



United States Quad Rugby Association

Constitution and Bylaws

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CONSTITUTION and BYLAWS

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BYLAWS AND INTERPRETATIONS
OF THE UNITED STATES QUAD RUGBY ASSOCIATION

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Article I NAME

The name of this association shall be the United States Quad Rugby Association.

Article II PURPOSE

Section 1 Purposes

The purposes of this Association are:

- a. To provide a competitive, unique and original team sport for people with severe disabilities limiting the function of upper and lower extremities.
- b. To provide a mechanism for individuals with severe permanent or temporary disabilities to compete in a sport vigorously and safely under specific rules.
- c. To contribute to and provide incentives for the rehabilitation of physically disabled persons by providing to them an opportunity to participate in the exchange of ideas and the comradeship experienced by athletes.
- d. To encourage physically disabled persons in the development of new skills to the maximum use of their capacities.
- e. To initiate, stimulate and promote the growth and development of quad rugby for the physically disabled.
- f. To formulate, maintain and publish rules of play governing quad rugby.
- g. To promote the benefits of quad rugby and to publicize the accomplishments of the participants.
- h. To serve as the sanctioning body for invitational tournaments, playoffs and the national championship tournament.
- i. To sponsor and manage a team of selected players from member teams for international competition.
- j. To protect the member teams and quad rugby as a whole against any and all abuses from without and mismanagement from within.
- k. To oppose and suppress any malpractice of non-accredited individuals who may attach themselves to quad rugby and also the malpractice of any individuals within the Association.
- l. To do any and all things necessary and proper to carry out the purposes, fundamental policy and functions of the USQRA.

Section 2 Fundamental Policies

The fundamental policies of the Association are that:

- a. The competitive athletic program of the USQRA is recognized and designed as a vital part of the disabled individual's total rehabilitation. Therefore, a basic purpose of the USQRA is to maintain quad rugby as an integral part of the individual's rehabilitation and to foster the concept of the participant as an athlete in his own right, and, by doing so, to establish the validity of quad rugby as a legitimate avenue of athletic expression.
- b. A person's athletic achievement or pursuit of physical fitness need not be limited by a physical disability. People with physical disabilities have the same need and capability for attaining athletic excellence, physical fitness and involvement in active recreation as able-bodied persons. These needs are best met through an organized program of competitive sports, recreation and training which provides opportunities for the disabled person commensurate with those available to the able-bodied.

Article III PRINCIPLES OF CONDUCT

Section 1 Amateurism

The term "**amateur**" and "**amateurism**" shall be defined as those terms are defined by the International Olympic Committee.

Section 2 Principles Governing Recruiting

The recruiting of quad rugby players shall be controlled by the Bylaws enacted by Governing Board.

Section 3 Principles of Ethical Conduct

It shall be a member team's responsibility to ensure that individuals officially affiliated with and in the service of a member team in any capacity shall deport themselves with honesty and sportsmanship at all times so that quad rugby, quad rugby teams and individual players shall represent the honor and dignity of fair play, and the generally recognized high standards associated with wholesome competitive sports and to always hold in esteem other quad rugby teams.

Article IV AUTHORITY

Section 1 Authority

This Association shall exercise the following powers:

- a. Represent the sport of quad rugby in USOC, WSUSA, ISMWSF and any other organization which has a relationship to the sport.
- b. Establish national goals and encourage the attainment of those goals in the sport of quad rugby.
- c. Serve as the coordinating body for amateur athletic activity in the sport of quad rugby in the United States.
- d. Exercise jurisdiction over international quad rugby activities and sanction international competition held in the United States and sanction the sponsorship of international competition held outside the United States.
- e. Conduct amateur athletic competition in the sport of quad rugby including national championships and international competition in the United States, and establish procedures for the determination of eligibility standards for participation in such competitions.
- f. Designate individuals to represent the United States in international amateur athletic competition in the sport of quad rugby.

Article V MEMBERSHIP

Section 1 Eligibility for Membership

The eligible members of the Association shall be the quad rugby teams with no more than one active player of citizenship other than United States. Additional teams may join the USQRA after a showing to the Commissioner of the fulfillment of the terms of membership as set out in the Constitution and Bylaws of the USQRA.

Section 2 Conditions and Obligations of Membership

The members of this Association agree:

- a. To administer their quad rugby program in accordance with the Constitution, the Bylaws and other legislation of the Association.
- b. To establish and maintain high standards of personal honor, eligibility and fair play.

Section 3 Classes of Membership

Membership shall be of the following two classes: National member teams and developing member teams. Bylaws may prescribe the procedures by which national member teams and developing member teams may participate in USQRA competition.

- a. National member teams shall be those teams approved for active membership in a region specified by the USQRA. They shall be entitled to all the privileges of members under the Constitution, Bylaws and Executive Regulations of the Association, and all privileges incidental thereto.
- b. Developing teams shall be those teams whose development status does not warrant their compliance with a regional schedule. They shall provide sufficient evidence and intent in becoming members of the national organization and a specified region. Developing teams shall be entitled to privileges of members under the Constitution, Bylaws and Executive Regulations of the Association and all privileges indicated thereto, except participation in Regional and National play.
 1. Developing team status can only be maintained for one (1) year.

Section 4 Conferences

National and developing teams can form specific geographical conferences to enhance the competitiveness of the sport in that specific area. Any national member can be a conference member but a conference member must be a national member to be considered for competition at a regional and national level. Conferences may require an additional fee and this fee has nothing to do with and does not obligate the USQRA to provide services for conference teams that do not have national or developing team status.

Section 5 Annual Dues

Membership dues shall be set by the governing board.

Section 6 Termination of Membership

Failure to pay dues or to comply with any of the requirements for membership or with the Constitution and Bylaws of the USQRA shall be considered cause for suspension of membership in the USQRA as defined by the by-laws. Member teams in violation of the terms of membership shall be given notice in writing by the Commissioner of the violation and shall be allowed 60 days after notice to cure the violation.

