



Policy Register
2014

Toronto Rugby Board Policy Register
2014

Index

Administration (A.01).....	3
Administering Programs (A.02)	3
Board Meeting Policy (B.01).....	12
Conflict of Interest (C.01).....	13
Defaults, Game (D.01)	16
Dues (D.02)	16
Fines for Not Paying Dues (F.01)	17
Referees (R.01)	17
Referees-Pay on the Day (R.02)	18
Registration Requirements & Deadlines (R.03)	18

A.

Administration, Staff (A.01)

Date Approved: September 29th 2009

Date of Review:

Dates of Amendment:

Policy:

All administrative staff (volunteer or otherwise), working on Toronto Rugby programs must read, sign and comply with the Toronto Rugby Policy for managing programs. This includes, but is not limited to board members, program directors, managers and coaches.

Administering Programs (A.02)

Date Approved: September 29th 2009

Date of Review:

Dates of Amendment:

Statement:

This document is intended to provide the necessary guidelines for running any program associated with Toronto Rugby. In most cases (but not all) these programs are representative teams and require the spending of clubs, players, unions, sponsors and money from other sources.

It is critical that this funding be handled with the utmost care and the expenditures are not only transparent, but seen to be transparent. All funding must be fully accounted for, stay within prescribed budgets and meet to goals as see out from time to time by the administration and the board of directors. Administrators of programs have a unique responsibility to conduct themselves in professional manner in the management of funding and to demonstrate leadership within the Rugby community.

It is equally critical that all people associated with running and participating in the programs from program directors, managers, coaches and players conduct themselves in an appropriate manner that reflects the highest standards of conduct and reflects the values of Toronto Rugby and Rugby in general which set it apart from any other sport.

The administrators, coaches, players and ultimately the board of directors are accountable to the member clubs and must demonstrate an ability to properly administer these programs, thereby earning the right to ask for funding and the authority to continue to administer these programs.

Toronto Rugby Board Policy Register
2014

Note:

For the purpose of this document PD (Financial paragraph 1) means program director. In some cases this will refer to an overall manager of a program (such as the senior men, U20) who is hired directly by the board. In some cases, this may refer to a manager who is hired by a board member to run a specific game or shorter event (interbranch, tournament, summer games etc.). In either of these cases (or others not clearly defined), this will refer to the person who has overall authority of the program and this person will be responsible for all other administrators/coaches and for providing the necessary hand off of cash, documents and all reports required.

a. Financial:

1. Budgets are to be provided by the PD to the treasurer at least one month before the AGM for approval and discussion for any programs requiring an investment by Toronto Rugby over \$2,000 in the following year. If the PD is not in place at the time, the treasurer will put together the budget for the program based on past experience. The PD will be required to put together a budget for the program once they are in place and if possible at least eight (8) weeks before the start of the program.

Toronto Rugby recognizes that these programs may change after the budgets are established and in some cases details such as the location of semi-final or final games can dramatically affect the cost of the program. Some budgets will need to be flexible with the ability to increase them due to these factors and the PD must build in a contingency as well as high/low figures for the budgets. Item 2 also takes on increased importance for a program of this nature and will help to offset any increases.

2. The PD is encouraged to bring the programs in UNDER budget. It is NOT a requirement to spend the full budget amount to insure that the budget will be maintained in the following year and beyond. Factors such as locations of semi and final games, condition of playing jerseys, number of games, number of teams and others will affect the budget year to year. The budget for each program will be assessed on an annual basis and developed to meet the needs in the upcoming year and not just based on the previous year's expenditures.

3. The PD is to encourage all payments to Toronto Rugby to be made by cheque. Payment from vendors and/or sponsors is to be made by cheque only (cash payments are NOT to be accepted). If necessary, contact the treasurer to make arrangements to accept payments other than those by cheque from these sources. All cheques are to be turned over to the treasurer at the end of each month during the program period.

In the case of payments which are received in cash (player fees, gate receipts, bus charges, meal charges etc.), these are to be turned over to the treasurer at the end of each month during the program period. This can be done at the same time as the cheques are presented. A full accounting of the amount, source and date collected is to accompany

Toronto Rugby Board Policy Register
2014

each deposit. In the case of player payments, this includes the person making the payment.

Under no circumstances are cash revenues to be used to make petty cash payments.

