

**MINUTES OF THE
DIRECTORS
OF
Hawaii Youth Rugby**

Pursuant to notice, an annual meeting of the Directors of the above corporation was held on October 11, 2008 at 8:00 am in the Offices of Rider Levett Bucknall at The American Savings Building, Honolulu Hawaii.

The purpose of the meeting: To present the Hawaii Youth Rugby annual financial statement and discuss the business of the corporation, which will also be referred to as HYR.

- I. QUORUM.** A quorum was declared present based on the presence of the following Directors:
Kevin Perry – President
David Wendt – Director (Oahu)

The following corporate actions were taken by appropriate motions duly made, seconded, and adopted by a majority vote of the Directors entitled to vote (unless a higher voting approval is stated).

II. ELECTION OF CHAIRPERSON AND SECRETARY. Kevin Perry was appointed chairperson of the meeting, and David Wendt was appointed as secretary to prepare a record of the proceedings. Kevin Mitchell was appointed to present the HYR Financial Statement on behalf of HYR Treasurer Kealoha Nearman.

Ian Campbell and Kealoha Nearman successfully served their terms as HYR Officers.

III. ELECTION OF DIRECTORS. The following persons were elected as Directors for the terms provided in the bylaws:

Name: David Wendt (Oahu)
Term: 2 Years
Address: 723 6th Avenue
Honolulu, Hawaii 96816

Name: Kevin Perry (Hawaii)
Term: 2 Years
Address: 64-5264 Puanuanu Place
Kamuela, Hawaii 96743

Name: Jack Breen (Maui)
Term: 2 Years
Address: 449 Kuikahi Street
Wailuku, Hawaii 96793

IV. ELECTION OF OFFICERS. The following Officers were elected:

Name: David Wendt
Office: President – Chairman of the Board
Address: 723 6th Avenue
Honolulu, Hawaii 96816

Name: Kevin Perry
Office: Secretary – Vice Chairman of the Board
Address: 64-5264 Puanuanu Place
Kamuela, Hawaii 96743

Name: Kevin Mitchell
Office: Treasurer (non-voting)
Address: 67-1311 Laikealoha Street
Kamuela Hawaii 96743

V. REPORTS.

- Financial Report (Addendum 1) consisting of HYR Balance Sheet and HYR State Championship Statement Prepared by Kealoha Nearman with assistance from Kevin Mitchell.

VI. ADOPTION OF DOCUMENTS/PLANS.

The 2009 Budget and expense approval (Addendum 2) was adopted by a majority vote of the Directors.

VII. APPROVAL OF ACTIONS SECTION. The actions and undertakings of the Directors, Officers, Employees, and Agents of the corporation were approved with respect to:

- All actions subsequent to the last meeting of the Board of Directors.
- It was agreed in the interest of unity and branding efficiency that all Youth Rugby events held in the state with Hawaii Youth Rugby Organizers, Officials or Participants are to be promoted as HYR Events.
- Review of the 2008 season including:
 - Review of HYR USA Rugby Planning Agreement including numbers of teams and players from each island CIPP Registered.
 - Successful Kukio Grant Award of \$5000 designated for HYR Travel.