Section 7 Reinstatement of Members

Any team, having had its membership in the USQRA terminated may, after that termination is effective, reapply for membership in the USQRA in the same manner a team would apply for initial membership. However, membership may not be granted to such terminated team until that team shows compliance with all the requirements for membership in good standing AND its membership is approved by a two-thirds vote of the governing board.

Article VI ORGANIZATION

Section 1 Executive Committee

The establishment and the direction of the general policy of the Association in the interim between annual meetings is committed to an Executive Committee of five members and a Commissioner, and shall be elected at the annual meeting as prescribed in this article.

- a. The Executive Committee shall be constituted as follows:
 1. the President
 2. the First Vice President
 3. the Second Vice President
 4. the Secretary
 5. the Treasurer

- b. Any individual, regardless of race, color, sex or national origin and physical or mental disability may be eligible for office to the United States Quad Rugby Association.

- c. For the transaction of business, a quorum shall consist of a majority of the members of the Executive Committee. The Executive Committee shall meet as follows:
 1. prior to the business sessions of the annual meeting
 2. at such other times as the President may direct.

- d. The Executive Committee shall:
 1. Transact the business and administer the affairs of the Association in accordance with the policies of the Association;
 2. Require all income from membership dues, player registration fees and all income from other sources, except as may be provided in the Bylaws or Executive Regulations, to be deposited in the general treasury;
 3. Adopt a budget for the ensuing fiscal year prior to the end of any current fiscal year;
 4. Adopt regulations providing for:
 - i. the expenditure of Association funds
 - ii. conduct of Association playoffs and tournaments
 - iii. distribution of the income of the Association.
 5. Arrange for the bonding of the officers of the Association charged with handling funds;
 6. Provide for the various accounts and arrange for the auditing of them;
 7. Report its proceedings to the business session of the annual meeting;
 8. Reverse any decision made by the Commissioner which it deems to be contrary to the best interests of the Association or quad rugby or which it deems to be contrary to the best interpretation of the Constitution, Bylaws, Rules and Regulations by a majority vote.
 9. Name a replacement for any vacancy on the Executive Committee to fulfill the obligations of that office until the next delegate meeting when an

individual is elected by the delegates to serve the remaining part of the term of the vacated office.

10. Determine who shall serve as the representative(s) of the Association and the sport of quad rugby to any other organization in the works.

e. Election of the Executive Committee

The members of the Executive Committee shall be elected by team representatives at the annual meeting of the Association.

Each officer shall be elected for a term of two years.

1. President - even years.
2. First Vice President - even years
3. Second Vice President - odd years.
4. Secretary - even years
5. Treasurer - odd years.
6. Commissioner - odd years.

e. Duties of officers:

1. President:
 - i. The President shall call and conduct meetings of the Association Governing Board and shall assign and supervise the duties of the other officers.
 - ii. The President shall act as the official representative of the USQRA and oversee the continuity of the Association's goals.
 - iii. The President shall carry out the will of the USQRA as expressed by the official actions of the Governing Board.
 - iv. The President shall send to all members of the Governing Board at least two months prior to each meeting an agenda of all business to be discussed at the annual meeting.
 - v. The President shall schedule discussions at the regularly scheduled meeting of all matters properly brought to his attention in accordance with this Constitution and the Bylaws.
2. First Vice President:

The First Vice President shall perform duties as the President may elect.
3. Second Vice President:

The Second Vice President shall perform duties as the President may elect.
4. Secretary:

The Secretary shall be responsible for keeping records of the meetings of the Association and the Executive Committee and reporting to the Association at each annual meeting the minutes of the Association meetings of the preceding year. The minutes from the Annual General Meeting will be distributed to the member teams within 120 days.
5. Treasurer:
 - i. The Treasurer shall conduct the Association duties as would the Commissioner when the Commissioner is absent or unable to do so.

- ii. The Treasurer shall ensure that all Association funds, except as otherwise provided in the Constitution and Bylaws are deposited in the general fund and held in a federally insured account.
- iii. The Treasurer shall administer the expenditures of all funds intended for the support and participation of USQRA athletes with the knowledge and express concurrence of the Commissioner.
- iv. The Treasurer shall keep account of all funds received and expended and shall make his records available to any USQRA member who may wish to view them or to make copies or reproductions during regular business hours, shall arrange for bonding of officers charged with handling funds, and shall arrange for the auditing of all funds held by the USQRA.
- v. The Treasurer shall report the results of audits at annual meetings.

Section 2 Commissioner

The Commissioner of the USQRA shall be an ex officio member of the Executive Committee. He shall have executive authority and be responsible to the Executive Committee only.

- a. The Commissioner of the USQRA shall:
 1. Attend to the regular daily business of the USQRA not specifically delegated to the President.
 2. Give approval for all expenditures of funds held by the Association.
 3. Supervise the conduct of competition between member teams of the USQRA.
 4. Make and enforce decisions based upon interpretations of the Constitution, rules and Bylaws of the USQRA. The Commissioner shall make decisions on matters not covered by the Constitution, rules and Bylaws of the USQRA and in doing so shall take into account past decisions as precedent whenever possible and shall conform to that precedent when possible.
 5. Whenever possible, review any matters not covered by the Constitution, rules, and Bylaws with the Governing Board before rendering a decision.
 6. Arrange for the composition, publication and distribution of a newsletter which will include official notices, items of business, up-to-date progress of teams, conferences, to leagues, officials, and other designated persons affiliated with the sport.
 7. Shall serve as a central officer for the collection, recording and distribution of administrative forms, proceedings, correspondence and other materials which have not been specifically otherwise assigned.
 8. Shall submit an annual report to the Governing Board at its annual meeting. In the case of an urgent matter requiring immediate action normally requiring the approval of the voting members the Commissioner may take such action providing:
 - i. He has the assent of the Executive Committee.
 - ii. At a regular meeting of the Governing Board he was given the authority to take action and he takes action only within the scope of the authority given, and

- iii. Within one week after taking the emergency action he sends notification to all board members that he has taken the action and the reasons therefore.
- b. The Commissioner shall not also be a Team Representative from any team.
- c. After a duly held election at which a new Commissioner is elected the outgoing Commissioner shall act as an advisor to the new Commissioner and to the new Commissioner's staff for a period of one year, but shall do so only at the initiation of the new Commissioner.
- d. The Commissioner shall have the authority to appoint, upon recommendation from the Executive Committee and/or voting members, an Assistant Commissioner for a specific region who shall have duties specified by the Commissioner.

