

## Toronto Rugby – Policy for Administering Programs

### **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.

### **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.

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### **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 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.

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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.

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.

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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.

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.

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

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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 behavior 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 behavioral 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

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

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### 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

**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)