FLAG FOREVER PROGRAM

Funded by the Government of Ontario and the Government of Canada

www.rugbyontario.com
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>SPIRIT OF RUGBY – FAIR PLAY</td>
<td>1</td>
</tr>
<tr>
<td>PROGRAM STRUCTURE</td>
<td>2</td>
</tr>
<tr>
<td>INTRODUCTORY SESSIONS</td>
<td>2</td>
</tr>
<tr>
<td>EQUIPMENT REQUIRED</td>
<td>3</td>
</tr>
<tr>
<td>FLAG FOREVER RULES</td>
<td>4</td>
</tr>
<tr>
<td>1. Duration of Play</td>
<td>4</td>
</tr>
<tr>
<td>2. Number of Players</td>
<td>4</td>
</tr>
<tr>
<td>3. Substitutions</td>
<td>4</td>
</tr>
<tr>
<td>4. Referees</td>
<td>4</td>
</tr>
<tr>
<td>5. Flag Belt</td>
<td>4</td>
</tr>
<tr>
<td>6. Attackers</td>
<td>5</td>
</tr>
<tr>
<td>7. Defenders</td>
<td>5</td>
</tr>
<tr>
<td>8. Starting Play</td>
<td>5</td>
</tr>
<tr>
<td>9. Free Pass/Tap and Go</td>
<td>5</td>
</tr>
<tr>
<td>10. Passing</td>
<td>6</td>
</tr>
<tr>
<td>11. Knock On</td>
<td>6</td>
</tr>
<tr>
<td>12. Offside</td>
<td>6</td>
</tr>
<tr>
<td>13. Obstruction</td>
<td>7</td>
</tr>
<tr>
<td>14. Advantage</td>
<td>7</td>
</tr>
<tr>
<td>15. Kicking</td>
<td>7</td>
</tr>
<tr>
<td>16. Scoring a Try</td>
<td>7</td>
</tr>
<tr>
<td>17. Ball Goes to Ground</td>
<td>8</td>
</tr>
<tr>
<td>18. The Scrum</td>
<td>8</td>
</tr>
<tr>
<td>19. The Lineout</td>
<td>8</td>
</tr>
<tr>
<td>20. Ruck/Maul</td>
<td>8</td>
</tr>
<tr>
<td>21. Fair Play</td>
<td>8</td>
</tr>
<tr>
<td>22. Prohibited Play</td>
<td>8</td>
</tr>
<tr>
<td>FACILITY REQUIREMENTS</td>
<td>9</td>
</tr>
<tr>
<td>VOLUNTEER ENGAGEMENT STRATEGY</td>
<td>9</td>
</tr>
<tr>
<td>Recruitment</td>
<td>9</td>
</tr>
<tr>
<td>Selection &amp; Screening</td>
<td>9</td>
</tr>
<tr>
<td>Orientation</td>
<td>10</td>
</tr>
<tr>
<td>Training &amp; Development</td>
<td>11</td>
</tr>
<tr>
<td>Recognition &amp; Retention</td>
<td>11</td>
</tr>
<tr>
<td>SAFETY/RISK MANAGEMENT POLICY</td>
<td>12</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>----</td>
</tr>
<tr>
<td>Overview.</td>
<td>12</td>
</tr>
<tr>
<td>Insurance.</td>
<td>13</td>
</tr>
<tr>
<td>Critical Incident Protocol (CPP)</td>
<td>13</td>
</tr>
<tr>
<td>Emergency Action Plan (EAP)</td>
<td>13</td>
</tr>
<tr>
<td>Child Protection Policy (CPP)</td>
<td>14</td>
</tr>
<tr>
<td>Vulnerable Sector Screening (VSS)</td>
<td>15</td>
</tr>
</tbody>
</table>
INTRODUCTION

Rugby Ontario is pleased to launch the Flag Forever program through the financial support of the Government of Ontario and the Government of Canada. Flag Forever is a non-contact program intended for youth and adults initiated across the province to promote physical literacy and physical activity for a wide range of ages.

