



MEMBERSHIP PATHWAY

Edition 2020

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1. UNION CHECKLIST TO BECOME RUGBY EUROPE ASSOCIATE MEMBER

Associate Member Minimum Standards:

Check	Detail
	The Federation/Union is recognised as the Governing Body for the game of Rugby by the governmental authorities of the Country.
	The Country is recognised by the United Nations as a sovereign Nation. *
	The Federation/Union is recognised by the National Olympic Committee as the Governing Body for the Game of Rugby. *
	The National Olympic Committee is recognised by the International Olympic Committee*
	The Federation/Union has written statutes recognised by the national authorities.
	The Federation/Union can provide a written copy of the minutes of the last 2 Annual General Meetings of the Federation.
	The Federation/Union can provide written copies of the audited accounts from the last 2 fiscal years and the budget for the current fiscal year.
	The Federation/Union can provide detailed information of the number of Clubs, Teams, Schools, players/participants, coaches, referees, number and format of games played at all different age grades.
	The Federation/Union can show proof of rugby activities being delivered in the country and/or neighbouring countries.

*In order to become Associate Member a Federation must comply with either UN Sovereign State recognition or Federation recognised by NOC and this one then by IOC.

Process for provision of information:

- a) All documents will have to be delivered in PDF format and translated into English or French when possible (translated documents can be summaries of long documents).
- b) The documentation will be provided to Rugby Europe at least 6 months prior to the end of the year Annual General Assembly, in order to have time to review the documentation, and for the Federation to provide further details at the request of Rugby Europe.
- c) All documents will be provided at the same time in one package (either in one PDF combining all the documentations requested or in a digital folder).



2. UNION CHECKLIST TO BECOME RUGBY EUROPE FULL MEMBER

Full Member Minimum Standards:

Check	Detail
	The Federation/Union has been a Rugby Europe Associate Member for the last 2 natural years.
	The Federation/Union can provide a written copy of the minutes of the last 2 Annual General Meetings of the Federation.
	The Federation/Union can provide written copies of the audited accounts from the last 2 fiscal years and the budget for the current fiscal year.
	The Federation/Union has attended physically the last 2 Rugby Europe Annual General Meetings.
	The Federation/Union has had a National Senior Team participating in Rugby Europe competitions for the last 2 years.
	The Federation/Union is up-to-date with Rugby Europe membership fees and has no outstanding payments to Rugby Europe or any other rugby Federation/Union.
	The Federation/Union can provide detailed information of the number of Clubs, Teams, Schools, players/participants, coaches, referees, number and format of games played at all different age grades.
	The Federation/Union can show proof of rugby activities being delivered in the country and/or neighbouring countries. (cross border activities)
	The Federation/Union must have a minimum of 4 registered clubs, 4 active senior teams and 100 active senior players/participants, and 4 active referees.

Process for provision of information:

- a) All documents will have to be delivered in PDF format and translated into English or French when possible (translated documents can be summaries of long documents).
- b) The documentation will be provided to Rugby Europe at least 6 months prior to the end of the year Annual General Assembly, in order to have time to review the documentation, and for the Federation to amend or add information.
- c) All documents will be provided at the same time in one package (either in one PDF combining all the documentations requested or in a digital folder).



3. RUGBY UNION MEMBERSHIP PATHWAY FOR FEDERATIONS/UNIONS UNDER RUGBY EUROPE

Stage	Detail	Contact Persons
Stage 1 <i>Domestic</i>	Becoming a Recognised Sport Governing Body 1.1. Apply to your Governmental institutions to become recognised as the National Governing Body for Rugby. 1.2. Create an annual Federation/Union budget and organize Annual General Meetings. 1.3. Create a basic tracking system for the number of Clubs, Teams, Players/Participants and activities delivered in the Federation/Union. 1.4. Comply with Rugby Europe Associate Member Minimum Standards 1.5. Apply to Rugby Europe to become Associate Member	Local Government
Stage 2 <i>RE</i>	Rugby Europe Associate Member 2.1. Develop domestic rugby and a Senior National Team programme to enter Rugby Europe activities. 2.2. Attend Rugby Europe AGM. 2.3. Comply with Rugby Europe associate Member Minimum Standards. 2.4. Apply to Rugby Europe to become Full Member after 2 years of Associate Membership.	RE General Secretary & RE RSM
Stage 3 <i>RE</i>	Rugby Europe Full Member 3.1. Create a basic strategic plan. 3.2. Create a basic development, participation and T&E plan. 3.3. Attend Rugby Europe AGM every year. 3.4. Participate in Rugby Europe Competitions every year. 3.5. Apply to World Rugby to become Associate Member after 2 years of Full Membership in Rugby Europe.	RE International Relations & RE RSM
Stage 4 <i>RE & WR</i>	World Rugby Associate Member 4.1. Application for Associate Membership of the World Rugby received. 4.2. Report from RSM and Regional Association 4.3. Subject to meeting all criteria admitted as a Non-Funded Associate Member (permitted to participate in World Rugby Funded Tournaments but not RWC) 4.4. Apply to World Rugby to become Full Member after 2 years of Associate Membership.	RE RSM & WR RSM
Stage 5 <i>WR</i>	World Rugby Full Member 5.1. Application for Full Membership of the World Rugby received. 5.2. Report from WR RSM and Rugby Europe 5.3. Subject to meeting all criteria admitted as a full World Rugby Member as approved by the Council.	WR RSM



4. FAILING TO COMPLY WITH RUGBY EUROPE MEMBERSHIP STANDARDS

All Unions that become Members of Rugby Europe, whether at Associate level or at Full level, must continuously comply with the minimum standards required at each level of Membership. Failing to do so, will result in the following process:

○ **1st warning for failing to comply:**

When a Federation fails to comply with any of the requisites stated as Minimum Standards for the Federation's level of membership, Rugby Europe will issue a written warning informing the Union of its non-compliance and indicating the required action/s for this warning to be disregarded.