4. If cash is required for small day to day payments of items which cannot be billed, the PD will estimate the cash requirements on a monthly basis (this can be different month to month), advise the treasurer and secure a petty cash cheque. An accounting of the money spent and receipts for each item will be turned over to the treasurer at the end of each month and a new cheque secured for the following month. These small cash purchases may be done with a local or vendor of the PD's choice.

5. All purchases of material or services over \$500 are to be done through approved vendors as vetted by the board. Any incentives, rebates, discounts etc. are to be clearly marked on the invoice. Any of the aforementioned items will be for the sole benefit of Toronto Rugby (through the program or directly) and not the benefit of the PD, other administrators or the Toronto Rugby board.

Any items over \$2,000 will require a minimum of 2 written quotes, providing there are at least 2 approved vendors with a similar product line. The PD may choose to use a vendor which has provided a higher quote (providing it is not more than 15% higher), if the terms of delivery, quality or other factors are deemed to be superior. All written quotes (accepted or otherwise) are to be turned over to the treasurer at the end of each month.

6. In the case of programs involving a team or teams, a complete list of players with full contact information (e-mail and 2 phone numbers) is to be provided by the PD to the board once the long list has been established. This list is to be provided before the first game and updated on a monthly basis at the end of each month.

7. In the case of programs involving a team or teams, a complete training and playing schedule including the venues is to be provided by the PD to the board before the first training session and to be updated once per month at the end of each month.

8. The PD is to notify the board (or designate) of any staff, volunteers (paid or otherwise) that will be or are being interviewed or up for consideration for a position within the program. The board reserves the right to advise the PD that a person is not suitable and is not to be hired or if they have already been hired, are to be released. This right of refusal will not be unreasonably withheld and must be voted on and agreed to by a majority of the board.

9. The PD will provide a complete list of volunteers (paid or other), position and contact information (e-mail, 2 phone numbers) to the board upon hiring and will update this list at the end of each month.

Even if there are NO changes to items 7, 8 & 9 the PD is required to advise the board (or designate) at the end of each month that there are no changes.

Toronto Rugby Board Policy Register
2014

10. A receipt is to be provided with for each purchase, cash or otherwise. Invoices will be paid by cheque only if a suitable invoice is sent to the treasurer and the amounts match the prices quoted.

11. Jerseys purchased for teams are to be kept and used for a minimum of 2 years unless the program (such as the summer games) does not occur on an annual basis and providing the upfront budget takes this cost into consideration. The PD is not authorized to give away jerseys at any time. The jerseys may be sold at the end of 2 years (as cost recovery) to the players and then offered to the rugby community.

The exceptions to the above rule are as follows:

- T-shirts, golf shirts, hats, socks, shorts etc. which are purchased for the program, these may be given to the players and considered part of the cost of running the program.
- Jerseys which are sponsored, or partly sponsored with a multi-year deal.

Any exceptions to item 11, except those noted above are to be approved by the board.

12. The PD is not authorized without the express written permission of the board to reimburse or pay for any additional costs over and above the official cost for functions of the program such as (but not limited to), bus trips, airline tickets, official meals, kit etc.

As an example, if a player is not available to take an official team bus on an away trip, decides to rent a car and expense this cost, it will NOT be covered without the board's permission in advance. The same will apply to (but not limited to) travel costs, meal costs, accommodation, kit etc. and covers all persons associated with the program including the PD, managers, coaches, consultants, marketing managers, players etc.

13. The PD will provide a clear, detailed list of the person(s) that will be responsible for the following items, gather documents, other material and insure that they are turned into the appropriate person meeting any schedules or deadlines:

- Sign off on financial compliance.
- Sign off on administrator/coaches compliance.
- Sign off on player's compliance (each player).
- Collecting of cash (player fees, gate revenues, bus fees, meal fees etc.). Accounting for and turning over the cash revenue to the appropriate board member. Securing quotes as required and insuring these are given to the treasurer.
- Administration of day to day items including but not limited to scheduling, purchase of necessary materials (including kit), arranging transportation, arranging officials, arranging meals and providing the appropriate reports to the board on these items.

Note: There may be more than one person handling any of the above duties, in which case each person handling portions of the job will sign off on the appropriate documentation.

