for promotion from any qualified referee coach, together with two comprehensive evaluations at "above grade". At least one of these evaluations must have been produced by at least a Territorial Performance Reviewer. Both evaluated performances must be matches of at least 30 minutes each and at a true Match Level 6. He or she will then be considered for promotion.

POINTS OF NOTE

1. Referee promotions from L4 to L3 and L3 to L2 should be at the sole discretion of the First Vice President responsible for referee development after having seen the mandatory reports.
2. Referee promotions from L2 to L1 require a unanimous or majority positive vote from the President of the Association and his two Vice Presidents. Simple majority will require input and discussion of all members of the promotion committee to ensure all views are considered and weighed.
3. Referee demotions at any level should only be considered as an extreme. The decision should be made by the President of the FRRRA following extensive discussion with his two Vice Presidents.

ARTICLE XII

Referee, Evaluator and Referee Coach Appointments & Expenses.

Scheduling and Confirmation of Referees

Referees, Evaluators and Referee Coaches are assigned by the first Vice President who is also the Referee Development Officer, for all league games according to the Florida Published League Schedule, and on an ad hoc basis for friendly and tour matches. Home team secretaries are required to call their assigned referee no later than four days prior to the game, i.e. Wednesday before Saturday, to confirm the match and inform him/her of the venue, kick-off time, and directions to the field. The referee is then required to contact their assigned evaluator or referee coach to communicate those details.

For tournaments, referees, evaluators and referee coaches will be appointed by the Referee's Appointment Committee. This includes appointments for referees from associations other than Florida. Tournament Directors are required to inform the Referee's Association at least 4 weeks prior to the tournament date, as to the number of teams involved and the play format, so that the number of referees required can be mutually determined at that time. The significance of this timing is to enable the FRRA to take advantage of 21 days advance air fares when necessary, and for the Tournament Director to know what expenses to budget per the current referee daily rate.

Expenses for Matrix Matches.

The referee's, evaluators and referee coaches travel expenses and the assistant referee travel expenses (if assigned) are reimbursed by the FRRA at \$.25 per mile plus any tolls.

The referee's match fee is paid by the home club at the venue on the day in accordance with the schedule for his or her specific referee grade. (attached)

When certified assistant referees are assigned, the home club is responsible for a \$25.00 match fee to each individual.

Expenses for Non Matrix Matches.

The club requesting the referee is responsible for the payment of the match fee and travel expenses if requested, at the venue on the day of the match.

When officiating non matrix matches, referees are advised to pre-determine with the club the expense amount required.

Match Fee Pay Scale per game;

National Panel – \$75, T Panel – \$60, L1 – \$50, L2 – \$40, L3 – \$30, L4 – \$25, AR – \$25.

ARTICLE XIII

CIPP & Game Day Procedures

Women and Senior Men's Clubs:

The team captain must complete a CIPP Roster listing the name of each starting player and all reserves. Only players listed on the roster will be allowed on the field. The writing must be legible and names must be in full; nicknames are not acceptable. Only current CIPP Roster forms will be accepted; a list of names written on a legal pad or old-style CIPP Roster forms will not. Failure to fill in all areas of a CIPP Roster will result in a forfeit. Team captains are responsible for the accuracy of information given on CIPP Rosters and are subject to suspension for entering false information. CIPP Rosters filled in by any person other than the team captain will not be accepted.

Prior to the start of the match, team captains must:

1. Have the opposing team captain sign their roster,
2. Hand it to the referee who will countersign.

CIPP Rosters filled in, altered, or handed in after the start of play will not be accepted.

If there is no appointed referee at the match, a properly completed CIPP Roster must be handed to the opposing captain before the match. After completion of play, the away team captain must:

1. Fill in the score, and sign the roster.
2. Hand the CIPP Roster back to the home team captain, so it can be mailed or faxed to the address on the form no later than Wednesday following the match.

Clubs must be in possession of identity confirmation of all CIPP roster players on game day in the event of a FRU audit.