- The Director from each island to administer and govern their island with respect to ensuring CIPP registration of all teams, coaches and players on their island. Furthermore, Island Directors will ensure that all USA Rugby & HYR rules, regulations and codes of conduct are followed.
- HYR bank account will be used for the league funds only from this point forward (see Addendum 1 financial statement). Each club/team is expected to maintain and manage their own individual funds by separate account.
- 2009 Budget (Addendum 2) was established and approved.
- Financial reimbursement policy will continue to require approved receipts for all transactions.
- A review of the Job Descriptions (Addendum 3) for HYR Directors and Officers produced one change, which was to move Duty # 9 from the President's Duty list to the Secretaries Duty list.
- Proof of age via Passport or, Birth Certificate and matching picture ID to be required accompanying the completed USA Rugby individual CIPP registration form. Hard copies of these documents only to be sent via US Mail to HYR Secretary where they will be kept in a confidential file. Completed medical consent and signed code of conduct forms to be kept with the individual team managers.
- HYR Age Grades and eligibility for 2009 will be as follows: (U-13) 10,11, or 12 years of age on Jan 1, 2009, (U-16) 13,14, or 15 years of age on Jan 1, 2009, (U-19) 16, 17 or 18 years of age on Jan 1, 2009.
- HYR Club Dues for 2009 will be \$500 per club due by Jan 1, 2009. HYR Dues do not include USA Rugby CIPP Club (\$150), Coach (\$20), and Individual Player (U-13 \$10ea/U-16, U-19 \$20 ea) which must be administered and paid by the individual club manager prior to HYR Club Registration.
- A representative of each Island (Vicki Higgins - Oahu, Jack Breen - Maui) will work together with the HYR Treasurer to pursue available HYR grants with the goal of one successful HYR grant award per Island for 2009.
- Inventory shows that there are 4 remaining National Guard Uniform/Equipment/Ball kits available for immediate distribution. These kits will be awarded to new or existing teams who have not already received National Guard Kits on a first come first served basis. The first clubs to CIPP register their (15) players, coaches and teams with USA Rugby and to pay HYR Dues will be awarded their choice of the remaining available kits. All previous arrangements from the 2008 season are null and void. Registration for USA Rugby and HYR is open now.

- Girls - HYR will follow the guidelines of USA Rugby with regards to girls and boys participating on the same or opposing teams.
- HYR League Rules were modified (Addendum 4)
- A Safety review concluded that Rule 1f would continue to be enforced by the individual clubs. In addition, it was reiterated that mouth guards are mandatory in any contact situation and that the referee would conduct a mouth guard check at the time of his boot check. Lastly, the home team will be responsible for the provision and payment of an athletic trainer.
- All Referees will familiarize themselves with the revised HYR League Rules, Mini (U-13), Midi (U-16) and IRB (U-19) ELV's. Provision of a Referee will be the responsibility of the home team. Every effort should be made to arrange for an "On Island Referee". Referee travel will be paid for by HYR on an approved and as needed basis only. Referees will be paid a \$30 stipend per match, payment split by each team. All HYR Teams will make an effort to supply a candidate for the annual referee certification course. Referees will submit scorecards noting the score, any yellow or red cards issued, and any injuries to the home team Manager or Coach at the conclusion of each match. The Home team Manager/Coach will email this information to the HYR Secretary within 24 hours of match completion.
- HYR Tournaments are as follows: HYR Oahu Tournament - March 19, 20, 21 & March 26, 27, 28, 2009. Hawaii Youth Rugby State Championships - May 1, 2, 2009
- President David Wendt to attend the USA Rugby Conference on the Game representing Hawaii Youth Rugby December 5-7, 2008.
- PCIT to be held April 25 & 26, 2008. Sufficient funds are not in place for mainland travel in 09 so it was decided to focus on events in the state with an effort to attract more touring sides.

VIII. FINANCIAL STATEMENTS PRESENTATION. The financial statements for the year ending December 2008 (Addendum 1), as prepared by the corporation's Treasurer were approved. Highlights of the financial statements included: The separation of individual team accounts from the HYR general ledger.

There being no further business, the meeting was duly adjourned.

Secretary

A large, stylized handwritten signature in black ink, written over a horizontal line. The signature is highly cursive and appears to be the name of the Secretary.

