



Important Registration Information for USA Rugby Coaches and Club Administrators

The USA Rugby Membership Department will be extremely busy this season between making improvements to the new online registration system and working to streamline all processes that are managed by this department. While this page does not contain specific details regarding online registration (which you can access at www.usarugby.org), the following are some important tips and general information that will help you as you prepare for the 2006 rugby year.

1. CIPP Registration for the 2006 year will commence on **December 1, 2005**. The month of December 2005 is included in the 2006 full year registration fee.
2. ONLINE registration with valid credit card payment will result in **immediate registration** and enrollment with USA Rugby, ensuring you are ready to play sooner!
3. A **dues increase** will take effect for the 2006 season. The new dues structure will be as follows: \$20 per individual youth member; \$30 per individual collegiate member; \$35 per individual club member; and \$150 per club registration. This is in addition to any other Local or Territorial dues.
4. Paper forms mailed in will require a **\$1.50 per form processing fee**. This is new for the 2006 season. During the busiest season, paper forms may take up to 3 weeks to be processed. *Online registration requires no additional fee, and occurs immediately upon full payment!*
5. **Team (Bulk) Registration**: Club administrators have the ability to re-register players from the 2005 team with the click of a button with the "Bulk Registration" feature of the membership website. Club administrators can continue to add new registrations to the same Shopping Cart, and complete **one payment transaction** once everyone's new and renewal information is entered.
6. The **INVOICE option** from the Shopping Cart allows a club administrator to process all information for team and players, then submit a check to the National Office for completion of the registration process. PLEASE NOTE: Players will not appear on the roster and registration is NOT complete until payment is received, the invoice is released, and players appear on the website generated roster. No exceptions.
7. Club administrators must still **collect and maintain signed waivers** for all players throughout the season.



8. A player is not officially registered **until payment is received** and his/her name appears on the printed roster. Receipt of forms in the National Office does NOT equal a completed registration.
9. Due to a bug in the system, **through December 31st, club rosters will only reflect 2005 registrations!** New and renewed 2006 registrations CAN, however, be verified by completing an individual member search. After January 1st, club rosters will be accurate for the 2006 registration season.
10. All Youth, High School and Collegiate coaches are required to complete a **background screen**, by submitting information on line, and registering as a coach. You must also make sure your coach record is linked to the team you coach.
11. If you experience difficulty, please contact the USA Rugby National Office using the following contact information:

Lindsay Tiernan and Kelley Robinson
Part Time Membership Assistants
303-539-0300, ext. 106 and 105
lтиernan@usarugby.org, krobinson@usarugby.org

12. We will do our best to resolve questions and issues as promptly and efficiently as possible, but we do anticipate an extremely busy season and appreciate your support.
13. *Best of luck on the field in 2006!!*

Sincerely,

A handwritten signature in black ink, appearing to read "Kristin Richeimer".

Kristin Richeimer
Director of Membership Relations
303-539-0300, ext. 106
kricheimer@usarugby.org