

2016

TORONTO RUGBY ANNUAL GENERAL MEETING



TRU Board of Directors

Ajax Wanderers Rugby Club

1717 Harwood Ave. N. Ajax ON

1/15/2016 10am

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Agenda

1. Motion to Open
2. Call to Order/President's welcome and address
3. Establishment of Quorum
4. Approval of the Agenda
5. TR Board Reports
 - President's Report
 - Secretary's Report
 - Discipline Director's Report
 - Junior Boys Convenor & Game Director's Report
 - Technical Director's Report
 - Treasurer's Report
 - Member at Large Report
6. Proposal for Part-Time Administration Role with 2017 TRU Board
7. Proposal to change the current Fiscal End-of-Year from Oct 31st to Dec 31st
8. Other Business
9. Election of 2017 Directors
10. Motion to Adjourn



President's Report

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Toronto Rugby President's Report

Toronto Rugby had a very busy and successful year. With a full Board of Directors in place for 2016 the Board worked to address issues to improve the level of service to our members, while developing the sport in our branch.

Toronto Rugby Board Members worked with on a number of objectives in 2016 and continued to work with Rugby Ontario and Rugby Canada to support initiatives to grow the game and support our member clubs.

Toronto Rugby Board of Directors Goals for 2016 included:

- * Develop and continue our partnerships with other branches, TDRRS, Rugby Ontario and Rugby Canada to support the sport of rugby.
- * Implementing objectives in the Toronto Rugby strategic plan
- * Work with Rugby Ontario to implement the 7's pathway for representative players with RO and the other branches.
- * Summer games branch representative 7's program for both genders.
- * Improvements to the website, Facebook, Twitter and a monthly newsletter.
- * Enhancements to the Toronto Rugby organizational structure and Board and volunteer development.

I would like to thank our current and past Board members, as well as all the volunteers who work with Toronto Rugby. I would also like to especially thank Mike Curran and Khalil Ajram for their long standing service as Board Members and for their dedication to our sport.

John Watkins

President

Toronto Rugby.



Secretary's Report

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After my first year as Secretary, working under a new President and multiple other rookie Toronto Rugby Union board members, I feel we have come a long way...

We had obstacles to overcome early in the season with the loss of the Discipline Director in the first 2 months of 2016. Here, I would like to recognize Mike Kahn for seeing the immediate need and stepping in to accept the full responsibility of the Discipline Director's portfolio. It is a large body of work and I can say with certainty that this season wouldn't have ran as smoothly without Mike in that role. Next, we had to deal with a huge accounting hole that was created by the absence of an acting Treasurer from so very early in the tenure of the 2015 board. We knew we had our work cut out for us but we were an eager crew of newly elected board members and we were driven to make progress in every direction. Documentation for processes that were lacking or absent, were updated, giving the 2016 board a strong base to rebuild from. Here, I want to recognize the efforts of our Treasurer, (Glen Jones) who put in a huge effort sorting out last year's accounting processes and has put forth a motion to amend the fiscal year of the corporation for 2016-2017. That motion has received unanimous support from the 2016 board and you, the membership, will be voting on it today.

Over this past year, in the service of the TRU, I've enjoyed the opportunity to reconnect with old friends and to learn at both the Rugby Canada Conference and the ORU Hall of Fame Celebration, ... I even got to "muck in" with the volunteers at the TIRF March Break Rookie Rugby Camp. I am excited with the completion of my first year as a TRU board member and I look forward to developing with this board for years to come.

Two projects I would like to speak about in this address are below. These are initiatives that I hope will help to modernize the offerings of the TRU, both in the services provided to its members and in it's offering to the greater public.

It was strongly suggested by the outgoing board that we move forward with the creation of a part-time TRU Administrative role. They had spent some time investigating this but were unable to successfully propose a job description and budget. Our board assigned these questions quite a bit of thought, discussing it on many occasions and even assigning our Member at Large to complete an analysis of the



costs and propose a job description for the role. As you will see in the coming pages a proposal to hire a part time administrator for the TRU is included in today's proceedings.