Section 3 Replacement of Vacancies

- a. **President's Office**

Upon the vacancy of the President's office the First Vice President shall assume the duties of the President and shall serve in that capacity until the earlier of:

 - 1. A special election is called by the Executive Committee or by a petition signed by two-thirds of the team representatives; or
 - 2. The date an election for President would normally be held; or
 - 3. His or her refusal or inability to perform the duties of the office.
- b. **Commissioner's Office**

Upon the vacancy of the Commissioner's office, the President shall assume the duties of Commissioner and shall serve in that capacity until the earlier of conditions specified in Article. VI, Section 3(a).
- c. **Other Elected Officers**

The President shall appoint a qualified individual to assume the duties of the vacated position until the earlier of the conditions specified in Article. VI, Section 3(a).

Section 4 Removal from Office

Any elected official of the USQRA may be removed from office by a two-thirds majority vote of the votes cast by the voting members at a duly called and constituted meeting of the USQRA Governing Board, provided that at least 30 days notice of intentions has been given in writing to the member concerned. The officer concerned shall have the opportunity to be heard at this meeting prior to any decision being taken.

Section 5 Team Representatives

- a. The Team Representative shall serve an one-year term. Each team participating in this Association shall, prior to the first Association meeting, elect one Team Representative to serve on the Association Governing Board. The Team

Representative's name, address and telephone number shall be filed with the office of the Commissioner and any change in information must be filed within two weeks of the change.

- b. Duties of the Team Representative:
 - 1. Each Team Representative shall provide information to the Commissioner concerning issues to be placed on the agenda for discussion at regularly scheduled meetings of the Governing Board.
 - 2. Provide information to the Commissioner to aid in the supervision of tournaments and other events.
 - 3. Represent his or her team's interests at board meetings.
 - 4. Vote in elections involving matters of Association business.
 - 5. The Team Representative shall be:
 - i. A team member of the team he or she is representing and listed on the team's roster of players, or
 - ii. A rostered staff member of the team he or she represents.

Section 6 The Governing Board

The Governing Board shall consist of the Executive Committee, the Commissioner and a Team Representative from each member team.

- a. Function of the Governing Board
 - 1. The Governing Board shall transact the business of the USQRA, establish the goals of the association in accordance with its Constitution, rules, and Bylaws and charge the President with the responsibility for carrying out its duly enacted directives.
 - 2. The Governing Board shall require all income from membership dues and other sources to be deposited in the general fund.
 - 3. The Governing Board shall adopt a budget at its annual meeting for the following year.
 - 4. The Governing Board shall pass rules, regulations, resolutions and bylaws for the operation of the USQRA and for the conduct of the Association's activities.
 - 5. The Governing Board shall, by a majority decision, reverse any decision made by the Commissioner which it deems to be contrary to the Constitution, Bylaws or delegated authority of the Commissioner and shall inform promptly any person or organization affected by that reversal.
 - 6. The Governing Board shall, as more member teams join the USQRA, establish the time table for the formations of the Regions and, when necessary, other divisions that will feed the teams into National competition.
- b. Membership Voting

Membership voting shall consist of each USQRA team having one vote at all Association meetings. That vote shall be exercised by the team's Team Representative. The President shall vote in the event of a tie.

Section 7 Regional Assistant Commissioners (RAC)

Assistant Commissioners shall be appointed by the Commissioner upon recommendation of Team Representatives from the region. Duties of the Regional Commissioners shall be defined in the Bylaws of the USQRA.

Section 8 Special Committees

The Bylaws shall provide for such standing committees as the USQRA may consider necessary and may establish the number of members and tenure of all committees established by the Constitution and Bylaws.

Section 9 Meetings

There shall be a minimum of one Association meeting pertaining to each season played.

- a. The required meeting shall be held immediately prior to the national tournament with all business to be discussed submitted by the Team Representatives to the Commissioner at least three months prior to the date of the meeting.
- b. Additional meetings may be called:
 1. By the President with the written assent of a majority of the voting board members, or
 2. By a petition signed by two-thirds of the voting board members.
- c. Voting on any issue at any meeting shall be accomplished in person through the Team Representative or by his proxy so designated in writing. Proxies shall be addressed to the President. Proxies must be received by the President at least one week prior to the date of the meeting.

Section 10 Competition Committee

The structure and organization of postseason play will be accomplished through the implementation of a Competition Committee.

Composition:

- A. Chairperson – Appointed by the Association President
- B. Commissioner
- C. Regional Assistant Commissioner

Responsibilities:

- A. Develop and present Sectional and National playoff structure to the Association by November 15.
- B. Seed representative teams on a Sectional and National level on a biannual basis.
- C. Monitor the designation of D1 and D2 level teams in relation to postseason play.
- D. Monitor and Approve/Decline postseason transfer requests.
- E. Other duties as assigned by the Executive Committee as it relates to postseason play.

The Competition Committee will be under the governance of the Executive Committee.