Toronto Rugby Board Policy Register
2014

14. The PD is to insure (and verify) that all staff are properly registered with Rugby Canada. A person may be hired for a specific role who is not a member of the general rugby community (such as a marketing manager). It is appropriate to cover the cost of this registration if that person would not normally be registered with RC through a club or union.

I understand the above expectations and I agree to conduct myself accordingly.

Date: _____

Position: _____

Name: _____

Signature: _____

Toronto Rugby Board Policy Register
2014

The administrator / coach / athlete relationship provides unique opportunities for the development of values and personal growth. The following Code of Conduct describes expectations of the coaches and administrators in these relationships

b. Administrator / Coach Responsibilities:

- Treat everyone fairly and equally regardless of gender, race, sexual orientation, religion or economic status.
- Consistently display high personal standards and project a positive image of Rugby.
- Refrain from any public criticism of Toronto Rugby athletes or other Toronto Rugby coaches.
- Abstain from personal use of tobacco during games or practices.
- Refrain from use of profane, insulting, harassing or any offensive language or behaviour while in a coaching role.
- Communicate and cooperate fully with registered medical personnel in the diagnosis, treatment and management of injuries incurred by athletes.
- Consider the athlete's future health foremost in decisions regarding an injured player continuing to participate in an activity.
- Treat opponents and game officials with respect and encourage athletes to do the same.
- Actively encourage athletes to uphold the rules of rugby and demonstrate sportsmanship.
- At no time become intimately and / or sexually involved with athletes.
- Actively discourage any use of drugs or banned performance enhancing substances.
- Do not "poach" or encourage players to leave their existing clubs to join the club you are involved with.
- Insure that all persons involved with the program are registered with Rugby Canada and a member club.

Additional responsibilities specific to Junior Rugby

- Ensure that all activities for players are safely organized and age / experience / level of fitness appropriate.
- Abstain from any alcohol consumption in the presence of the athletes.
- Communicate with parents about behavioural expectations of them towards opposition and game officials.
- An administrator or coach being of the same sex as the players must be present at all games, practices or team meetings.
- Provide a police back ground check in order to coach any Toronto Rugby junior team (cost covered by Toronto Rugby).
- Insure guest coaches are not left alone with players unless a police background check has been provided

Toronto Rugby Board Policy Register
2014

I understand the above expectations and I agree to conduct myself accordingly.

Date: _____

Position: _____

Name: _____

Signature: _____

Toronto Rugby Board Policy Register
2014

c. Player Contract

Start Date: _____ **End Date:** _____

Player Name: _____ **Date:** _____

The above-named player agrees to provide his or her services and to play rugby in exhibition, tournament and international games as a representative of Toronto Rugby to the best of his ability and under the direction of the Toronto Rugby staff. The specific terms of this agreement are as follows:

- To report for all practices and games in a timely manner and to be fully prepared to play Rugby.
- To maintain excellent personal fitness during his tenure with Toronto Rugby.
- While on tour or in residence during tournaments, to abide by curfew restrictions and other team rules as established by the coaching staff and to respect household rules when billeted.
- Any damages to property incurred while representing Toronto Rugby will be paid for by the player(s) responsible, when unable to determine the player(s) responsible, any charges will be split by the entire team
- To abide by the laws of the country while representing the Toronto Rugby.
- To refrain from the use of any illegal or performance enhancing drugs.
- If under the legal drinking age, refrain from drinking any alcoholic beverages while representing Toronto rugby and for the duration of any tour.
- To conduct him or herself self off the field in a manner than does not bring into disrepute to Toronto Rugby.
- To conduct him or her self on the field according to the highest standards of fair play and sportsmanship and with respect for opponents and game officials alike.
- To commit to being available to his club team for practices and games to the best of his or her ability.
- The player acknowledges that rugby is a contact sport and that there are inherent risks of physical injury. In the event of injury, to submit to medical examination and treatment by a qualified physician or other health care provider, and if deemed unfit to play, to accept any participation restrictions applied by Toronto Rugby staff after consultation with medical advisors.

The above-named player acknowledges that failure to comply with the terms of this agreement may result in player suspension or removal from the program. In the event of such action while on tour or otherwise away from home, the player acknowledges that, if Toronto Rugby deems it necessary, the player will be sent home at his/her expense.

