

M E M O R A N D U M

TO: MYRA Current and Prospective Coaches

FROM: Ronald L. Cornell, Jr., Chairman MYRA
Board of Directors; Coach - Northville Knights Rugby Football Club

CC: James Wilber, USA Rugby

RE: New USA Rugby Coaching Certification Requirements

DATE: January 25, 2013

As many of you know, USA Rugby recently changed their coaching certification requirements applicable to our upcoming Spring season. For those of you who have not already obtained certification, please carefully review this memorandum and begin the certification process as soon as possible. This is a reminder that NO ONE should be involved in coaching any players until they have been properly certified by USA Rugby. This is important for the safety of the players, the integrity of our program, and to help minimize your own personal liability exposure.

As many of you may not know, USA Rugby completely changed and over-hauled its website last weekend. I learned the hard way by starting my certifications process under the old site and completing it under the new site. While I have already advised USA Rugby of my personal opinions of the shortcomings and inadequacies of the new site (some of which they already have, and continue to, address), below is a general description of the steps that you will need to take to complete the process with, what I hope, are some helpful hints.

1. Log onto www.usarugby.org and click on “Register” to renew or create a new individual membership as a “coach”. (Note: The auto-recognize feature is weak. To

Renew you must type your name exactly as the first time you registered, otherwise the system will not recognize or find you).

2. When selecting your Role as a “Coach” for your organization, the website will likely recognize your high school club name as a “senior” club. (No worries - this is a default setting - continue with the process).
3. After you “Save” as a “Coach”, a screen will appear asking you to agree to terms and conditions of a background search and to provide your social security number. (Note, do not put “ - ” between your sequence of numbers, like xxx-xx-xxxx, otherwise the system will not recognize that you have entered 9 digits).
4. Upon registration checkout and payment, another screen will appear that identifies your coaching status as “pending”. If the screen provides you with an option to “click here” for “First time” or “Non-First time” coach, you may click on either as it will simply forward you back to USA Rugby’s home page without any further direction or advice. (Already lodged complaints about this as well).
5. At the Home page click on “Coach” and then “Get Certified”. Assuming you have already registered and entered your background screening information, click on step 3 identified as the “Protection Package”. There you will be directed to register and take two “NFHS” on-line “Free” courses: (i) “Concussions” and, (ii) “Creating a Safe and Respectful Environment”. Closely follow the directions provided when registering with NFHS and taking these courses. USA Rugby has access to confirm your completion.

6. If you have not received an e-mail from USA Rugby confirming completion of a recognized “SafeSport” certification course after January 2009, then you will also need to take the IRB’s “Rugby Ready” course. (Note: All of your pre-2009 courses/certifications are likely meaningless, e.g. my 2001 Level 1 and 2002 Level 2 coaching certifications did not excuse me from this requirement). Unfortunately, the USA Rugby website link to this required course is not easy to find. This module is located under the “Coach”, “Courses”, “Level 100” tabs and can be found at <http://www.usarugby.org/coaching-courses/level-100> or try www.irbrugbyready.com, if you are having difficulty.

Any coach who believes that they have already completed the SafeSport course may submit the completion certificate directly to jwilber@usarugby.org. Submission of a completion certificate will excuse these coaches from taking the NFHS Creating a Safe and Respectful Environment on-line course. Those coaches who have not begun the “Protection Package” are expected to complete the Safe and Respectful Environment course, and all coaches are required to complete the Concussions course.

7. After you have completed all of the above, send an e-mail to James Wilber at jwilber@usarugby.org telling him that you are registered and completed all of the on-line requirements. (Copy Jim Clawson at jwclawson@att.net so we can monitor MYRA Coach compliance). James is a former University of Michigan player who has been extremely helpful in assisting me throughout this process. James said that he will respond to your e-mail within 24 hours and advise you that he has confirmed

completion of your on-line course work and is awaiting the results of the background check.

8. Background checks are coming into USA Rugby slowly. You will not be advised separately by USA Rugby that your background check has been successfully completed. You will need to log back on to your roster within approximately two weeks after completing the registration process to determine whether your “pending” coaching status has been changed to an “active” status, meaning that you have successfully passed the background check. For privacy reasons, you will be notified separately by USA Rugby if there are any issues with your background check.

While it took me much longer (due, in part, to my level of computer literacy), you should set aside at least 2 hours to complete the entire process, as many of the “Free” on-line courses have video components that cannot be skipped.

Hopefully, you can use these steps and my experience to help you streamline your certification process. Good luck.

As mentioned above, I personally voiced my concerns about the requirements, process and new website to USA Rugby and I intend to do so on behalf of our entire group at the appropriate time. However, now is the time to get your registration and certification process done, as soon as possible.

Sincerely -
Ronald L. Cornell, Jr.
Chairman of the Board
Michigan Youth Rugby Association