

ROCKFORD RUGBY FOOTBALL CLUB

Rugby parents and players,

The 2020 coaching staff is very excited for the upcoming season. We hope to continue the traditions of RRFC (Rockford Rugby Football Club) being a competitive, hard hitting, but most of all fun team. This year we have a talented group of returning and new players that will be valuable team leaders and give a great base for our club as we look to push for the 2020 state championship!

As a coaching staff we want to make the most of our time with the players. Rugby is a short season and there are a lot of details to go over in a short amount of practice time. We will also be expecting our players to be dedicated to our club off the field, as well as during practice and game days. Experience shows the team to be stronger when working together to accomplish a greater goal.

Part of our planning is to map out what we will be expecting of our players this season. Rugby is a sport that cannot be won by an individual; it must be a team effort. We are only as strong as the most inexperienced player on the field.

We will be keeping close track of attendance. Players that miss practice unexcused will not start. We understand high school is a busy time and we always encourage our athletes to be involved in as many activities as they wish, but if players are looking to start; rugby must be a priority during the season. This includes injuries and illness; injured players are expected to be at practice (there is much that can be learned while observing). If players are ill but are well enough to be in school, we would like them to be at practice. Exceptions will be made for emergencies or other extenuating circumstances only.

All communication must be made to the coaches directly in any of these circumstances. Texts, phone calls, emails or in person communication are all acceptable ways to bring coaches up to date on any circumstances that may arise.

We, as a coaching staff, welcome ideas and input that may benefit and help to grow our club. Rugby, after all, is a family sport and we are only as good as the families we have around us. However, one area not up for discussion is playing time of athletes. We as coaches spend a great deal of time creating the lineups and depth charts based on many criteria with attendance, attitude, effort, and skill level being a few of the biggest contributors. If there is an issue that your child has with their playing time, please direct them to the coaching staff. We will be more than happy to discuss, with them, how we can work together to improve and meet their playing time goals.

Thank you for your time,

Rockford Rugby Coaching staff

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ROCKFORD RUGBY FOOTBALL CLUB

INFORMATION PACKET

Thank you for allowing your child the opportunity to be a part of RRFC. As is with every season, we have forms, invoices and information that are enclosed. Everything that is included in this packet is to assist with a smoother season and to ensure that we as a Rugby family are working together for a great season. It takes **EVERY** player and family to make Rugby a success and as our club grows, we need everyone more than ever to ensure this goal is met. As a club sport, our staff is 100% volunteer based and we are only funded by club dues, sponsors and fundraisers and we cannot make any of that work without **everyones** help in volunteering efforts. Parents and Ruggers need to go through this packet **completely**. There is a lot of important information for everyone listed within it but please make special **NOTE: several forms, will need to be filled out and returned PRIOR TO PARTICIPATION.**

FORMS TO BE RETURNED IN ORDER TO PLAY:

- Dues Invoice
- RRFC Code of Conduct
- MYRA Players and Parents Code of Conduct
- RHS Club Training Code
- Consent to Medical Treatment
- Physical on File with RHS (return to athletic office **NOT** coaches)
- CIPP Fee Receipt of Registration
- Committee Sign up via Sign Up Genius

HELPFUL INFORMATION IN PACKET:

- Volunteer committees
- Information on socials
- Rugby 101
- Fundraising information
- Website and communication information

VISIT AND REGISTER AT OUR NEW SITE!!

www.rugby.rockfordsports.org

****ALL COMMUNICATION, SCHEDULES AND INFORMATION WILL BE SENT OUT BASED ON YOUR REGISTRATION WITH THE SITE. NO INFORMATION WILL COME TO YOU DIRECTLY IF YOU DO NOT REGISTER. PLEASE REGISTER YOUR RUGGER AS WELL IF THEY WISH TO RECEIVE COMMUNICATION OUTSIDE OF TEAM CHAT FROM COACHES***

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RRFC CODE, MYRA CODE AND RHS CLUB CODE:

As a club sport we have different codes of conduct that our players must abide by during their season. If any player is found in violation of these codes they will sit out for a game or the rest of the season depending on the severity of the offense. Every game is an opportunity to show the great sport of Rugby to others and how, we, as a club conduct our selves at those games is imperative. These code of conducts also extend to parents as well so please read the codes to ensure we as a club put our best foot forward. Additionally, as part of the codes of conduct for a club sport, we do not have school organized transportation and therefore **NO** player may drive themselves to any games. **All rides to the games must be driven by a parent**, please sign up to help us transport players if you are a parent who will be available during away games.