There is an ongoing drive across the province to initiate non-contact rugby options that provide more opportunities for people to engage in rugby and physical activity. With the Flag Forever program, it is Rugby Ontario’s intention to provide a non-contact program for people who are new to rugby and want to participate in a non-contact environment and for experienced players who no longer wish to participate in contact rugby, but want to remain active in the sport. The intent of this program is to provide the opportunity to participate in flag rugby and promote being physically active for life.

Non-contact rugby is a significant part of the future of the sport and Rugby Ontario is excited to provide the opportunity for a variety of people to participate in a non-contact rugby program.

SPIRIT OF RUGBY – FAIR PLAY

The Flag Forever program has been designed for a wide range of ages and both genders making it an inclusive program. To ensure that the Flag Forever program creates a fun, safe and inclusive environment, all participants in the program must conduct themselves in accordance with the principles of disciplined and sporting behaviour. Furthermore, all participants must play games in a manner that follows the principles of rugby which include: integrity, passion, solidarity, discipline and respect.

It is very important that all participants co-operate with one another to ensure the Laws of the Game are upheld. Cooperation amongst participants will ensure one another is treated with respect, which will help create a positive reputation of the program and the game. All participants must not do or say anything that is likely to intimidate, offend, insult, humiliate or discriminate arbitrarily against any other person on the grounds of their religion, race, colour, sex, size, physical or mental characteristics or national or ethnic origin or do anything that is likely to be perceived as harassment. By avoiding any negative conduct or activity on or off the field of play, a positive atmosphere will be upheld, which will lead to enjoyment and safe play for all involved.
PROGRAM STRUCTURE

The Flag Forever program is intended for individuals that are in the junior to senior age categories (12+ years) as these age groups presently have little to no opportunities to play noncontact rugby in Ontario. This program is intended to enable people to begin or continue to participate in non-contact rugby past the minor age group and stay physically active for life, while at the same time running a high quality program that is accessible and safe.

The Flag Forever program is designed to run over an 8 to 10-week period. The first two weeks are an introduction to the rules and conduct of the game, followed by 6 to 8 weeks of participating in non-contact flag rugby games. A one-week introduction to the flag program may be implemented if participants already have an understanding of rugby skills and concepts; this will be at the discretion of the coaches. Games will run for a one-hour period and may be undertaken once or twice a week. The program is predominately intended to be played outdoors during the summer months; however, the program can be adapted to be undertaken indoors during the winter months if preferred.

The length of games can vary between 7 to 15 minute halves with a break as needed between halves. Again, this the length of games is flexible depending on what would best suit the participants and host facility. The number of players will always be equal on both sides and will consist of no less than 5 players and no more than 8 players per side. A breakdown of what should be included for the introductory session will be provided below and is recommended as a guide.

INTRODUCTORY SESSIONS

The first 1-2 week(s) of the program will be allocated as introductory session(s). The number of introductory sessions needed depends on the skill level and rugby knowledge the participants have. The conductors at each host centre can decide whether they will conduct 1 or 2 weeks of introductory session(s) based on the skill level and knowledge of their participants.

Session 1 (60 minutes)

GETTING STARTED (30 MINUTES)

- Personal Introductions
- Overview of Flag Forever Rules
- Safety Requirements
- Equipment – How to wear ‘Flags’
- Distribution of Shirts

Further information regarding the Flag Forever rules, safety requirements and equipment, specifically how to wear ‘Flags’ can be found in the Manual under Flag Forever Rules.

BASIC SKILLS (30 MINUTES)

- Catch & Pass
- Pulling a Flag
- Positioning – Attack & Defence
Session 2 (60 minutes)

REVIEW

• Review of Basic Skills from Session 1 (30 minutes)

SMALL SIDED GAMES (30 MINUTES)

• 2v2
• 3v3
• 4v4

EQUIPMENT REQUIRED

Rugby Ontario has provided equipment to the participating clubs, which includes:

• Rugby balls
• Flag belts
• T-shirts
• Cones
• Duffle bag
• Ball bags
• Ball pumps

During your Flag Forever sessions, the t-shirts provided are intended to be worn to differentiate between teams as there are four different coloured shirts. Flag belts are required to be worn on the outside of t-shirts. Further details regarding the flag belts are listed in the Rules section.