Over the first year of my service, I have seen the need for such a position and I support the motion to engage in the first year of trial before commitment to the program. We believe that the creation of this position will serve the membership at a far greater standard than they are currently experiencing, improving delivery of information and creating an immediate singular point of contact for administration inquiries. This will allow the TRU board to spend more time on initiatives that will seek further growth in youth enrollment and improve the quality of our coaching and programs. We feel that as we seek to carry out our growth initiatives and reinforce our continued support of inclusive programming, our athletes will have the best opportunities to succeed.

I also wish to throw my support behind a project that has had been in discussion for many years. I believe that if the part time position is approved for next year than this will be a major opportunity for us to step forward in our ability to increase the number of weeknight games in the TR Keenan leagues, thus decreasing the summer weekend demand and allowing more time for family or other activities. This initiative has received support by most players and I hope we are able to seize this opportunity to offer greater flexibility in game scheduling.

I want to thank outgoing members Ajram and Curran for their years of service to the TRU, these gentlemen have dedicated significant time to the Toronto Rugby Community and we are extremely grateful. I hope to continue to assist my fellow freshmen board members as we work to grow the game. Thanks also to the Directors, League Convenors, Permit Officers, referees, and the panels for their tireless efforts in improving the rugby experience for everyone.

Wishing health and happiness in 2017! Happy New Year to all!

Mark Walsh

TRU Secretary



Discipline Director's Report

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This was my first year as Director of Discipline, and as I had to step in to replace someone else, and given the lack of records, process documentation, or templates the first few weeks after the beginning of the season were challenging. I was able to get up to speed relatively quickly and develop the necessary sanction templates and procedures so that all parties could obtain a fair process. Part of the learning process is determining which fixtures fall in my purview. Including our Secretary (Mark Walsh) in the process at various steps should assist in document and process retention, as well as maintaining a database of sanctions, going forward.

There were 23 sendoff reports that I processed in 2016 vs. 21 in 2015. The breakdown in regards to type of offense is as follows:

- (i) Dangerous tackling - 6
- (ii) Punching/striking - 12
- (iii) Unsportsmanlike Conduct - 5

In terms of length of sanction the breakdown is as follows:

- (i) No Risk of Personal Injury (9 days) - 3
- (ii) Low Risk of Personal Injury (16 days) - 13
- (iii) High Risk of Personal Injury (30 days) - 7

Most sanctions were submitted by the referee in a timely manner with full information, however it is clear that not all referees understand the time and information constraints under which reports must be submitted to "Whostheref" and further training is required. I have communicated this need to the TDRRS and Ontario Rugby and hope that this situation improves next season. I have also identified a lack of clarity in regards to the timing of a club's duties to report any send-offs. The OR Policy manual, which TR follows in regards to sanctions is unclear as to the timing of a club's requirement to notify the Director of Discipline of a sendoff. I have asked Ontario Rugby to modify the policy to indicate a similar timeframe to a referee's duty to report (48 hours).

Because of the lack of a historical database, it was impossible to determine the status of repeat offenders from prior seasons. During 2016 there were no repeat offenders within the season. All of this



seasons' sanctions have been recorded and sent to the Secretary and this should form the basis for a database.

There were 4 appeals requested this year, of which I permitted 2 to proceed to an appeal committee. With a lack of historical information available it was challenging to determine what the process was and who should officiate. Nevertheless, I would like to thank Allen Piggott for agreeing to chair the various appeals held, and to Mark Walsh, Johnny Watkins and Nicole Kovacs for assisting on these appeals. One of the appeals was partially successful (the sanction was reduced), the other was denied.

There were several Incident Reports filed and to say this process is unclear is an understatement. Both the manner of filing the reports and how the incidents are heard may be clear in the Ontario Policy manual but in practice it is not. Allen Piggott has indicated he will be reviewing and trying to improve the entire process over the offseason. A couple of reports related to alleged missed calls by the referee but without extensive video proof (not available in most games) it is difficult to apply a sanction for an incident without a sendoff report. I only received 2 incident reports regard to referee abuse despite hearing anecdotally of a perceived increase.

I also took on the role of liaison to the TDRRS and Ontario Rugby in regards to match officials. In this regard, TR sponsored a referee development program with TDRRS which led to the purchase of 2 headset/microphones for exclusive use in TR matches. We also sponsored a "team of three" program to encourage the use of assistant referees in more TR matches by using TR funds to pay for assistant referees. This program did not work out the way we envisaged due to poor communication by all parties and we will need to reconsider how/if we implement a similar program next season, although we do want to encourage more "teams of three" in as many TR matches as possible.