HYR FINANCIAL STATEMENT		October 11th 2008			
Opening Balance	\$	(340.39)			
Income		\$	9,976.73		
Hilo Dues	\$	1,000.00	Expenses		
Waimea Dues	\$	1,000.00	Office Max	\$	276.66
T-Shirt sales	\$	320.73	USA Rugby Club dues	\$	300.00
Maui Donation	\$	100.00	Staff Travel	\$	404.74
Harris (coaching clinic)	\$	300.00	Ref Travel	\$	415.00
Castle & Cooke	\$	200.00	Referee Stipend	\$	300.00
			Oahu Coaching Clinic Expenses	\$	234.85
			Hilo Team	\$	400.00
			Waimea Team	\$	400.00
			Trainer	\$	150.00
			Dept of Commerce	\$	5.00
			Maui Developmental Camp	\$	431.40
			DVD Postage	\$	10.98
			Uniform Boxes	\$	39.53
			HYR Big Island Cup	\$	15.62
Kukio Grant	\$	5,000.00	Movie Promotion	\$	200.00
HYR Tournament	\$	2,056.00	HYR Tournament	\$	3,609.30
			Maui Trip	\$	275.11
Total Income	\$	9,636.34	Total Expenses	\$	7,468.19
Total Expenses	\$	7,468.19			
Closing Balance	\$	2,168.15			

HYR 2009 BUDGET			October 11th 2008		
Opening		\$ 2,168.15			
Income			Expenses		
Club dues			Referee	\$ 750.00	
	BI	3 \$ 1,500.00	Office	\$ 250.00	
	Maui	1 \$ 500.00	Select Side	\$ 5,000.00	
	Oahu	6 \$ 3,000.00	Trainer	Island based	
State Championship		Incl in dues	Staff Travel	\$ 500.00	
BI Grants/Sponsorship contribution		\$ 5,000.00	State Championship	\$ 5,000.00	Awards 600
Oahu Grant/Sponsorship contribution		\$ 1,000.00			T-Shirt 2100
Maui Grant/Sponsorship contribution		\$ 1,000.00			Field 300
					Trainer 300
					Referees 300
					Meal 1000
					Misc 400
TOTAL		\$ 14,168.15	TOTAL	\$ 11,500.00	
Delta		\$ (2,668.15)			

Job Descriptions for Board of Directors of Hawaii Youth Rugby

President (Chairman of the Board)

Summary:

The President is responsible for the ultimate achievement of the strategic ambitions of Hawaii Youth Rugby (HYR) as well as the overall management of its operational activities including activities on the island of Oahu.

Duties:

1. Provide the strategic direction and leadership to the Hawaii Youth Rugby organization. Be the regular point of contact for USA Rugby, the media and HYR members on strategic and operational issues.
2. Chair regular meetings of the Board of Directors (BoD) as well as the Annual General Meeting and any special general meetings. Represent HYR at all meetings conducted by USA Rugby or other organizations; provide feedback to the BoD and to HYR clubs.
3. Understand and present the goals of Hawaii Youth Rugby to local youth and high school rugby enthusiasts.
4. Provide leadership and direction in presenting and setting up youth rugby programs statewide. Present USA Rugby promotional materials to local organizations in the attempt to develop youth rugby programs.
5. Create and maintain strong relationships with local Parks & Recreation Departments, YMCA's, Boys & Girls Clubs, local schools and/or rugby clubs etc.
6. In consultation with the HYR BoD set all league, team and player fees and dues for HYR.
7. Coordinate the USA Rugby Coach Accreditation Program.
8. Maintain contact and develop relationships with the national office of USA Rugby.
9. Accounts for one vote on the BoD and has a casting vote where necessary.

Secretary – (Vice Chairman of the Board)

Summary:

As Vice Chairman of the BoD, takes the place of President if he is unable to attend any meeting or appointment. Assists with the ultimate achievement of the strategic ambitions of Hawaii Youth Rugby (HYR) as well as the management of its operational activities on the island of Hawaii. The Secretary manages, processes and maintains a record of all incoming and outgoing correspondence and club documents (CIPP and Proof of age documents only). In addition, records the deliberations and decisions of the Board of Directors (BoD).