Other equipment provided (i.e. balls, cones, bags, etc.) can be used at the discretion of those who are running the program and will be kept at each host facility for use in future years.

Participants should be dressed in an appropriate manner that is conducive to physical activity. T-shirts and shorts should be worn; sweaters and athletic pants may also be worn dependant on the weather. Proper footwear, including running shoes or cleats, should be worn during play to help ensure player safety.
FLAG FOREVER RULES

1. Duration of Play
   1.1 Length of games can vary and is flexible to club needs.
   1.2 As a guide, length of games can consist of:
      • Two 7-minute halves with a 1-minute break
      • Two 10-minute halves with a 2-minute break
      • Two 15-minute halves with a 3-minute break
   1.3 A half cannot end on a penalty. If a penalty is signalled when time expires for the half, the team awarded the penalty will be entitled to the awarded free pass/tap and go. The game will continue until the next stoppage in play.

2. Number of Players
   2.1 Standard number of players is two teams each containing seven players. However, this number may be varied up or down (e.g. five to eight players per side) depending on the number of available players and the size of the field space.

3. Substitutions
   3.1 Unlimited substitutions are allowed, but only when play is stopped.
   3.2 Substituted players may return to the field of play.

4. Referees
   4.1 All games must have a referee.
   4.2 The referee must have a whistle.
   4.3 The referee will shout ‘FLAG #1 PASS!’ when a player has been flagged and ‘TURNOVER’ after the 6th flag (or agreed upon number).
   4.4 The referee will begin each half with a whistle.

5. Flag Belt
   5.1 Each player must wear a flag belt that consists of two flags that are attached by Velcro.
   5.2 Flag belts must be fastened properly with any excess belt safely tucked away.
   5.3 The flags must be located on each hip. If flags move to the front or back of a player’s body, the flags must be readjusted so a flag is located on each hip.
   5.4 Flags must be available and unobstructed at all times. Shirts should be tucked into shorts to ensure flags are available to be pulled.

6. Attackers
   6.1 A player who does not have both flags must not impact the play. A penalty is awarded to the non-offending team if this occurs.
   6.2 Ball carrier must pass the ball within 3 seconds/3 steps after being flagged. If a player does not pass the ball within 3 seconds/3 steps once flagged, a penalty will be incurred and the non-offending team will receive a free pass/tap and go.
   6.3 The attacker who has been flagged can only rejoin the play once he/she has retrieved and reattached his/her flag.
6.4 Once an attacker has been flagged the referee will shout ‘FLAG #! PASS!’ and play continues.
6.5 If a player enters the in-goal area after being flagged, they must return to the field play before passing the ball to initiate the next play.
6.6 A free pass/tap and go is awarded to the defending side after the 6th flag (or agreed upon number) of the attacking side.

7. **Defenders**
7.1 A defender can only remove a flag from an attacker who is currently in possession of the ball.
7.2 When a defender removes the flag of an attacker, the defender will shout ‘FLAG’, refrain from moving, hold the removed flag in the air and wait for the flagged attacker to retrieve his/her flag.
7.3 The defender who has removed the flag of an attacker must not move or rejoin the play until the flag has been returned to the flagged attacker in a sportsmanlike manner. If the defender throws the flag on the ground without returning it to the attacker a penalty will be awarded for the non-offending team resulting in a free pass/tap and go.

8. **Starting Play**
8.1 Play begins with a free pass/tap and go at centre at the beginning of each half and after each try has been awarded.
8.2 A coin toss will be held prior to the game to decide which team will start with the ball. The team who wins the coin toss will have possession of the ball to start. The other team will have possession of the ball to begin the second half.
8.3 Teams will change ends after half time.
8.4 After a try has been scored, the team that did not score the try will have possession of the ball to restart the game.
8.5 Once a try has been scored, the team that did not score the try will have 30 seconds to get to half and restart play. If after 30 seconds the defending team is not set, but the referee has shouted ‘PLAY’ then the attacking team is allowed to start.