Article VII **BYLAWS, INTERPRETATIONS, EXECUTIVE REGULATIONS AND DEFINITIONS**

Section 1 Bylaws and Resolution

- a. Bylaws governing the more specific conduct of the USQRA may be passed or repealed at any regular meeting by a simple majority of the voting members. Bylaws are intended to be the long-term rules of conduct of the USQRA and its members.
- b. Resolutions may be passed by the Board in the same manner that bylaws are passed. Resolutions shall:
 1. Be of a temporary nature and shall be given a termination date period of effectiveness, or
 2. Be in the nature of an action taken for a single purpose not expected to recur but requiring the action of the Board.
- c. Any constitutional provision takes precedence over any bylaw or resolution. Any bylaw or resolution in conflict with a constitutional provision is unenforceable. The Governing Board shall take precautions that it will make no bylaw or resolution in conflict with the Constitution.

Section 2 Interpretations

- a. Words will be given their commonly accepted meaning.
- b. In case of a conflict between two bylaws consideration shall be given to:
 1. The earlier, in time of adoption, is assumed to precedence;
 2. A bylaw that is more in keeping with the philosophy and mission of the USQRA takes precedence over one less in keeping;
 3. Intention, clearly shown in the minutes that the more recently enacted bylaw was intended to supersede the older bylaw confers precedence to the more recently enacted bylaw.
- c. The President and/or Commissioner shall, in the case of conflicting bylaws, make a determination of their proper interpretation in accordance with the foregoing rules of interpretation and the matter shall be placed on the agenda for clarification by the board at their next scheduled meeting.

Section 3 Definitions

- a. **"Association"** shall mean the United States Quad Rugby Association (USQRA).
- b. **"Governing Board"** shall mean a body composed of a Team Representative from each member team of the USQRA plus the Executive Committee and the Commissioner.
- c. **"Member"** shall be a team duly accepted as a member of the USQRA.

- d. **"Player"** shall mean a person, qualified under the Constitution and Bylaws to play in games of the USQRA and listed on a member team's roster of players.
- e. **"Team"** shall mean a group of players, coaches, assistant coaches, managers, assistant managers and others as may be further defined in the bylaws who are organized for the purpose of playing quad rugby under the rules of the USQRA.
- f. **"Voting members"** shall be those members of the Governing Board who are authorized to vote with regard to USQRA matters and includes all Team Representatives and, in the case of a tie, the President. The remainder of the Executive Committee and the Commissioner do not have a vote.

Article VIII AMENDMENTS

Section 1

Any proposed amendment to the Constitution must be available to all board members at least two months prior to the meeting at which it will be voted on.

Section 2

Any amendment to become a part of this Constitution shall be passed by a two-thirds majority of the Voting Board Members. It becomes effective immediately upon its passage if not otherwise designated.

Section 3

This Constitution shall be effective when approved by a two-thirds majority of those persons wishing to be governed by membership in the USQRA.

BYLAWS AND INTERPRETATIONS OF THE USQRA

Article I MEMBERSHIP

Section 1 Application for membership

- a) Teams seeking to become a member of the Association shall make application in writing to the Commissioner and shall accompany such application with a check for the effective annual dues.
- b) The Commissioner shall determine the applicant team's eligibility for membership in accordance with the Constitution and Bylaws of the USQRA.
- c) Submitted dues shall be promptly refunded to any applicant team not accepted for membership in the USQRA.
- d) Any new team made up of four or more players from a previous member team shall assume the financial responsibility of that team for any outstanding dues, fines or assessments.
- e)
 - (i) All National Member Teams shall host at least four registered games prior to postseason tournaments to be eligible. This requirement shall be considered met upon the granting of a Team's bid to host a postseason tournament. Two teams, but no more, may combine their resources to meet their hosting requirements, provided that the total number of games hosted equals the sum of each team's individual hosting requirement.
 - (ii) The Commissioner may, upon consultation with the local RAC and at his discretion, waive this requirement for a team that has made a good faith attempt to meet its hosting requirement. A good faith attempt shall at least include, but not be limited to, contacting three other teams, two referees and two facilities at least 45 days prior to the proposed tournament.
- f) A team may not disband and form a new team with more than two members from the preceding team, including the Coach. Otherwise they may change their name at any time, but will not have new team status unless they meet this criteria set.

Section 2 Requirements of rostered players

- a) Notice of team's intention to add, substitute or transfer must be sent to the Commissioner's office by December 15 of the current season. Players may be added after December 15 as members in order to receive benefits but will not be eligible to compete in sanctioned tournaments.
- b) No player may be listed on more than one national member team's roster.
- c) Each player will play two games before December 1 and an additional two games in another tournament which starts on or after December 1, and before

February 15 or the beginning of postseason, whichever comes first. Postseason is defined as the beginning of Regional play throughout the Association. All players must have played in two games with their rostered teams except for extenuating circumstances that may be brought before the Executive Committee.

- d) A player may request an exemption from the requirement to play two games prior to December 1 for medical reasons.
1. The player must submit a petition to the Commissioner certifying:
 - i. A written statement from a licensed physician explaining the circumstances of your illness/injury and how it will impact your ability to play rugby;
 - ii. A letter from your team explaining your participation in team events up to the point at which you are requesting an absence;
 - iii. A phone number and likely times for the Commissioner to contact you with follow-up questions.

The request for an exemption must be submitted to the Commissioner and the Secretary prior to January 31.
 2. Should the Executive Board later determine, by a two-thirds vote, that a player willfully falsified a request for a medical exemption, the player shall be suspended from membership in the USQRA for one season and the team shall be fined \$1,000.00.
- e) For purposes of determining the eligibility of a player to participate in postseason, an official game is defined as follows:
1. A player must play on his or her officially rostered USQRA team. A legal game shall be defined as play between two officially USQRA rostered teams. The game must consist of four eight minute quarters, must be officiated by at least one certified USQRA official, must have a scorekeeper and a penalty box keeper. Score sheets from the game must be submitted to the Secretary within fourteen days. The games must be with at least one other officially rostered USQRA team. Teams that have guest players will not be considered as legal games for the non-compliant team(s).
 2. The player must be present, in a legally measured playing chair and in legal uniform for the duration of the game. Team representatives for both teams may be questioned by the Commissioner to confirm official participation.