Duties:

1. As Vice Chairman, assist with strategic direction and leadership of the Hawaii Youth Rugby organization.
2. Understand and present the goals of Hawaii Youth Rugby to local youth and high school rugby enthusiasts.
3. Provides leadership and direction in presenting and setting up youth rugby programs. Distribute and present USA Rugby promotional materials to local organizations in the attempt to develop youth rugby programs.
4. Create and maintain strong relationships with local Parks & Recreation Departments, YMCA's, Boys & Girls Clubs, local schools and/or rugby clubs etc.
5. Provide secretariat services at all HYR BoD meetings including:
 - Finalizing and distributing the meeting agenda;
 - Collecting and distributing all reports and correspondence relevant to the BoD's regular meetings;
 - Recording and presenting to subsequent meetings all BoD decisions and deliberations;
 - Circulating minutes & reports and pursuing the status of issues identified;
6. Following decisions made by the BoD, create and distribute the HYR tournament schedule.
7. Oversees the HYR Webmaster who maintains the league website.
8. Negotiate equipment deals (Jerseys, shorts, socks, balls). Exercise delegated authority by signing formal agreements with USA Rugby, sponsors and any other party with whom mutual obligation arrangements have been negotiated.
9. Accounts for one vote of the Board of Directors.

Director– (Legal Advisor)

Summary:

The legal advisor provides accurate and timely legal advice and assistance to the President and BoD and ensures that HYR carries out its functions in a lawful manner. Assists with the ultimate achievement of the strategic ambitions of Hawaii Youth Rugby (HYR) as well as the management of its operational activities on the island of Maui.

Duties:

1. Understand and present the goals of Hawaii Youth Rugby to local youth and high school rugby enthusiasts.
2. Create and maintain strong relationships with local Parks & Recreation Departments, YMCA's, Boys & Girls Clubs, local schools and/or rugby clubs etc.
3. Provide leadership and direction in presenting and setting up youth rugby programs. Distribute and present USA Rugby promotional materials to local organizations in the attempt to develop youth rugby programs.
4. Provide responsive, timely and professional legal advise to HYR throughout the state of Hawaii.
5. Advise on and prepare relevant agreements and memoranda on behalf of HYR.
6. Accounts for one vote of the Board of Directors.

Treasurer

Summary:

The Treasurer is the chief financial manager for Hawaii Youth Rugby and maintains the integrity and accurate recording of HYR's financial position.

Duties:

1. Understand and present the goals of Hawaii Youth Rugby to local youth and high school rugby enthusiasts. Collect all HYR league registration fees. Bank HYR funds and be a signatory for HYR expenditure.
2. Maintain the day-to-day accounts of HYR. Maintain appropriate financial records; prepare financial reports and present reconciliation and cash flow statements to the Board of Directors.
3. Pay all HYR expenses on a timely basis and ensure that proper receipts are kept on record.
4. Prepare the annual tax returns for and on behalf of HYR.
5. Prepare applications for grants and financial assistance with the aim of obtaining at least one additional HYR Corporate sponsor annually; provide progress and reconciliation reports as required.
6. A non-voting position.