9. **Free Pass/Tap and Go**
9.1 Starts game and half at centre.
9.2 Starts the play and resets the flag count at zero.
9.3 Restart after a try has been scored by the non-scoring team at centre.
9.4 Restart from a penalty at referee’s mark by the non-offending team.
9.5 Restart from ball into touch. Free pass/tap and go occurs at touchline where the ball went into touch by the non-offending team.

9.6 Occurs when the attacking side loses possession after the 6th flag (or agreed upon number).

9.7 The defending team must retire 5m back from the mark where the free pass/tap will take place or to the goal line if the free pass/tap is to be taken within 5m of the goal line.

9.8 Defending team can only move once the ball has left the hands of the person performing the free pass or once the ball has been tapped with a foot through the mark.

9.9 The player taking the free pass cannot run with the ball. The player must pass the ball without moving forward.

9.10 The player who is receiving the free pass must be within 2m of the player who took the free pass.

9.11 If a player chooses to perform a ‘tap and go’, he/she will tap the ball on the ground through the referee’s mark and then may pick the ball up and begin to run.

9.12 Referee will shout ‘PLAY’ to begin a free pass/tap and go. Players must wait until this occurs before passing or tapping the ball.

10. Passing

10.1 A pass must go backwards or lateral.

10.2 Hand-offs are not permitted. If this occurs a free pass/free tap will be awarded to the nonoffending team.

10.3 If a pass goes forward a free pass/tap and go will be awarded to the non-offending team.

10.4 If the ball is passed and a knock on occurs a free pass/tap and go will be awarded to the non-offending team. Advantage can be played if the non-offending team retrieves the ball from a knock on.

11. Knock On

11.1 Occurs when the ball goes forward off of a player towards the opponents’ try line and hits the ground, touches another player or the referee. The non-offending team will be awarded a penalty if the offending team touches the knocked on ball or an advantage will be played if the non-offending team takes possession of the ball.

12. Offside

12.1 The offside line is an imaginary line through the ball that is parallel with the goal line.

12.2 Offside only occurs at the time in which a FLAG occurs and at the start of play from a free pass/tap and go.

12.3 When an individual has been flagged, all members of the defending team must be behind the offside line. Any defending players who are ahead of the flagged player must retreat back towards their own goal line until the defender(s) cross the offside line.

12.4 If a player who is in an offside position interferes with the play, the non-offending team is awarded a free pass/tap and go.
13. **Obstruction**

13.1 If a ball carrier runs behind one of his/her players and it impedes the defender(s) from getting to the ball carrier’s flag, an obstruction will be called which will result in a free pass/tap and go for the non-offending team.

13.2 If a ball carrier runs behind one of his/her players and it does not impede the defender(s) from getting to the ball carrier’s flag, an obstruction does not need to be called.

14. **Advantage**

14.1 An advantage occurs when an infringement takes place by one team and the opposing team may be able benefit from the infringement that occurred.

14.2 Advantage can be played if an offense occurs, such as a knock on or forward pass, but the ball is picked up by the non-offending team. Play will continue and the non-offending team’s flag count starts at zero.

14.3 Should be played as often as possible to allow the game to flow.

14.4 The referee should shout “ADVANTAGE. PLAY ON” if an advantage is deemed by the referee.

14.5 If no advantages occurs within a reasonable time period, play will restart with a penalty for the non-offending team.

15. **Kicking**

15.1 Kicking is not permitted. However, players may tap the ball with their foot when they receive a free pass therefore performing a tap and go.

16. **Scoring a Try**

16.1 A try is worth 1 point.

16.2 A try is scored when the ball carrier places the ball on or behind the opponent’s goal line using downward pressure.

16.3 Ball carrier must remain on his/her feet while scoring a try. Diving is not permitted.

16.4 As soon as the ball carrier has crossed the goal line he/she must touch the ball down with little to no hesitation.

16.5 The ball carrier is allowed one step after being flagged to score the try.

16.6 If a player is flagged in the in-goal area prior to grounding the ball, the flag shall count and the player shall return to the field of play to initiate the next phase of play.
17. **Ball Goes to Ground**

17.1 If the ball goes to ground while moving backward, any player can pick up the ball and continue with play.

17.2 If the ball goes to ground while moving forward, the non-offending team may pick the ball up and continue with play having been awarded advantage.