NOTE: A player does not have to physically check into the game in order to officially play in a game.
 3. Games played by teams with guest players shall not count toward that team's two game player requirement for post season eligibility, nor benefit them in determining their post season rankings.

Section 3 Dues

- a) Annual dues for membership shall be \$450.00 for National Member teams and \$350.00 for developing member teams. Dues will include the cost of regional classification panels based upon a pro rata portion of the actual cost of regional panels the previous year and a good faith estimate by the classification committee of any additional expenses for the current year. The proposed amount shall be submitted to the Board by August 1, approved by the Board, and included in each team's dues bill. The amount for the 2013-2014 season will be \$150.00
- b) Membership dues and team rosters are to be submitted after September 1 of each year. Dues and rosters will be considered delinquent after September 30, and a fine of \$100.00 will be levied. This fine will be waived for new teams. Any team whose registration fees are not paid by November 1 will not be eligible for postseason. Failure to pay membership dues by December 15 shall result in the team's removal from membership in the USQRA.
- c) There will be a "team fee" of \$500.00 per international player for every USQRA team that rosters an international player. The money will go into a USQRA development fund that will assist new players with equipment and skills development.
- d) Dues, fines and assessments shall be sent to the office of the Treasurer.
- e) Each team in the USQRA must submit at least one article per season to Sports N' Spokes, www.quadrugby.com and/or other magazines for publication. Articles should be four or more paragraphs long, and include worthy information that promotes our sport to others (photographs are a plus.) Copies of each article must be submitted to the Commissioner within a week of being submitted for publication to verify that team's compliance. Teams not in compliance two weeks before the beginning of postseason or two weeks after hosting a postseason event will be assessed a fine of \$100.00. If fines are not paid by the beginning of postseason those teams will be disqualified from postseason and will not be eligible for postseason in later years until all fines/fees have been paid.

Article II ROSTERS

Section 1

At the beginning of each season each member team shall present to the Commissioner a roster of team players. The roster shall contain a minimum of four active players and shall contain no more than fifteen postseason eligible players.

- a) All international players must be rostered on the initial team roster by October 15.

Article III PLAYER ELIGIBILITY

Section 1 Player Classification

- a) All team players must be deemed eligible according to the USQRA classification system. Consideration shall be given to the special needs and requirements of the sport of quad rugby.
- b) A player's regional and/or national classification will last for three years, after which time the player will be re-examined.
- c) All international players rostered on a member team must have a USQRA or IWRG classification card. All International Players with a previous international classification that was issued at a Level A or Level B international tournament will play with their International Classification card.
- d) A player older than 45 years old, not subject to a gender adjustment, may request an age adjustment from the Commissioner to allow the player's team to play with 8.5 points while the player is on the court.
- e) Any player under the age of 16 shall receive a half-point deduction until they reach the age of 16.

Section 2 Player Team Registration

A player is registered as a member of a team when he/she consents to having his/her name entered on the team's official roster.

Section 3 Player Transfers

A transfer shall be defined as a player moving from a rostered team to another rostered team in the current or previous year. Any player in the USQRA may transfer to another team if they wish. However, if a player chooses to transfer both the player and the team they transfer to must agree to the following guidelines:

- a) The proposed transfer must take place prior to October 1st of the upcoming rugby season.
- b) The transferring player must notify the Commissioner and Secretary's office in writing of the proposed transfer no later than October 1.
- c) A written resignation letter must be given to the current team's coach or representative by September 15th. Written copies of that resignation letter must also be sent to the Commissioner and Secretary's office, and be received no later than October 1.
- d) The transferring player must take up permanent residence within 150 miles of the city in which the team they are transferring to is located. Furthermore, the transferring player must obtain, and maintain, a valid driver's license or State ID from the state to which they are transferring.

- e) Players must also show proof of 4 of the 5 following forms of verification by October 1 to receive approval:
1. Address of employment/school/disability check
 2. Vehicle registration
 3. Address on lease/utility bill/home
 4. Credit card or bank statement activity
 5. Driver's license

Section 4 Player Residence

Rosters shall not contain players whose residence and/or place of employment are more than 150 miles from the team's home city unless:

- a) The Commissioner grants an exception based on a request filed by the player and the team for which he wishes to play; or
- b) At the time the player began to play no member team existed less than 150 miles from the player's home city and/or place of employment. If a team is later formed nearer the player he/she has the option of rostering with either team.
- c) A team's home city shall be defined as the location of its primary practice facility as identified in its team registration.
- d) 150 miles shall be determined on a straight line between the main practice facility and the address of the affected player(s), or if none listed, the city center on stated team's registration to the address of affected player(s).

Section 5 Player Participation Notice

All tournaments will be hosted (or co-hosted) by a USQRA Member Team(s). The tournament host will be responsible for submitting score sheets to the USQRA Secretary and Commissioner within fourteen days of play, and posting individual game score sheets and final standings electronically on the USQRA website or other approved site. These score sheets and standings will be used for proving that players and teams have met their game and hosting requirements, as well as seeding purposes. Those host teams not meeting these tournament result submission requirements within the fourteen day timeframe will have their membership privileges suspended until compliance.

Section 6 Definition of an International Player

An international player/coach shall be defined as:

- a) Any player/coach that is rostered on an international club team and is a resident of that country, or
- b) Any player/coach that is currently or has ever played on an international "national" team, or

- c) Any player/coach that maintains a residence and passport from the same international country, or
- d) Any player/coach that resides in another country for more than 146 days in a calendar year.

Article IV USQRA CLASSIFICATION BOARD

Section 1 Purpose and Function of USQRA Classification Board

- a) The USQRA Classification Board duties consist of evaluating current classification systems, proposing improvements and clarifications of systems which are sports specific.
- b) The USQRA Classification Board shall assist with any protest of a player's classification according to classification protest procedures.
- c) Classification Board responsibilities:
 - 1. The classification board reserves the right to review a player at any time. Should it be determined that an error has been made in a player's class, the player will be assigned a new class which is effective immediately.
 - 2. To develop a training and certification process so that persons can become certified USQRA classifiers. This will include didactic materials, classification experience with a mentor, skills observation and testing and a written test.
 - 3. To provide a panel of three certified classifiers for each regional competition one classifier must be a level 4.
- d) During tournament play, decisions can be made by the Head Classifier and Executive Board Member regarding classification issues or problems.
- g) Regional representatives of the classification board will inform all current classifiers in their regions of changes in classification procedural in a timely manner.