1. Administration

- a) **Eligibility** – U-13 all players must be 10, 11, or 12 years of age on January 1, 2009; U-16 all players must be 13, 14, or 15 years of age on January 1, 2009; U-19 all players must be 16, 17 or 18 years of age on January 1, 2009. Proof of age is required at registration. If a player moves up an age group (i.e. U-16 to U-19), they must remain in that age group for the rest of the season.
- b) **Registration** – Club and Individual registration in the USA Rugby's Club and Individual Participation Program (CIPP) is mandatory for all clubs and players wishing to participate in the HYR league. All Clubs and players must and be in good standing with Hawaii Youth Rugby and Clubs must pay their \$500 annual dues by January 1, 2009.
- c) **Background checks** - must be completed for all coaches as is USA Rugby policy and all clubs must be in good standing with USA Rugby.
- d) **Dues** – Hawaii Youth Rugby annual dues are \$500 for each Club. In exceptional cases HYR may fund financial scholarships for individual player CIPP dues for players in need. One of the aims of HYR is that no one will be denied the opportunity to play rugby due to a lack of money.
- e) **Playing squad** - teams will be restricted to a squad of 22 players for all HYR League matches; 6 of those players must be capable of playing in the front row to provide replacement cover. All reserves and spectators must remain in the designated area and **not roam the sidelines**.
- f) **Injury Prevention** – Players must attend 4 practices where correct tackling technique is taught before they are allowed to play a game of rugby in order to decrease the risk of injury. Coaches need to accurately track practice attendances and keep practice plans as suggested by the USA Rugby Coach Accreditation Plan; avoid fast tracking star athletes. Mouth Guards are required in all contact situations. No jewelry or long fingernails are permitted.
- g) **Discipline** – Swearing, fighting or unsportsmanlike conduct of any kind (including disrespect shown towards the referee or match officials) on the field of play or on the sidelines during a match will result in an immediate penalty against the transgressor or his/her affiliated team. Repeated incidents will result in progressive disciplinary action, up to and including removing offending parties from the premises and or banishment from future matches (see HYR code of conduct).
- h) **Forms** – the following forms must be completed by all players, and coaches where appropriate;
 - USA Rugby CIPP form with age identification for players (sent to HYR Secretary).
 - HYR Code of Conduct with signature of acknowledgement (kept with team manager or coach).
 - HYR Medical Release with parent's signature for minors (kept with team manager or coach).

2) Games, Scoring & Schedules

- a) **Scoring system** – HYR League points are awarded as follows;

Win = 4
Tie = 2
Loss by 7 points or less = 1
Loss by more than 7 = 0
1 Bonus point awarded for a team scoring 4 tries in a match.



Hawaii Youth Rugby League Rules

Addendum 4

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- b) **Tie Breakers** – the HYR League standings will be determined by the following formula:
- Team points total.
 - In the event of two or more teams being equal on competition points, tie-breakers will apply as follows (in order);
 - (1) Head-to-head win-loss
 - (2) Team win-loss record
 - (3) The margin of points scored for and against (points differential). The team with the highest points differential being considered the winning team.
 - (4) If points are still level then teams will be declared joint winners.
- c) **Results** - the home team will email match results and highlights to kevinp@hawaiiyouthrugby.com within 24 hours following the game.
- d) **Mercy Rule** – comes into effect after one team has an advantage of 35 points at which time the referee will declare the match over and the score at that time will be recorded. Coaches can elect to finish the game but the score will not continue to accrue. Teams may then use unlimited subs, try players out of position etc.
- e) **Default** – teams will forfeit a game if they have less than 13 players ready to play 30 minutes after the scheduled start time. Coaches should not lend players to another team until the match is officially declared a default. The score is recorded as 21 – 0 to the non-offending team. If another match is scheduled to follow on the same field the first match will be cut short to finish at the originally scheduled time. Default on any game makes a team ineligible for State playoffs unless a genuine effort, as determined by the President of Hawaii Youth Rugby, was made to play the match. A genuine effort will generally be construed as fielding 10 or more players 20 minutes after the schedule start time.
- f) **Coaches** – a USA Rugby certified coach (minimum Level I) is encouraged to be present on the sidelines at all games and at all practices that involve contact. Only one controlled voice offering players instruction or encouragement from the sidelines is permitted. The coach is responsible to ensure that his sideline is under control at all times.
- g) **A written Emergency Plan** - is required for each game/field as suggested by the USA Rugby Coaching Plan.
- h) **The “3rd half”** – remember that attendance at after-match functions is strongly encouraged.

3) Referees

- a) All Referees will familiarize themselves with HYR League Rules
- b) Referees will be treated with respect at all times. Conversing with the referee while play is ongoing is not permitted. The team captain, and if necessary, the team coach, will initiate appropriate communication with the referee only when play has stopped or at half or full-time.
- c) Every team must endeavor to provide a candidate for the annual USA Rugby Level 1 Referee training course and examination. HYR will advise the schedule of upcoming Referee Clinics.