○ **2nd warning for continuous failing to comply:**

If a Federation fails to address Rugby Europe's 1st Warning within a period of 12 months and/or the federation incurs in additional breaches of the compliance status within the 12 months directly after the 1st Warning, Rugby Europe will issue a 2nd written warning to the federation indicating the area/s that require immediate action and a deadline (with a maximum period of 6 months) for the Union to address the matter/s at stake.

○ **Final warning and initiation of suspension process:**

If a Federation fails to address the 2nd Warning issued by Rugby Europe before the given deadline and continues to be non-compliant with its level of Rugby Europe membership after the 2nd warning deadline, a Final Warning will be issued in writing by Rugby Europe to the Federation. In this Final Warning, the Federation will be reminded the matter/s pending to address with immediate action. Rugby Europe will also take action as follows:

- The Federation will be notified of the date and time of the next meeting where the Rugby Europe BoD will be informed of this unresolved issue. After this, the case will be sent forward to the next upcoming General Assembly.
- The Federation will have until 15 natural days before the start of the Rugby Europe Annual General Assembly to address the matter/s stated on the Final Warning.
- If the Federation fails to comply within the given deadline, the case for suspension/demotion of membership for the Federation will be put up to vote by the Members of Rugby Europe at the Annual General Assembly.
- Once the General Assembly has voted on the case, the effects of the suspension/demotion of membership will be effective immediately, and the Federation will be able to participate in the remainder of the General Assembly in its new capacity if demoted, or not able to participate at all if suspended.



5. REGAINING THE FEDERATION'S PREVIOUS MEMBERSHIP STATUS

Definition of terms:

- **Demotion:** To change the membership status of a Federation Member of Rugby Europe to a lower level of membership. (e.g: *If a Federation is Full Member of Rugby Europe and it is demoted, it will acquire the Associate Membership status*).
- **Suspension:** To suspend of membership temporarily a Federation, suspending all its rights.

5.1 Acquiring Membership status after being suspended:

In order to acquire back the status of Rugby Europe Member, a Federation will have to follow these steps:

- a) The Federation suspended will issue a letter to Rugby Europe requesting to regain its Membership Status.
- b) Rugby Europe will follow up on the current Federation's situation and request information regarding the matter/s that made the Federation non-compliant and suspended. Rugby Europe may also proceed to organise a Union visit to check on site the information provided as well as to meet with relevant Sport National Authorities and Federation members.
- c) Once Rugby Europe has gathered enough evidence about the compliant status of the Federation, and that the matter/s that caused the suspension have been properly addressed, the case will be presented at the next Rugby Europe BoD. The BoD will then decide if they move the case to the next General Assembly for sanctioning.
- d) The General Assembly will be presented the case of the suspended Federation and will be asked to vote to reinstate the Federation that was suspended, with the same level of membership status they had before the suspension.
- e) A simple majority must agree to reinstate the suspended Federation with its previous level of Membership. This will take effect immediately and the Federation will be allowed from that moment on participate in the General Assembly of Rugby Europe.
- f) In the event that a simple majority is not reached to reinstate the Federation membership status, the representatives of the suspended federation will not be able to participate in the Rugby Europe General Assembly. The Case will be sent back to the next BoD for a re-evaluation. The Federation will have to start the process again in order to present the case again at the next General Assembly.

5.2 Regaining the level of Membership after a Membership demotion:

A federation can be demoted from Rugby Europe Full Member to Associate member for the following reasons:

- a) Failing to regularly attend physically the Rugby Europe General Assembly.
- b) Failing to attend any Rugby Europe competition with a National Senior team.
- c) Failing to have 4 registered clubs, 4 active senior teams and 100 senior players/participants in the country.

In the event any of the previous cases apply, and following the protocol explained in point 4 of this document, a Federation could be demoted from Full member to Associate Member. In order to regain the status as full member, a federation must:



- a) Send a letter to Rugby Europe stating their intention to regain their previous Membership Status.
- b) Provide to Rugby Europe's RSM all information requested to ensure the situation is compliant with all Full Member Minimum Standards.
- c) Once the RSM has gathered enough evidence about the compliant status of the Federation, and that the matter/s that caused the demotion have been properly addressed, the RSM will present the case at the next Rugby Europe BoD. The BoD will then decide if they move the case to the next General Assembly for sanctioning.
- d) The General Assembly will be presented the case of the demoted Federation and will be asked to vote to reinstate the Federation that was demoted as Full Member.
- e) If a simple majority agrees to reinstate the demoted Federation as Full Member, this will take effect immediately and the Federation will attend the remaining of the General Assembly of Rugby Europe as Full Member.
- f) In the event that a simple majority is not reached to reinstate the Federation as Full Member, the federation will attend the remaining of the General Assembly as Associate Member. The Case will be sent back to the next BoD for an assessment and action plan. The Federation will have to start the process again in order to present the case again at the next General Assembly.





6. SPECIAL CONSIDERATIONS FOR SMALL COUNTRIES

Rugby Europe recognises the challenges that Federations from small countries may face when complying with some of the minimum standards stated in this Membership Pathway. Because of this, Rugby Europe has set some exemptions for Federations of countries with a population below 1 million inhabitants.

6.1 Full Members:

Federations from small countries do not have to enter a National Senior Team in Rugby Europe competitions every year.

Federations from small countries do not have to comply with the minimum of 4 registered club, 4 active senior teams, 100 active senior players/participants and 4 active referees.