Section 2. Composition of the Classification Board

- a) The USQRA Classification Board shall be composed of a Chairperson and one member from each region
 - 1. The term of the Chairperson shall be limited to 4 years.
 - 2. The regional representatives to the committee will be elected by the members of each region from among all certified classifiers of that region for terms of four years.
 - 3. In addition to the above members the Classification Board will select a player from each region to serve as a Player Classification Board Member (PCB) in an advisory capacity. These individuals may be involved in the neuromuscular/functional testing process of classification, utilized for their expertise in situations such as protests development and evaluation of new systems etc.

- a. Knowledge of classification system through attendance in workshops and local national and international classification.
 - b. Player must be diplomatic.
 - c. Players should be able to explain the classification system in terms understandable to the players.
 - d. Player should be able to keep information received at classification confidential.
 - e. Players should have trust in the chosen PCB.
 - f. These individuals may be present during the neuromuscular functional testing process of classification utilized for their expertise in situations such as protests development and evaluation of new systems.
 - g. The PCB will serve in an advisory capacity but whose vote shall not enter into the actual determination of the player's classification.
 - h. During events the PCB members will be involved in classification meetings, but will not be a voting member of these meetings.
- b) Members will be individuals who are certified classifiers.

Article V USQRA CLASSIFICATION PROCEDURES

Section 1 Classification Procedures

- a) USQRA Classification requires that the athlete be classified by a panel of three certified classifiers one of which is a level 4.
- b) Classification Types
 1. T=Temporary
Athlete seen by an incomplete panel.
 2. R=Review
Athlete must be seen in play by panel.
 3. N=New injury or progressive disease
Athlete must be re-classed in one year.
 4. P=Permanent Class
Classification remains unchanged after 6 years and 3 examinations by panel.
 5. I=International Class
Athlete has been seen at an international event by 3 countries.
- c) The athlete may request the regional player/coach representative (PCB Player Classification Board) or Executive Board Member be present who shall serve in an advisory capacity; but his/her vote shall not enter into the actual determination of the player's classification.
- d) The athlete will be classified without other players or a coach present.

- e) The classification schedule will be available at the registration desk and it is the responsibility of the team coach and players to arrive in a timely manner.

Section 2 Player Responsibilities

- a) Arrive in a timely manner in their playing chair.
- b) Give full effort and cooperation
1. In the event a player enters the classification room under the influence of any performance altering substance, he/she will be asked to leave without receiving a classification; therefore, he/she will not be eligible to play.
 2. Any athlete perceived as not fully cooperating with the classification process will not be given a classification and therefore will not be eligible to play.
 3. It is the responsibility of all parties involved in any classification procedure to educate themselves regarding proper procedure and ensure this procedure is followed.
 4. Bring a passport photo to classification session for classification card.
 5. Once the player receives their official classification card it is their responsibility to bring the card to every tournament. Failure to bring the card to tournaments results in a \$10.00 fine per player. Loss of the card will result in a \$15.00 replacement fee.
 - i) It is the player's/coach's responsibility to adhere the player's official number on the outside of the laminated card via sticker.
 6. It is the policy of the USQRA Classification Committee for the classification forms to remain within the Classification Committee to ensure confidentiality for each athlete.

Section 3 Components Utilized in Determining a Player's Classification

OFF COURT TESTS

- a) Bench Test - The muscle test will be performed on all upper extremity musculature in addition to examination of range of motion, balance, tone and sensation.
- b) Functional Trunk Tests - The trunk tests will assess trunk and lower extremity function in all planes and in a variety of situations. This may include manual muscle testing of trunk musculature.
- c) Functional Movement Tests - Pushing, turning, stopping, starting, holding chair against resistance, wheelies, passing, dribbling, rimming, catching and transfers. Any additional functional movement test can be performed as needed.

Section 4 Assigning Classification

- a) The classifiers may convene regarding the athlete's classification without the athlete present. The PCB and Executive Board Member may be present upon request. A decision on the athlete's classification will be reached based on manual muscle tests, functional movement tests, and trunk tests. If these results are inconclusive, a class R will be given. The class R player will be observed on the court during play to establish a final classification. A final decision will be made as soon as possible and the final classification will go into effect immediately. The assigned review class will be that of the higher or less disabled class.
- b) The athlete will be informed of his/her classification and the basis for this decision. The athlete is encouraged to discuss these results and any questions which may arise.
- c) When a classification type is established, the player will be issued a classification card. The head classifier will be responsible for ensuring that the classification card is issued and filled out in the proper manner.

Section 5 Tournament Classification Report

A tournament classification report will be generated by the head classifier and will consist of an inclusive list of all athletes classified, reviewed and protested results and comments. This list will be forwarded to USQRA classification chairperson, commissioner and regional classification representatives of all teams classed. This list will also be made available, by request, to Team Representatives of the USQRA and posted on the website.

Section 6 Classification Cards

- a) The Classification Committee will issue classification cards to every player. The player or team is responsible for providing a picture and laminating the card.
- b) A \$10.00 fine will be assessed to each player who does not bring the classification cards.
- c) A \$20.00 fee will be assessed to replace lost classification cards.
- d) Any new player who is to be classified must bring a photo to classification.