17.3 If the ball goes to ground while moving forward and the offending team picks the ball up, a penalty will be awarded to the non-offending team resulting in a free pass/tap and go.

18. **The Scrum**

18.1 Scrums will not be performed.

19. **The Lineout**

19.1 Lineouts will not be performed.

20. **Ruck/Maul**

20.1 Rucks and mauls will not be performed.

21. **Fair Play**

21.1 All participants must play games in a manner that follows the principles of the game which include: integrity, passion, solidarity, discipline and respect.

21.2 A referee may send a player from the playing area in instances that negatively impact the principles of the game. Instances may include verbal abuse, physical abuse, unsportsmanship like behaviour.

21.3 There must not be intentional physical contact between players.

22. **Prohibited Play**

22.1 Players must not make intentional contact with an opponent.

22.2 No tackling.

22.3 Fending off an opponent. The ball carrier must not use their hands or the ball to shield their flags.

22.4 A player must not spin to shield his/her flags.

22.5 A ball carrier is not permitted to use his/her hand or ball against an opposing player’s face or body.

22.6 Players are not permitted to dive or intentionally go to ground.

22.7 No ripping of the ball.

22.8 Prohibited play will result in a penalty for the non-offending team. If prohibited play is performed with malicious intent, the referee has the right to ask the person committing the infraction to leave the field of play.

22.9 A free pass/tap and go will be awarded to the non-offending team 5m from the goal line if an infringement takes place in the in goal area or a ball goes into touch in goal.
FACILITY REQUIREMENTS

Each hosting facility must meet facility requirements that will be listed below, which will ensure a safe playing area for those participating in the Flag Forever program.

The surface of the playing area must be safe to play on at all times. If the program is being run outdoors, the surface should be grass, but may also be sand, snow or turf. The dimensions of the playing area would preferably be 100m in length and a maximum of 70m in width. However, the playing area may be smaller as long as there is enough room for players to move and run safely without worry of collision.

The playing area should be lined to clearly mark the playing enclosure. Markings can be done using painted field lines. Cones can also be used to mark the playing enclosure depending on facility location and resources. The playing area should be reviewed prior to each use to confirm there are no foreign objects on the field (e.g. broken glass) that could jeopardize the safety of those participating.

VOLUNTEER ENGAGEMENT STRATEGY

The volunteers within our rugby Clubs are incredibly vital. Recruiting and retaining your volunteers is the key to your Club being successful in the future. As a Club, you must develop practices to support your volunteer base. Clubs should work towards having a volunteer plan that is innovative and flexible so they can meet the needs and expectations of their Club’s volunteers.

Volunteer management is a cycle that involves recruiting volunteers into your Club, looking after them while they fulfil their duties, and then planning for when they leave.

- Recruitment - the process of attracting new volunteers to your Club.
- Selection/Screening - making sure you appoint the best person for the best position.
- Orientation - once a volunteer has been appointed, making sure they settle in, feel well informed and valued.
- Training/Development - ensuring your volunteers have the knowledge and skills to perform their volunteer roles to the best of their ability.
- Recognition & Retention - making sure your volunteers know that the work they are doing is appreciated and valued.

RECRUITMENT

To assist to attract new volunteers to your Club, some helpful points are:

- Appoint a Volunteer Coordinator
- Determine exactly how many volunteers you need and when you need them
- Decide when and where to recruit
- Only recruit volunteers when you need them
- Have a ‘sales pitch’ on the benefits of volunteering
- Emphasize the rewards you provide to potential volunteers
- Identify any potential barriers to volunteering
- Offer to cover costs, provide free or subsidized Club membership
• Split jobs into smaller pieces, so no one person is asked to do too much
• Make roles and responsibilities clear so people know what they are being asked to do
• Advertise in the wider community (e.g. local media, community centers, shopping malls)
• Approach local high schools (many require their students to complete community service hours)
• Approach Universities/Colleges (many students require placement hours for their degrees)
• Approach Community Groups (Legion, Rotary, YMCA/YWCA, Senior Citizen Groups)
• Have a volunteer table at registration day or pre-season events
• Recruit face-to-face – meet people, talk with them, make them feel comfortable

SELECTION & SCREENING

Ensure your Club has specific position descriptions to effectively match potential volunteer skill sets with position requirements.