I thank for the opportunity to represent our clubs on this portfolio and look forward to making improvements next season should I be re-elected.

Regards,

Mike Kahn



Game Director/Junior Boy's Report

game@torontorugby.ca

2016 was yet another very successful season for Toronto Rugby's leagues, I would like to extend an enormous thank-you to all of the coaches and managers that made the administration of the summer a very smooth process.

2016 saw a small reduction in teams participating in both the U18 and U16 leagues. Issues around registration are common for many TRU clubs.

The goal of the 2016 season was to find a structure that maximized game play for players while also minimizing travel. Success was found for the most part.

Issues surrounding arising from the 2016 season that will need to be addressed in 2017:

1. Late entries of teams into leagues due to registration numbers.
2. Number of clubs not using traditional game dates
3. Number of clubs that number of teams doesn't work on their facility.

The leagues are growing and such concessions need to be made by clubs around games dates, alternate facilities, and KO times.

From a Games Director perspective, I would like to thank all the convenors on a job well done. The leagues at all ages ran smoothly and efficiently.

I will not be returning in either role for 2017. I am more than willing to help in the transition for the new convenor.

Mike Curran

Toronto Rugby



Technical Director/Senior Men's Report

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This year not only did our coaching staff continue the success of our Under 17 Rep Sevens Program on the field, we were also able to introduce the first ever U-14 Girls Rugby Division in Toronto Rugby.

SEVENS Review

Our coaches for 2016 were the same as in 2015 with the introduction of John Pryce as our Girls East Coach. George Azar (West Boys), Tom McLeod (East Boys) and Nick Daniels (West Girls) all returned for their second straight year. Bethany Chekay (West) and Kari-Lynn Kuebeck (East) both returned as manager for the third and fourth straight year respectively.

Some highlights from this year:

Off the Field

This year we were able to run our first combine in Toronto Rugby Sevens History with the help of Rugby Ontario and ETS. Players were tested in five areas and given the results as well as a training plan. Josiah Morra was carded at the age of 18. He is currently the youngest carded male athlete in the Rugby Canada Program and graduated our program last year.

On the field

The Boys team finished 1st (West Boys) and 2nd (East Boys) at the Ontario Summer Games in Mississauga while our Girls team finished 2nd (West Girls) and 3rd (East Girls).

In NYC both our U-17 teams competed in the U-19 High School Elite Divisions our results were: our boys team played the cup semis losing to Upright 19-33 and the Plate Finals against Quebec 22-26, we finished that match with only 6 players due to injuries. Our Girls team had the best results ever for them at NYC 7's with a 5th place finish and Bowl Winners.

Next Year- We will have approximately 7 Boys and 8 Girls respecting Ontario at the National Sevens Festival in British Columbia

U-14 Girls League Review

This year we implemented a U-14 Girls Festival every other weekend. This was to fill the gap from U-12 Girls to U-16 Girls and to give them more playing time. We had eight clubs in the area take part with over 130 players. The feedback from the coaches and parents was this was a huge success and I think the board for their support in allowing this program to take place.



Sadly, I am writing this report for the last time. I have been a part of the Toronto Rugby since 2006 and I have seen many different faces come and go. I believe it's my time to go and hopefully a passionate person can take over this great program. I wish them and the new board the best of success.

Senior Men's Report:

This year we had three major changes:

- 1) We moved to an EAST and West format for both Keenan "A" and Russell "B" to help with travel
- 2) We eliminated the 2nd team requirement in the Keenan
- 3) We eliminated playoffs in our leagues to give more breaks in playing schedule,

All teams were invited to play in the Rugby Ontario Gee Gage Cup in September/October if they desired more games.

Barrie Rugby had an outstanding season going unbeaten in 10 games and winning the RO Intermediate Cup over Niagara 26-22. They will move up in 2017 to the Marshall Provincial.