The above names player is aware that he or she will be deemed not in good standing, rendering the player ineligible to play rugby anywhere in Canada until any outstanding monies are collected

Toronto Rugby Board Policy Register
2014

Release of information

Universities and colleges are often interested in contacting representative players to provide information about post-secondary rugby and academic opportunities. Unless specifically advised to the contrary, Toronto Rugby will provide contact information to those institutions upon request. Similarly team lists will be distributed to all players to assist with internal communications. Unless specifically advised to the contrary, it is assumed that permission to do so have been granted by signing this contract.

Use of photographic images

Toronto Rugby may use photos of players for their web site, for distribution to the media and for other Toronto Rugby brochures, pamphlets and publications. Unless specifically advised to the contrary, it is assumed that permission to do so have been granted by signing this contract.

I understand the above expectations and I agree to conduct myself accordingly.

Date: _____

Name: _____

Signature: _____

Parent's Signature: _____
(if the player is under 18)

B.

Board Meeting Policy (B.01)

1. The board meeting dates will be decided at least 3 months in advance and we will stick to them. It is understood that everyone cannot make every meeting.
2. The board meetings will start on time, unless a major issue develops (snow storm) at the last minute.
3. We will focus on covering the board meetings in 2 hours, with a minimum of 1/2 an hour devoted to forward planning, development, etc. at the end of the meeting. If additional time is needed for a committee discussion, this can be done after the main meeting and only those on the committee need to be in attendance.
4. The members and various committees will be expected to actively manage their portfolios, handle the day to day administration, etc. and provide a “big” picture report to the board. We do not need to discuss the details within each report. Exceptions being as follows:
 - a. Any decisions that establish a new policy or change an existing one.
 - b. Any decisions which involve a conflict with RO or another branch.
 - c. Any decision that involves finances outside the established budget.If a “new” policy or a change to an existing policy is proposed, whenever possible, it needs to be circulated to the members at least a week before the board meeting so everyone can review, comment, make adjustments etc. so a fairly quick decision can be made at the meeting.
5. If an issue, concept etc. is raised at a board meeting without backup material, it will be referred to a board member or committee for investigation. We will try not to deal with cold issues unless they are emergencies.
6. Everyone will have a chance to voice their opinion/comments on issues; decisions etc., however we will not be rehashing each comment multiple times. Be concise and relevant.
7. There is nothing wrong with a good old-fashioned passionate discussion with members having opposing views as long as the discussion is not personal and everyone remains calm and does not raise voices etc. We are all passionate about the game and this will come out from time to time.
8. Minutes will be kept and circulated within one month of the board meetings. The minutes are to include decisions, changes or additions to policy and any matters that require follow up. The minutes do not need to include all the discussions arriving at the above.

C

Conflict of Interest, Board (C.01)

Date Approved: September 2010

Date of Review:

Date of Amendment:

Policy:

All board members agree to read, confirm in writing that the document has been read and abide by all the policies within the conflict of interest policy.

Definition

1.1 A "conflict of interest" is any situation where:

- (a) your personal interests, or
- (b) those of a close friend, family member, business associate, corporation or partnership in which you hold a significant interest, or a person to whom you owe an obligation could influence your decisions and impair your ability to:
 - (i) act in TORONTO RUGBY's best interests, or
 - (ii) represent TORONTO RUGBY fairly, impartially and without bias.

It is important to note that a "conflict of interest" exists if the decision could be, or could appear to be influenced - it is not necessary that influence takes place.

General Duties

2.1 Unless authorized to do so by the Board, or by a person the Board designates, you may not:

- (a) act on behalf of TORONTO RUGBY, or deal with TORONTO RUGBY, in any matter where you are in a conflict of interest or appear to be in a conflict of interest, nor
- (b) use your position, office or affiliation with TORONTO RUGBY to pursue or advance your personal interests or those of a person described in paragraph 1.1(b).

2.2 The "appearance of a conflict of interest" occurs when a reasonably well informed person properly could have a reasonable perception that you are making decisions on behalf of TORONTO RUGBY that promote your personal interests or those of a person described in paragraph 1.1(b).

2.3 You must immediately disclose a conflict of interest to the Board of Directors either in writing or as minuted at a Board of Directors' meeting. It is important to make the disclosure when the conflict first becomes known. If you do not become aware of the conflict until after a matter is concluded, nevertheless you must still make the disclosure immediately.