This also allows volunteers to see what various roles and responsibilities entail, so they are comfortable in knowing what they are capable of and required to do.

You also need to screen your volunteers to assess their suitability, from both the perspectives of being involved and also which role best suits their skills.

Being Involved:
• Ensure your legal screening requirements are met (e.g. police reference check, vulnerable sector screening)
• Check for any involvement they may have had with previous Clubs and if so why they left that Club
• What are their motivations for wanting to volunteer (e.g. their children are involved, recently retired, etc.)?

Suitability:
• Who has an outgoing personality (i.e. well-suited upfront dealing with people)?
• Who is quieter (i.e. better behind the scenes, doing the paperwork)?
• Can you match any professional qualifications to the Club's needs (e.g. an accountant as the Treasurer)?
• What do they want to do, what do they enjoy most?
ORIENTATION

VOLUNTEER ORIENTATION CHECKLIST

This checklist is designed to assist your Club with some basic information for the orientation of new volunteers to the Club.

<table>
<thead>
<tr>
<th>√YES</th>
<th>√NO</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>The Rugby Club’s Goals &amp; Directions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction to the President and other Committee Members</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction to other volunteers, Club members</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tour of Club facilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Information on Insurance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Information on Health and Safety Procedures</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact details of Club members</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Copy of Club Documents (e.g. History, most recent Annual Report, Policies, Code of Conduct)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Position description for the volunteer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parking</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Toilets</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coffee/tea facilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Incident and first aid reports</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Process for reimbursement of expenses – if applicable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Financial procedures</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grievance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Improvement form – “How can we make things better?”</td>
</tr>
</tbody>
</table>

TRAINING & DEVELOPMENT

Providing your volunteers with the opportunity to participate in training and personal development opportunities can:
- Assist them to do a better job
- Increase the satisfaction they get out of their role
- Provide them with skills they can use in other facets of their lives
RECOGNITION & RETENTION

Once, you have accepted a volunteer into your Club, it is important to identify the best courses of action to keep them engaged and wanting to come back next season.

<table>
<thead>
<tr>
<th>KEYS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TIMING</td>
<td>Try to recognize efforts ASAP</td>
</tr>
<tr>
<td>PERSONAL</td>
<td>Make it individual</td>
</tr>
<tr>
<td>INCLUSIVE</td>
<td>Recognize everyone, not just some</td>
</tr>
<tr>
<td>ENTHUSIASM</td>
<td>Enthusiasm breeds enthusiasm</td>
</tr>
<tr>
<td>SINCERITY</td>
<td>Mean what you say</td>
</tr>
</tbody>
</table>

*Information regarding the Volunteer Engagement Strategy was taken from the 2014 Rugby Ontario Resource Manual which can be found through the following link:

SAFETY/RISK MANAGEMENT POLICY

OVERVIEW

The Rugby Ontario Governance and Program Administration Manuals both contain significant sections dedicated to Risk Management. It is the responsibility of Clubs to ensure they are aware of and abiding by the contents of these Manuals.

These Manuals are available on the Rugby Ontario website at:

Although included in these Manuals, information relating to the following areas is also included below:
- Insurance
- Critical Incident Procedure
- Emergency Action Plan
- Child Protection Policy
- Vulnerable Sector Screening

Rugby Canada also has a section on their website dedicated to Risk Management. It is available through the following link:
http://www.rugbycanada.ca/leagues/custom_page.cfm?clientid=3817&leagueid=0&pageid=4979
INSURANCE

Rugby Canada has a National Insurance Scheme that provides all Rugby Clubs and their members who are registered with Rugby Canada with the following coverage:
• Sport Accident Insurance
• Sports Liability Insurance
• Directors & Officers Insurance
• Travel Coverage whilst on sanctioned Tours

The link to the Rugby Ontario website with further specific information on this Insurance Policy is: http://www.rugbyontario.com/en-us/clubinformation/insurance.aspx

The link to the Rugby Canada website with general information on Insurance is: http://www.rugbycanada.ca/leagues/custom_page.cfm?clientid=3817&leagueid=0&pageid=4468

CRITICAL INCIDENT PROTOCOL (CPP)

A Critical Incident Protocol (CPP) is designed to assist Club staff, players, coaches, management and volunteers in providing direction of how to proceed in the event of a critical incident.