CONSENT TO MEDICAL TREATMENT AND PHYSICALS:

The “Consent to Medical Treatment” form allows us to authorize treatment to injured players if you are unable to give consent in person or over the phone. We will use this as a last resort if we are unable to contact you.

All players **MUST** have a completed physical on file in the RHS athletic office **BEFORE** they can train. (turn into the athletic office)

USA RUGBY AND RUGBY MICHIGAN CIPP FEE OF \$80:

Rugby is a different sport in the there are several attributes and components that go into the organization. USA Rugby and Rugby Michigan provide a lot of services to high school rugby clubs that allow the clubs to function outside of their areas. Therefore, players **MUST** register and pay their CIPP fee online at rugbymichigan.org. Part of this registration includes paying for qualified referees, supplemental insurance for your athletes in case of injury, and paying for the Michigan Rugby association to function (and support championships for rugby clubs). Once registered – you must **PRINT THE RECEIPT OF VERIFICATION** with the USA Rugby CIPP number and turn in to a coach. It is against the Michigan code of play for a ruggger to participate in a rugby club without this registration completed. Again, **players cannot play without this CIPP registration.**

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WEBSITE AND COMMUNICATION:

This year thanks to John Crosby, we have a website and a new way to communicate with everyone. Starting immediately the website will be live and available to all ruggers and families for registration to ensure you are kept up to date on all information. Follow these steps:

- 1) Go to www.rugby.rockfordsports.org
- 2) Click the word "Register" at the top menu
- 3) Fill out required information and how you would like to be informed
- 4) YOU'RE SIGNED UP!

Once you have registered you will receive information in the manner you selected every week or more if needed, from the club. All information sent to you will also appear on our website and on our Facebook page (links for Facebook are at the bottom of the page).

We will also have the schedule for matches available on the site in March once it is released!

If at ANY time you want to change your options for communication, simply go to our website and click "manage account" and you will be able to update your options.

If your rugger would like to receive the same communications that you do please register them or have them register at the site as well. All ruggers will be given team snap information from the coaches. This will only be utilized by the ruggers and coaches to allow for ease of communications back and forth with one another, so please ensure they pay attention to this information.

Our Facebook page will be our hub for team photos so please ensure to follow the page after you register with the website. Facebook pages have subtle differences from groups, which are:

- 1) Posts from anyone other than an admin appear in the "community" tab
- 2) When you post information, it will again appear in the "community" tab
- 3) All admin posts will appear as the first thing you see on the page no need to click on other tabs
- 4) Volunteers that are on the media committee will be given access to Facebook for the season to post photos in the "photos" tab and will be sorted by "albums"
- 5) **We will NOT respond to messages posted on the Facebook** page so please only email or text us with any questions concerns etc...

We are a club sport so therefore, the school will rarely communicate information regarding cancelled events, practices etc.... Due to weather or other circumstances. Should any of these situations arise, we will communicate in the ways listed above to ensure everyone receives the information. If you have not heard anything, nothing has been decided so please be patient with us while we await information.

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WHAT ARE SOCIALS?!! :

Rugby has a lot of unique and fun aspects to it that no other sport has. It is steeped in traditions that include socials. Socials are a gathering directly after a match concludes, between the two teams that just played. This is a chance for ruggers on both teams to break bread together and get to know one another off the pitch. In professional and college teams, this is also where they lift a pint together, possibly let our grievances and become life long friends with ruggers from all over the world. It is a tradition that is very important to the sport of Rugby and one of the main reasons many ruggers consider one another family.