Toronto Rugby Board Policy Register
2014

2.4 If you are in doubt about whether you are or may be in a conflict of interest, you must request the advice of the Board of Directors or a person the Board designates.

2.5 Unless otherwise directed, you must immediately take steps to resolve the conflict or remove the suspicion that it exists, by:

- Promptly declaring to the Board of Directors any conflict of interest as defined by this policy and asking that such declaration be recorded in the minutes
- Excusing yourself from the portion of the meeting where the matter giving rise to the conflict of interest is being discussed
- Refraining from all discussion of the matter giving rise to the conflict of interest, at any meeting of the Board of Directors, or elsewhere
- Refraining from voting on the matter giving rise to the conflict of interest, at any meeting of the Board of Directors.

More About Avoiding a Conflict of Interest

3.1 You must not:

- (a) use your relationship with TORONTO RUGBY to confer a benefit on a person described in paragraph 1.1(b). This duty does not prevent you or anyone else from conducting business with other people connected with TORONTO RUGBY
- (b) personally benefit from any business activity involving TORONTO RUGBY except in unique situations, authorized by the Board
- (c) indirectly benefit from any business activity involving TORONTO RUGBY except in unique situations, authorized by the Board.

3.2 An "indirect benefit" is:

- (a) a benefit derived by a close friend, family member, business associate, or a corporation or partnership in which you hold a significant interest, or
- (b) a benefit which advances or protects your interests although it may not be measurable in money.

Using TORONTO RUGBY Property and TORONTO RUGBY Information

4.1 You must have authorization from the Board, or from a person the Board designates:

- (a) to use, for personal purposes, property owned by TORONTO RUGBY, or
- (b) to purchase TORONTO RUGBY property unless it is through channels of disposition equally available to the public. Even then you may not purchase the property without authorization if you are involved in some aspect of the sale.

4.2 You may not take personal advantage of an opportunity available to TORONTO RUGBY unless:

- (a) it is clear that TORONTO RUGBY has irrevocably decided against pursuing the opportunity, and
- (b) the opportunity is equally available to members of the public.

Toronto Rugby Board Policy Register
2014

4.3 You may not use your position with TORONTO RUGBY to solicit any TORONTO RUGBY stakeholder for a personal business or one operated by a close friend, family member, business associate or a corporation or partnership in which you hold a significant interest. This duty does not prevent you or anyone else from transacting business with other people connected with TORONTO RUGBY.

4.4 "TORONTO RUGBY information" is information that is acquired solely by reason of involvement with TORONTO RUGBY and which TORONTO RUGBY is under an obligation to keep confidential.

4.5 You may use TORONTO RUGBY information only for TORONTO RUGBY purposes.

4.6 You must not use TORONTO RUGBY information for your personal benefit.

4.7 You must protect TORONTO RUGBY information from improper disclosure.

4.8 You must report to the Board, or to a person the Board designates, any incident of abuse of TORONTO RUGBY information.

4.9 You may divulge TORONTO RUGBY information if:

- (a) you are authorized by the Board or by a person designated by the Board to release it, and
- (b) it is to a person who has a lawful right to the information.

4.10 If you are in doubt about whether TORONTO RUGBY information may be released, you must request advice from the Board or from a person the Board designates.

Rules About Gifts

5.1 You may accept a gift made to you because of your involvement in TORONTO RUGBY in the following circumstances:

- (a) the gift has no more than token value
- (b) it is the normal exchange of hospitality or a customary gesture of courtesy between persons doing business together
- (c) the exchange is lawful and in accordance with local ethical practice and standards, and
- (d) the gift could not be construed by an impartial observer as a bribe, pay off or improper or illegal payment.

5.2 You may not use TORONTO RUGBY property to make a gift, charitable donation or political contribution to anyone on behalf of TORONTO RUGBY. Any gift must have the authorization of the Board of Director

D

Defaults, Game (D.01)

Date Approved: 2007

Date of Review: 2007

Dates of Amendment: Sept 29/09 Cross Reference: TR Game Regulations,

Policy:

A team who has not fulfilled a scheduled game as per Toronto Rugby Policies and regulations shall be in default.