A critical incident is an event that can result in:
 a) serious injury or harm to an individual or group or individuals; or
 b) significant property, financial or environmental damage or loss

Rugby Ontario has a Critical Incident Protocol that may be beneficial for all Clubs to adopt.

It can be downloaded from the Forms page of the Rugby Ontario website at:

EMERGENCY ACTION PLAN (EAP)

To be prepared in the event of serious injuries, every Club must establish an Emergency Action Plan (EAP), which should be implemented at games, practices and other events at their home field location and/or practice facility (e.g. a High School Gym for winter training). The EAP requires the appointment of three (3) individuals to specific roles, which they would assume in the event of a medical emergency. The EAP should be rehearsed at various times throughout the season:

Charge Person
• The most qualified person available with training in emergency control, first aid or the Rugby Canada Safety Guidelines
• Familiarizes themselves with the facilities emergency equipment
• Takes control of an emergency situation until a medical authority arrives
• Assesses severity of an injury
Call Person (Own Communication Equipment)

- Makes call for emergency assistance
- Knows location of emergency telephones in every facility
- Has a list of emergency telephone numbers
- Knows the best direction to the facility
- Knows the best route in and out of the facility for ambulance crew
- Communicates with the Charge Person & Control Person

Control Person

- Controls crowd and other players and keeps them away from the Charge Person and Injured Player
- Ensures proper room to work for the Charge Person and ambulance crew
- Discusses EAP with the Facilities staff, officials and opponents
- Ensures that the route for the ambulance crew is clear and available
- Seeks highly trained medical personnel (i.e. MD, Nurse) if requested by the Charge Person

During a game, practice or other sporting event, it should always be clear as to who the above three (3) individuals are. (They could be wearing ID or have a certain colour uniform etc.).

Please note it is a requirement for a Club to have an Emergency Action Plan in place to join or retain their membership with Rugby Ontario.

CHILD PROTECTION POLICY (CPP)

Rugby Ontario has dedicated sections in its Program Administration Manual related to Child Protection Policy and Procedure.

Additionally, all Rugby Ontario Clubs are required to implement the Child Protection Policy Procedures Manual.

It is requirement of Rugby Ontario Club Membership for Clubs running age-grade programs to appoint a Child Protection Officer.

The relevant link is:

http://www.rugbyontario.com/LinkClick.aspx?fileticket=TdlvAvn44A4%3d&tabid=14578&language=en-US
VULNERABLE SECTOR SCREENING (VSS)

Vulnerable Sector Screening is included as part of the Rugby Ontario Child Protection Policy and Procedures.

The relevant policy section states:

All persons who are registered with Rugby Canada, and whose role places them in a position of authority, or involves regular supervisory contact with children, to complete and submit a copy of an approved police records check for vulnerable sector screening to their Club or other constituent association. This policy applies to the following identified roles, at all levels of play and administration, involving children in rugby in the Province of Ontario;

a) child protection officers;

b) referees;

c) coaches and assistant coaches;

d) executive officials and administrators;

e) trainers, physiotherapy and athletic therapists.

Police Record Check forms are generally available at your nearest Police Services Station. Upon completion, and submission of the form in person to the police, you may also be asked to provide identification so that the personal details you provide can be verified.

*Information regarding the Safety/Risk Management Policy was taken from the 2014 Rugby Ontario Resource Manual which can be found through the following link:

Rugby Ontario
201-111 Railside Road
Toronto, ON
M3A 1B2

Phone: (647) 560-4790
Fax: (647) 560-4790

www.rugbyontario.com

Funded by the Government of Ontario and the Government of Canada