The socials are held by the home team and are done in different manners and locations. This year we will be holding all of our socials in the new banquet area on the 2nd floor of the Corner Bar. All ruggers will have food and drinks available to them at no charge to the RUGGERS ONLY. Information on the social will be handed out with tickets at admission prior to every home match.

In addition to the ruggers getting together after the match, we would like to encourage that all family and friends come gather with the ruggers. Foods and drinks are at your own cost but RRFC does receive 15% of all food and beverage sales (yes this includes the adult kind as well). So come bring everyone down to the Corner Bar and continue the long standing tradition of socials with your new (or old) RRFC family.

RUGBY 101:

As we said Rugby has a lot of different rules and unique aspects to it that take a little time to learn. However, there some great sites that easily show the basics of Rugby. Links will be listed on our website and any other information that might help everyone to get a little more comfortable and familiar with Rugby.

However, we will give you one very important piece of information. Rugby is a lot safer than anyone thinks it is and is a lot safer than it might look to those watching for the first time. This is because ruggers wear no pads or gear (except a scrum cap or head band to protect ears) therefore everyone doesn't hit as hard and moves easier and at different speeds than they would in other contact sports. For example; the average rugger is hit with 10 g's of strength verses a football player that is hit with 25 g's of strength, that's a significant difference in terms of safety. This is small example but is something that anyone on our staff would be happy to discuss with anyone who might have questions or concerns!

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FUNDRAISING INFORMATION:

We try to limit our fundraising for Rugby since our season is short however, we are 100% self funded so we do have to raise some money! Most should be as painless as possible. They are as follows:

- 1) Snap raise fundraiser; this is new to us this year but we are hoping this will be our biggest funding source for the year. This is 100% run via snap raise website and will simply ask for monetary donations. The needs of the club will be placed on the site to better assist those giving, on where their money will go. All information will be sent out after the parent meeting so please keep an eye out and send emails, texts and Facebook posts to ensure this fundraiser meets our goals!
- 2) Corner Bar partnership; we have a new partnership with Corner Bar and for every event we host (socials, team meetings, banquet) we will receive 15% back to the RRFC. All you have to do is show up for the events, order a beer or soda with a hot dog or burger and 15% will come right back to our club!! This should be our easiest fundraiser!
- 3) Basket Raffle at the Banquet; at our banquet there will be baskets with all sorts of great items in them that we will sell tickets for at the door. 5 tickets for \$5 or 20 tickets for \$15!! We have had wonderful baskets in the past and this year is sure not to disappoint.
- 4) Merchandise; we will have new merchandise for sale at our matches and we will post information on what will be available and for how much, on our website. A portion of the merchandise sales will come right back to the club!! Another easy fundraiser
- 5) Sponsorship with Banners; in past years we have had banners that are hung at every home match with logos of businesses that are sponsoring the club. We are hoping to bring this back again this year but we have a few changes to make so this fundraiser information will not be available for a few more weeks. Stay Tuned!
- 6) Volunteers for Boosters; every year there are events that the boosters ask for any and all athletic teams to volunteer for. For every event we have volunteers at, the boosters give us money. Some events they give additional money based on hours worked or amount of volunteers participating. These events are held throughout the year so please always keep an eye out on volunteers for boosters that are sent out, this is money we can make all year long (\$750 was earned from volunteers assisting with parking at the LPGA last summer)

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VOLUNTEER OPPORTUNITIES FOR THE CLUB:

As a club sport everything we do is volunteer based and we need EVERYONE to help in any avenue that is listed below. OR if you want to volunteer in other ways that are not listed but that you think could help out the club please do not hesitate to contact us! Please sign up for any committees that you are available to help with via the Sign Up Genius link located on our website and Facebook page!