Tentative League Format for 2017

Keenan West- Vaughan, Blues, Bucs and Bay Street
Keenan East- Belleville, Cobourg, Beach and Saracens
Russel West- Dragons, Etobicoke, Cru, North Halton
Russell East- Ajax, Bucs, Brock, Scottish (TBC)

Toronto Rugby Men's Keenan (Premiership)

2016 League Champions- Barrie Rugby

Toronto Rugby Russell Regional

2016 League Champions- Cobourg Saxons

Toronto Rugby Men's Pinguet (Central)

2016 League Champions- Barrie Rugby

See you on the Pitch,

Khalil Ajram

Technical Director 2015-2016



Treasurer's Report

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Toronto Rugby - Balance Sheet (November 1, 2015 to October 31, 2016)

Assets/Liabilities

	2014-2015	2015-2016
Cash	\$53,293	\$60,524 Note 1
Receivables	\$6,047	\$3,760 Note 2
Credits (prepaid expenses, etc.)	\$15,372	\$12,254 Note 3
Total Assets	\$74,712	\$76,538
Liabilities		
Prepaid	0	0
Payables	\$4,000	\$2,211 Note 4
Retained Surplus	\$70,712	\$74,327
Total Liabilities	\$74,712	\$76,538

NOTES: FOR 2015/16

Note 1: Cash in bank less outstanding cheques

Note 2: Receivables relate to:(1) funds due from ORU; (2) Funds due from clubs for October/2016 7's tournament

Note 3: Prepaid expenses relate to NYC 7's tournament held last week-end in November

Note 4: Funds payable to President for meetings and October/16 7's tournaments

Note 5: Proposed is for 2 tournaments - 2016 and 2017 - due to proposed bylaw change

Note 6: Proposed is for 6 directors for 2017



Toronto Rugby Financial Statements - November 1, 2015 to October 31, 2016

Profit and Loss Statement

Revenues

		2015		2016	2015 to 2016	2017 Proposed
		Actual	Proposed		Actual	(now-31 Dec 2017)
Dues set \$250/125						
Team Fees	Men	13625	13625		13750	13750
	Women	5750	5500		5500	5500
	U18G	1750	1750		2000	2000
	U16G	1000	1250		875	1000
	U18B	3250	3250		3250	3250
	U16B	2875	3000		2750	2750
	U15B	875	1000		500	500
Defaults		2250	1500		600	600
Sub-total		\$31,375	\$30,875		\$29,225	\$29,350
(Other Sources)	Funding from Restricted Development Fund	0	0		0	0
	Proposed Toronto TRU 7s Tournament	0	0		0	0
Revenue Totals		\$31,375	\$30,875		\$29,225	\$29,350

Expenses

		2015		2016	2015 to 2016	2017
		Actual	Proposed		Actual	(now-31 Dec 2017)
Core Services						
	Board - Directors Meetings (8)	2550	2975		936	1000
	Board - Directors Honorariums (7)	0	0		3150	3000 Note 6
	Board Directors Development	0	0		528	2500
	Convenors (new in 2013)	5640	5500		6060	6000
	Permit Coordinator	475	475		475	475
	Administrative Assistant	0	0		0	10200
	League Convenor	0	0		0	0
	Phone/Communications	669	500		0	0
	Meetings - Board	284	750		1162	1200
	Office	78	200		0	0
	Internet/IT	602	1000		408	1000
	Other Year Expenses	0	0		3411	0
	League Management	850	900		0	0
	Bank	455	250		320	250
	Fletchers/Fields Permits/Parks	0	0		1182	0
	Marketing/Development	929	1000		0	0
	Miscellaneous	0	0		194	500
Core Services Subtotal		\$12,531	\$13,550		\$17,826	\$26,125
Programs						
	NYC 7s Tournament	0	6700		0	12213 Note 5
	All other Tournaments	0	15300		8047	8100
	Referees/AR & AT for Semi & Final Games	1505	1800		870	1000
	Toronto Referees Society	0			1500	0
Program Totals		\$1,505	\$1,800		\$2,370	\$1,000
Restricted Fund						
	AGM- directed use of Development Funds - website (one time cost)				0	0
	AGM- directed use of Development Funds - SEO/Media Training				0	0
	AGM- directed use of Development Funds - Marketing (SEO)				0	0
Total Annual Expenses		\$14,036	\$15,350		\$20,196	\$27,125
Deficit/Surplus		\$17,339	(\$4,675)		\$9,029	\$2,225

Member at Large Report

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At last year's AGM, the one thing that struck me was the suggestion that the board should look to hire a part-time staff member to help manage feedback, and interaction with TRU members.