Section 7 Classification Protest Procedure Steps

- a) Any team or player may protest an individual player's classification and/or eligibility in accordance with tournament guidelines.
- b) The process can be initiated through the Commissioner's office or at any USQRA sanctioned tournament.
- c) Protest forms may be obtained from the Tournament Director or Head Classifier.
- d) All completed classification protest forms along with \$50 shall go to the tournament's Head Classifier with checks made payable to the "USQRA Classification Committee."
- e) The Head Classifier will assemble the protest panel which includes:
 - 1. Executive Board Member
 - 2. Player Classification Board Member
If the PCB and/or EC are unavailable for any reason, the Head Classifier may assign a substitute to act in this capacity that is acceptable to all parties present.
 - 3. Classifiers
 - i) Classifiers with the same team affiliation as a player may not serve on protest panel.
 - ii) In best interest of the athlete any protest situation will be handled by a panel of classifiers with equal or greater expertise/level compared to most recent classification.
- f) The Head Classifier will investigate validity of the protest by checking the alpha list, looking at previous bench tests and/or calling the Regional Classification Representative if needed to clarify information.
- g) An initial observation session will take place without player notification.
- h) The athlete will then be informed of the protest in the presence of their coach and the protest panel.

- i) The athlete may then be evaluated in a bench test session and further observation may be warranted. A decision will then be rendered when appropriate. The PCB and EC shall serve in an advisory capacity but their vote shall not enter into the actual determination of the player's classification.
- j) The maximum number of protests per athlete at the national level will be three times in two years.
- k) Protests will be accepted up to the time each team has played, once in "round robin" tournament or prior to the start of the second game for each team in "pool play."

Section 8 Paperwork Follow-up Procedure

- a) If the classification decision is in favor of the protesting party, the classifier will refund the fee to the athlete/coach/team filing the protest. The refunding of the fee will be noted on the player classification protest form and filed with tournament's final report.
- b) If there is no change in the classification, the fee is forwarded to the USQRA Classification Committee Treasurer.
- c) The Head Classifier will ensure that anonymity is maintained as deemed necessary and the Commissioner will be the only other person that will possibly know where the protest originated.
- d) The protest form will be complete in its entirety and forwarded to the Commissioner, Regional Classification Representative and USQRA Classification Chairperson.

Section 9 Female Players

After a classification has been assigned to a female player her classification shall be reduced by 0.5 points.

Article VI POSTSEASON COMPETITION

Section 1 Regional Playoffs

- a) All national member teams in good standing shall be eligible to compete at a Regional tournament and enter into qualification for the National Championships governed by the USQRA.
- b) Regionals will be held only if more than eight teams compete in a Section (unless the section as a whole agrees to a larger Sectional tournament at a site that can hold such a tournament, up to 12 teams)
- c) Sections will now be set no later than November 15th of each season.

Section 2 Structure of Regional Playoffs

- a) Six teams or less will compete in a round robin format. Teams will play no more than two games in one day unless every participating team from the Region agrees to play a two-day format, with three games maximum in one day. No team shall play games back to back.
- b) If there are more than six teams then a pool play and crossover format will be followed. Teams will play no more than two games in one day unless every participating team from the Region agrees to pay a two-day format, with three games maximum in one day. No team shall play games back to back.

Section 3 Number of Regional Playoffs

The Commissioner shall determine the number of Regional tournaments appropriate and shall receive approval from the Executive Committee.

Section 4 Structure of Sectional Playoffs

Qualifying for Sectionals:

- a) Six teams or less will compete in a round robin format. Teams will play no more than two games in one day unless every participating team from the Section agrees to play a two-day format, with three games maximum in one day. No team shall play games back to back.
- b) If there are more than six teams then a pool play and crossover format will be followed. Teams will play no more than two games in one day unless every participating team from the Section agrees to play a two-day format, with three games maximum in one day. No team shall play games back to back.
- c) The top four finishers in the Regional tournaments of that Section will qualify for Sectional play (unless it has been determined to have a larger sectional tournament up to 12 teams.)
- d) The top four teams from each Section will advance to Nationals which will be seeded by the Executive Committee and the RACs. Seeds one through eight will advance to Division I and seeds nine through sixteen will advance to Division II for National Championships.
- e) When a seven or eight team tournament is needed for Sectionals and pool play is used, the crossovers will be in two stages. Second place of each pool will play the third place of the other pool and first place will play fourth place of the opposite pool. The four winners of these matches move on to Nationals. The winners and losers will then play in the crossover again with losers of the second/third match playing the losers of the first/fourth match, and winners of the second/third match will play the winners of the first/fourth match. The final games will determine the tournament final standings.”

Section 5 Seeding of teams

The seeding of teams in each Regional and Sectional tournament shall be determined by the Competition Committee, which includes the Committee Chair, the Commissioner and the RACs and be based upon rules established by the USQRA. Final seedings will be set twenty days prior to the start of Regionals and Sectionals, subject to approval by the Executive Board.

Section 6 Schedule Changes

Any schedule change to accommodate a team in the postseason must be approved by the Host Team, RAC and the Commissioner. If approved, the team involved will pay a \$200.00 fee to be divided by the league and the Host.

Section 7 Withdrawal from Participation

Any team that withdraws after January 15 will have their membership revoked and be charged a \$500.00 fee to reinstate their membership and privileges. They will also be held responsible for any out of pocket expenses incurred by the USQRA and the postseason hosts from their withdrawal. This penalized amount is not to exceed \$2500.00 and must be paid by the end of registration.

Section 8 National Trophy

- a) One trophy will be passed on to the National Team Champion each year.
- b) The National Championship Tournament Host will provide another trophy that will be kept by the annual National Champion.

Section 9 Postseason Tournament Bids

Member teams or interested parties may submit a bid to host a postseason tournament to the Second Vice President and Commissioner prior to October 1. Any tournament where the Board did not receive an acceptable bid will then be assigned to member teams. Primary consideration for assigning postseason tournaments will be the length of time since that member team hosted a postseason tournament.

Article VII COMMITTEES**Section 1 General Committees**

Each committee shall consist of a chairperson and one member from each region. Each committee may form subcommittees which may include more members.