Florida Rugby Union – Florida Cup

Fax your Roster to:

Senior Men:

Ken Simmons at Fax 352-505-0294 or email nrfcken@cox.net

Collegiate and Senior Women:

Melissa Newkirk. Fax 904 866 4292 or e-mail melissa@jaxwomensrugby.com

Faxes must be received by 5pm on the Wednesday following the game

Collegiate Men's Clubs:

The team captain must complete a CIPP Roster listing the name of each starting player. The writing must be legible and names must be in full; nicknames are not acceptable. Only current CIPP Roster forms will be accepted; a list of names written on a legal pad or old-style CIPP Roster forms will not. Failure to fill in all areas of a CIPP Roster will result in a forfeit. Team captains are responsible for the accuracy of information given on CIPP Rosters and are subject to suspension for entering false information.

Prior to the start of the match, team captains must:

1. have the opposing team captain sign CIPP roster,
2. Review opposing team's player eligibility forms, if applicable.
3. Show forms to referee and verify there are no protests

The replacements may be added to the CIPP roster after the game. Referee will sign and hand to captain of winning team. Any protests or roster challenges are to be filed at this time and noted on the Cipp roster.

If there is no Union referee at the match, a properly completed CIPP Roster must be handed to the opposing captain before the match. After completion of play, the away captain must:

1. Fill in the score, and sign it.
2. Hand the CIPP Roster back to the home captain , so it can be mailed or faxed to the address on the form no later than Wednesday following the match.

Clubs must be in possession of identity confirmation of all CIPP roster players on game day in the event of a FRU audit

Florida Rugby Union – Collegiate Men's Florida Cup

You can fax your Roster to Ken Simmons at 352-505-0294 or email nrfcken@cox.net

Faxes must be received by 5pm on the Wednesday following the game

Referees:

Referee Conduct.

Be professional, courteous and a credit to the FRRA at all times while acting as its representative.

Pre and Post Match Preparations and Requirements

The assigned referee must be at their appointed match venue at least 30 minutes prior to kick-off. He/she must carry out the following functions:

- 1. Pitch inspection. Marking and layout, flag positions, pads and goal posts, sideline restraining ropes (as per Florida requirements).
- 2. Players dress inspection. Boots (cleats), dress and headgear, medical supports and braces (per the current law directions).
- 3. CIPP rosters. Collect and show to opposing captains, have each sign off on opposing team's list.
- 4. Assistant referee or touch judge. Pre-match instructions.
- 5. Captains. Coin toss.

After the match, the referees must carry out the following functions:

- 1. CIPP rosters. Note winning team and score, note any cautions or send offs, sign the form, and give to the winning captain.
- 2. Discipline reports. Write a full account of the send offs, fax or mail copies to Discipline Chair for Florida and the South if the game was a "League" match, Player's Club Secretary, President of the Referee's Association and First Vice President of the Referees Association within 2 days of incident.
- 3. Availability. Be available for discussion on points of law.

Red Cards.

After sending a player or players from the field of play a discipline report must be generated and sent to the recipients listed. This report must be completed and e-mailed within 48 hours after completion of the match to: fmw09@yahoo.com, rugbyrefl@aol.com, imabritt@aol.com, jennifer.heath@socom.mil, kmesloh@comcast.net,

Red card incidents must also be reported on the FRU **Score Reporting Link** on their website at www.floridarugbyunion.com



REFEREE'S DISCIPLINARY REPORT

Player's Club: _____ Full Name of Player: _____

Venue: _____ Date of Match: _____

Playing Position of Player: _____ Number: _____

Match result: _____ (pts) _____ (pts)

Nature of offence: Yellow _____ Red _____ (please list applicable Law Number(s) and short description of the Law)

PERIOD of game when incident occurred: 1st Half () 2nd Half ()

Ground & Weather Conditions: _____

Elapsed Time in Half (approx): _____

Proximity of Referee to incident: _____ (yards)

Score at that time: _____ pts _____ pts

Was the Player ordered off further to the report of an assistant referee? Yes _____ No _____

(If Yes, AR must also submit a report)

Please give detailed report below: PLEASE WRITE CLEARLY

REPORT: - please use paper apart if necessary

REFEREE'S NAME: _____ UNION: _____

Yellow Cards.

Any yellow card issued by a Florida Referee must be reported to the Discipline Chair using the above format for Red Cards, except that a comprehensive report will not be required, just a very brief description of the offense such as. “Repeated Infringements”, “Foul Play” or the like.

Reporting Yellow Cards will no longer be an option. Referees must diligently carry out this requirement as part of your official game day duties.