Regulations:

1. a) A team default will be fined \$150 and the game scored will be listed as 20-0 for the non-defaulting team.
- b). If a team defaults an away game, the non-offending team has the option of having the next game(s) against the same club at home. This will cover all teams of the same gender and age group providing the scheduling is done club on club. This reversal of home games will carry forward year to year (providing teams are in the same league and scheduled to meet) until the offending team full fills its commitment(s).
(Explanation - If a men's 2nd team defaults an away game, but the 1st team plays the game, the non-offending team has the option of playing the next game at home (for both teams), even if the next game(s) against the same team occurs the next season.). Men's defaults will not affect any changes to the women's or junior games and vice versa..
2. The team defaulting will also be responsible for the referee's payment if the referee was not cancelled by the deadline (Thursday 9 pm).
3. A team that has had two (2) defaults within the playing season will not be eligible for any play-offs.
4. A team which has had two (2) defaults within the playing season will not be eligible for promotion to a higher league, including a non- TRU league.

Dues (D. 02)

Date Approved: 2000

Date of Review: 2007

Dates of Amendment:

Cross Reference: (F.01) Fines for Senior Dues not paid by Deadline, Game Regulations,

Policy:

All teams shall pay dues, the amount of which maybe changed from year to year as per Toronto Rugby's By-laws and regulations.

Regulations:

1. No team will be allowed to participate in the play offs if their dues are not paid, the slot will be offered to the next team in the standings.
-

F

Fines for Senior Dues not paid by Deadline. (F. 01)

Date Approved: 2001

Date of Review:

Dates of Amendment:

Cross Reference: Game Regulations (Should be referenced)

Policy:

4 Points will be deducted from all senior teams in league play if senior dues payments are not paid by the deadline.

Regulations:

1. This process will continue until the dues have been brought up to date.
2. The team (s) will be awarded any points (including bonuses) they are entitled to for the game(s) played (as per Toronto Rugby Game regulations)
 - a. 4 points will then be deducted from the team (s) total. The team (s) total CAN be a negative and will be carried forward.

R

Referee's for games. (R. 01)

Date Approved: 2005

Date of Review: 2007

Dates of Amendment: 10/10/07

Cross Reference: Game Regulations (Should be referenced)

Policy:

All games must be refereed by a certified and registered referee

Regulations:

1. The referee must be registered with Rugby Canada and be certified with the T & DRRS or other governing body as determined by the jurisdiction having authority (certification/regulation to meet the society's guidelines).
2. Home clubs are responsible for providing an appropriate referee if one is not assigned by the society or does not attend the game, failure to do so could result in a default.
3. Clubs will be sanctioned and/or fined for allowing a non-certified or non-registered person to referee a home game. The game will be treated as a default and all default penalties will apply.

Toronto Rugby Board Policy Register
2014

4. \$250 fine for using a non-registered referee established 2006
-

Referees - Pay on the Day (R. 02)

Date Approved: 2006

Date of Review: 2007

Dates of Amendment: 10/10/07

Cross Reference: Game Regulations (Should be referenced)

Policy:

Referees shall be paid on the day of the fixture as per Toronto Rugby Policies and Regulations. A separate Pay on the Day policy is updated each year.

Regulations:

1. A pay on the day policy is in place with a separate release provided at the AGM, on the website and sent out at the beginning of the year which includes the policy, current rates, confirmation deadlines and general information.
2. Club will be billed for any missed payments and may be fined for repeated non payment on the day as per this policy.
3. An administration fee of \$25 will be added to the pay on the day amount if the referee is NOT paid on the day and the Toronto Rugby treasurer has to bill the club for the fee and then pay the referee either directly or through the T & DRRS. This fee does not apply to the payments that Toronto Rugby has agreed to cover in advance such as play off games, rep games etc.

Registration Requirements and Deadlines. (R. 03)

Date Approved: 2006

Date of Review:

Dates of Amendment: (01/07/09)

Cross Reference: Game Regulations

Policy:

Registration requirements and deadlines will be established on an annual basis for all teams.

Regulations:

1. A fine of \$150 will be levied to a club for not having the minimum number of fully registered players by the Wednesday before the Scheduled League Games.
2. Further sanctions may include

Toronto Rugby Board Policy Register
2014

- a. Loss of playoff home date in quarter or semi-finals if appropriate,
- b. Loss of eligibility for both league and playoff awards, monetary or otherwise.