1. USQRA:
 - Fundraising Committee
 - Hall of Fame Committee
 - International Development Committee
 - Nominations Committee
 - Officials Committee
 - Player Classification - same as USQRA-PCB
 - Rules Committee
 - Wheelchair Specification Committee
 - Competition Committee

- a) The members of the above committees shall be appointed by the President and in consultation with the Commissioner and shall have approval of the Executive Committee. One member shall be designated as Chairperson by the President.
 - b) Each Chairperson is authorized to recommend to the Executive Committee that a member is not discharging his/her duties properly. The Executive Committee shall have authority to remove by majority vote such member and appoint a replacement for the remainder of the term.
 - c) Each committee shall consist of five members, of which there must be at least one member from each region. Each committee may form subcommittees which may include more members.
 - i) Committee members will be appointed every two years in even years.
 - ii) Members of the Executive Committee and the Commissioner should not be members of a committee if at all possible.
2. The Fund Raising Committee shall report to the Executive Committee and shall be responsible for inviting individual and corporate support.
[Note: The rules governing the Hall of Fame Committee are not current as of this revision]
3. The Hall of Fame Committee shall report to the Executive Committee and be responsible for maintaining the institution of the Hall of Fame.
- a) The Hall of Fame Committee proposes guidelines for selection to the Hall of Fame.
 - b) The Hall of Fame Chairperson is appointed by the President for a four year term. The first induction coincided with our ten-year anniversary in 1998.
 - c) The Executive Committee will vote for inductees into the Hall of Fame. Inductees will become voting members and the Executive Committee members will be grandfathered out.
 - d) The deadline date for nominations to the Hall of Fame is December 31.
 - e) The Hall of Fame Chairperson is authorized to collect any quad rugby memorabilia.
 - f) Nominations for Athlete of the Year and the Spirit of Achievement Award will be handled by the Hall of Fame Committee.
4. The International Development Committee shall be responsible for promoting the USQRA and the sport of quad rugby outside of the United States.

- a) Selection of US teams - the IDC shall make recommendations for potential members of US teams and the team will be selected by the IDC, the Executive Committee, the Commissioner and the coach of the specific team.
 - b) Selection of coaches - the IDC shall make recommendations for potential coaches. The Executive Committee along with the Commissioner will make the final selection. The Assistant Coach will be chosen by the Head Coach with approval of the Executive Committee.
 - c) No candidate for the coaching position shall be a member of the IDC coaches' selection committee.
5. The Nominations Committee shall present annually a list of candidates to the President of the USQRA for vacancies on the Executive Committee or the office of the Commissioner.
- a) Nominations shall be received from the membership any time prior to December 15 of each year.
 - i) The names of the candidates selected shall be published in the USQRA newsletter six weeks prior to the annual meeting.
6. The Official's Committee shall be responsible for development of qualified officials, training manuals, case books and certification of officials at both a Regional and a National level.
7. The Rules Committee shall invite and review proposed modifications, deletions or additions to the USQRA playing rules. The Rules Committee shall have the authority to implement any such modifications, deletions or additions subject to the approval of the membership of the USQRA at its annual meeting.
- a) All proposals for changes in the playing rules shall be presented in writing to the membership of the USQRA prior to March 15 of each year.
 - b) All IWRF rules and classification changes will be voted on a yearly basis by the membership.
8. The Wheelchair Specification Committee will be a standing committee responsible for reviewing all rules regarding the rugby wheelchair. The committee will also be responsible for approving or disapproving changes to the standard chair.
9. The Competition Committee shall consist of the Chairperson, USQRA Commissioner and Regional Assistant Commissioner(s).
The Competition Committee shall be responsible to:
- a. Develop and present Sectional and National playoff structure to the Association by November 15.
 - b. Seed representative teams on a Sectional and National level on a biannual basis.
 - c. Monitor the designation of D1 and D2 level teams in relation to postseason play.
 - d. Monitor and Approve/Decline postseason transfer requests.



BYLAWS and INTERPRETATIONS

e. Other duties as assigned by the Executive Committee as it relates to postseason play.

The Competition Committee will be under the governance of the Executive Committee

Article VIII REGIONAL ASSISTANT COMMISSIONER (RAC)

Section 1 Definition

RACs are officially recognized officers within the structure of the USQRA and each RAC represents an extension of the office of the Commissioner.

Section 2 Role of the Regional Assistant Commissioner

The RAC serves primarily in an advisory capacity to the region. The RAC has no authority in the normal affairs of the region except those given to him/her by the Commissioner to effect the carrying out of USQRA policies and procedures.

Section 3 Duties and Responsibilities of the Regional Assistant Commissioner

The duties and responsibilities of the RAC shall be determined by the Executive Committee and the Commissioner.

Article IX Fundraising, Marketing and Development

Pursuant to its powers to transact the business and administer the affairs of the Association, the Executive Committee shall actively participate in any project that involves Regional, National or International marketing, fundraising or development of the sport of quad rugby. The Executive Committee shall conduct business on behalf of the member teams and rostered players to the extent that they are involved in quad rugby or related activities, except that such power shall not extend over individual rostered players where the business is only tangentially related to quad rugby. The Executive Committee shall report on any such business at the annual meeting and at the request of any member team.

Article X AMENDMENTS

Section 1

These bylaws may be amended at any annual meeting by a majority vote of the Team Representatives present and voting. The proposed amendment shall have been submitted in writing by any member in good standing with the USQRA to the Secretary of the USQRA by March 1 preceding the annual meeting.

Section 2

The proposed amendment shall be mailed to all members no later than March 15.

Section 3

The Executive Committee may propose amendments to amendments at the time of the annual meeting without the procedural requirement provided that in each instance the proposed amendment to an amendment has been approved by a majority vote of the Executive Committee and copies are distributed before or during the business session.



BYLAWS and INTERPRETATIONS

Section 4

Unless otherwise specified, all amendments shall become effective on the first day of July following adoption at the annual meeting.