MEDIA COMMITTEE:

(REQUIRES 2 VOLUNTEERS)

- Take photographs and film (if needed) of every match
- Uploads all photos to shared photo site for team to be able to look at/download
- Sends 4 of the best shots to Sara for different media outlets after every match
- Creates slide show for end of year banquet
- Creates player roster with photo for beginning of each season
- Sends any needs, wants or information to Sara for weekly email to team/parents

SOCIAL COMMITTEE:

(REQUIRES 2 VOLUNTEERS)

- Ensures flyers for social are given to ticket taker before every home game
- Communicates with visiting team to ensure they have all information for social
- Greets all ruggers, families and visiting team at social and directs them to social
- In the event a social needs to take place in another location you will assist in assigning food, drink needs and set up and tear down at field

JERSEY COMMITTEE:

(REQUIRES 2 VOLUNTEERS)

- Collects all Jerseys and shorts after every match
- Cleans and de-funks all jerseys and shorts
- Coordinates with coaches/staff on obtaining all jerseys and shorts from committee prior to match day
- Sends any needs, wants or information to Sara for weekly email to team/parents

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MATCH DAY COMMITTEE:

(REQUIRES 4 VOLUNTEERS)

- Set up tent for entry into the match
- Mans entry or coordinates volunteers for manning entry into matches
- Sets up ticket sales and collects all monies for match day
- Sets up merchandise for sale at entry
- Mans merchandise table until half time at entry
- Tears down merchandise table and ticket table after time
- Man sign up genius for ride arranging for away matches
- Coordinate and plan meals for matches that are over night (usually during playoffs) send any team needs to sign up genius and to Sara
- If hotels need to be booked for overnight matches select hotel and arrange for group pricing, send information for booking to Sara to send out to team
- Sends any needs, wants or information to Sara for weekly email to team/parents

SENIOR COMMITTEE:

(REQUIRES 4-5 VOLUNTEERS)

- Gather all baby photos for end of year slideshow
- Get information on what seniors are doing after high school
- Get senior players favorite moment from their Rugby high school career
- Ensure we have enough senior gifts via Sara (each senior gets 1)
- Coordinate with media committee to get goofy senior photos taken
- Frame 1 photo of each senior from the goofy photo session for them to take home
- Find out who seniors want to thank at the end of year banquet, they will say a quick thank you to them and give them a rose at the banquet
- Coordinate senior thank you (in banquet agenda) and senior gifts with banquet committee
- Coordinate last home game to have senior social (seniors get to eat first at social and be recognized at end of last home match)

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BANQUET COMMITTEE:

(REQUIRES 6-7 VOLUNTEERS)

- Creates invite for banquet
- Collects money and ticket requests (gives checks to Sara once collected)
- Send invite to Sara for weekly email to team/parents
- Secures outside activity for end of year banquet
- Contacts venue 3 weeks prior for banquet date (check with Sara)
- Setups and tears down decor for banquet
- Obtains certificates and athletic letters via the athletic office for player awards
- Create envelopes labeled with each players names for certificates and letters to be placed in for coaches to give out at banquet
- Collects money or items for coaches gifts
- Collects money or items for Moms gifts, particularly senior Moms who have helped the club (send information to Sara for weekly email)
- Gathers items for baskets to be raffled off at banquet (can work with fundraising committee on this as well)
- Coordinates with coaches on banquet agenda for the evening
- Ensures areas for the following at the banquet are decorated and set up:
 - Awards for players from coaches
 - Gift tables set up (senior gifts, coaches gifts, mom gifts, baskets for raffle)
 - Media table and necessary equipment for slideshow
 - Registration table for check in (or to purchase tickets)
 - Merchandise table for all items for sale
 - Photo table that has photos printed from season for players to take home
 - Voting table for players to cast ballots for 3 players awards

FUNDRAISING COMMITTEE:

(Requires 2-3 Volunteers)

- Coordinates all fundraisers for the season
- Communicates with Sara regarding status of fundraisers
- Makes a copy of all checks or invoices of money received
- Gives copy or all checks or invoices of money received to Sara
- Gives any money or checks collected for the club to Sara or coaches for deposit
- Sends any needs, wants or information to Sara for weekly email to team/parents