I felt I could help with this objective, and believed it to be a positive step in moving forward and growing the game in our area.

This past year was a real eye-opener for me when realizing how much work and how many tasks were completed by a handful of volunteers who, like me, help out at high schools, clubs, and representative team levels.

To better serve our membership, and lessen the burden on our "volunteers", I believe it imperative that we move forward with creating the part-time staff positions being submitted today. I hope you will all agree with not only myself, but the rest of the board and the previous years' board.

Best regards,

Don Maillet



Proposed Job Description for Part-Time TRU Administrator Role

Administrative Duties:

1. Manage and update all e-mail lists (Board and Club)
2. Manage all incoming e-mails from Toronto info and respond/redirect all inquiries
3. Enter league schedules (receive from convenors) in management system
4. Organize all city of Toronto field permits for clubs

Marketing & Communication Duties:

1. Work with website manager to ensure social media posts are up to date (Facebook, Twitter, Instagram, etc.)
2. Prepare and send out newsletter every 2 months

Operations/Representative Teams Duties:

1. File red card reports in system
2. Update scores for all teams and enter into league management system on a weekly basis
3. Assist TRU rep programs with organizing travel, finding field rentals and ordering kits

Budget Required:

Labour Costs:

10 hours/ week x 50 weeks = 500 hours
500 hours x \$18.00 = \$9,000

Office Costs:

Phone allowance \$50/month x 12 months: \$600
(2) Portable Hard Drives (1TB+): \$500
Misc. Office Expenses: \$100
Subtotal Office costs: \$1200

Total monetary commitment: \$10,200 (for 1 year)

All hours and expenses will be billed to the TRU through an Ontario Company and monies will be deducted from budgeted amounts. Bills will be submitted and paid bi-weekly



Proposed Administration Role Voting Procedure

A secret ballot will be circulated with 3 boxes on it. One to be checked if you agree, (I agree) one to be checked if you do not agree, (I do not agree) and one to be checked if you abstain, (I abstain). A tally will be made at the end of the meeting and the membership will give us our direction.



Proposed Amendment to FINANCIAL YEAR END

Currently, Article XXV states that unless otherwise ordered by the Board of Directors, the fiscal year of the Corporation shall terminate on the 31st day of October in each year.

To better budget and account for a number of 7s Tournament expenses that currently coincide with the end of the Fiscal year, it has been proposed, motioned and unanimously supported by the 2016 TRU Board of Directors that the Fiscal year be moved to December 31st. It is stated in Article 32 of the TRU Bylaws that changes, deletions or additions to the By-laws may be made at the Annual General Meeting of the Union. Formal notice is to be made to all voting members at least two weeks prior to such a meeting in accordance with Section 28. Changes, deletions or additions can only be made by a two-thirds majority of the voting members present.

A secret ballot will be circulated with 3 boxes on it. One to be checked if you agree, (I agree) one to be checked if you do not agree, (I do not agree) and one to be checked if you abstain. A tally will be made at the end of the meeting and the membership will give us our direction.



Election Process for Vacant Board Positions Technical Director/Game Director

Nomination

Nominations, including self-nominations, must be submitted to the TRU Board. These nominations can be made orally while attending the AGM or in advance in writing or by electronic mail.

Nominations for a position are accepted until the start of voting for that position. A nomination will only be valid if the candidate declares orally at the meeting, or in writing or by electronic mail prior to the meeting, that the candidate is willing to take office if elected.

A candidate who fails to be elected for a position may be nominated for a subsequent position.

Voting

Any candidate may make a statement to the Board regarding their candidature. The presentation of such a statement shall take no longer than five minutes. The order of candidates' statements shall be determined by the Officer presiding over the election using a random selection process.

To be elected, a candidate must receive votes marked with his or her name from a majority of the voting membership present at the AGM. Ballots should be cast marked with the name of an announced candidate or with the word "abstain." A candidate can withdraw at any time from subsequent votes.

In the instance there are more than two candidates running and none receive a majority of affirmative votes in a vote, the vote is rerun with only the candidates receiving the two highest vote counts eligible. (This may result in more than two candidates being eligible.) The vote is retaken in the case of a tie for first place. A new call for candidates is made and the voting process restarts in the case where there is a single candidate but that candidate does not receive enough affirmative votes.

Voting will be by secret ballot.

