



MEMBERSHIP POLICY (Excerpt from Rugby Ontario Operations Manual)

2.0 Membership, Registration, Transfers & Tour Sanctioning

2.1 New Members

Policy:

2.1.1 To be considered for membership, clubs and other organized rugby groups must meet the admission requirements specified in section 2.2 of the By-Laws.

2.1.2 Applications will be considered by the Board at the next scheduled Board meeting, provided that they are complete.

Procedures:

2.1.3 Applicants must submit a written application to the RO Office addressing the admission requirements using the [New Club Membership Application Form](#).

2.1.4 The applicant will receive an approval or a request for any additional information required to fully complete the application.

2.2 Annual Membership Renewal

Policy:

2.2.1 Clubs and other rugby organizations which have been accepted as Members must re-apply for Membership annually.

2.2.2 Renewal applications received in the RO Office after the specified deadline will be returned and the rugby organization must apply as a new member.

Procedures:

2.2.3 Submission of a completed Club Membership Renewal Application to the RO Office by no later than the date specified by the RO Office.

2.2.4 The applicant will receive an approval or a request for any additional information required to fully complete the application.



2.3 Registration of Participants

Policy:

2.3.1 An individual must [register with Rugby Ontario/Rugby Canada](#) in one or more of the specified categories and player sub-categories indicated in 2.3.9 and in accordance with specified procedures prior to participating in any rugby program under the jurisdiction of Rugby Ontario/Rugby Canada.

2.3.2 Individuals are registered only after their registration and any required payment has been validated in [Rugby Canada's registration system](#).

2.3.3 As per Section 1.4, all registrants must abide by all the Policies and Procedures indicated in this Manual.

2.3.4 All registrants must abide by the [Rugby Ontario Registrants Code of Conduct](#) and the specific Code of Conduct below relevant to their registration category

- (i) [Athlete](#)
- (ii) [Coach or Manager](#)
- (iii) [Match Official](#)

2.3.5 An individual must not be a registered with more than one Member at any given time.

2.3.6 Non-compliance with any policies or procedures will result in penalties being applied to the individual and Member involved - refer to *Schedule of Sanctions*, in Appendix A.

2.3.7 A refund for any Rugby Canada or Rugby Ontario registration fees will be granted in accordance with the [Rugby Canada and Rugby Ontario Refund Policy](#).

2.3.8 An individual deemed to be not in good standing from a previous registration period (refer 2.3.13) is ineligible to register for the current registration period.

Procedures:

2.3.9 Further to Policy 2.3.1, the specified categories and player sub-categories are:

- (i) **Categories (8):** Player, Coach, Match Official, Board Member, Medical Staff, Volunteer, Team Manager/Administrator, Social.
- (ii) **Player Sub-categories (10):** Senior, Junior, Junior (Intro to contact), Minor (Touch or Flag), Minor (Intro to contact), Temporary, 48 hour, Masters, Non-contact (Touch or Flag), University/Collegiate.



2.3.10 Evidence of medical insurance is required for non-Canadian citizens. The registrant must provide such evidence to their Member upon registration.

2.3.11 Upon request, copies of birth certificates, passports or other evidence acceptable to Rugby Ontario as proof of age or citizenship must accompany all registrations. The burden of proof of age or citizenship rests with the registrant.

2.3.12 Individuals must not register through Rugby Canada's registration system for the upcoming season before a date specified by Rugby Canada.

2.3.13 Unless otherwise specified, an individual's registration is effective from the date that the registration becomes valid until the April 30th of the following year.

2.3.14 Applications for a refund of registration fees must be undertaken through the individual's registrant account.

2.3.15 Each Member shall annually, in accordance with directions from the RO office, provide a list of any registrants not in good standing.

2.4 Transfers & Loans

Policy:

2.4.1 Unless on loan, a player or coach who is registered with a Member under the jurisdiction of Rugby Ontario must not join or participate in the playing or technical activities of another Member in Canada during the current registration period without the written permission of both the Member and the RO Office.

2.4.2 A player seeking a transfer to or from another National Union must do so in accordance with World Rugby regulations, which requires the written approval of that National Union and Rugby Canada.

2.4.3 Unless on loan, any player who transfers from a Member is ineligible to participate in the playing or technical activities of that Member again for a minimum of 60 days after the transfer has been approved.

2.4.4 A transfer request will only be approved by Rugby Ontario if the Member confirms that the registrant is in good standing. A Member may only deny a transfer request if the registrant is not in good standing or if a written agreement exists between the Member and the registrant in addition to the Rugby Canada registration system. If the Member does not respond within seven (7) days of receiving the request, it will be automatically approved by Rugby Ontario.



2.4.5 A registrant will be permitted to play for another Member in a Province other than Ontario **on loan** provided they follow the requirements indicated in Procedure 2.4.12.

2.4.6 An individual registered with a Member in another Province will be permitted to play for an Ontario Member **on loan** provided that approval is given by both Rugby Ontario and the registrant's Provincial rugby union and they follow the requirements indicated in Procedure 2.4.13.

2.4.7 A registrant will be permitted to play for another Member in Ontario **on loan** subject to the requirements indicated in Procedure 2.4.13.

2.4.8 Non-compliance with the above policies will result in penalties being applied to the individual and Member involved - refer to *Schedule of Sanctions*, in Appendix A.

2.4.9 Notwithstanding the policy in 2.3.5 and 2.4.1, a registrant of one Member may, without the need for a loan or transfer, participate in Under 12, Under 14, recreational non-contact rugby activities or Masters matches for another Member.

2.4.10 (i) Notwithstanding the policy in 2.3.5 and 2.4.1, a registrant of one Member may, without the need for a loan or transfer, participate with another Member in a division of a 7s Tournament if the Member with whom they are registered is not participating in that division or in a conflicting competition on that day.

(ii) In all instances in 2.4.10 (i) above, the Member with whom the player is registered must be notified in writing by the Member with whom the player is not registered of the intention of the player to participate in the relevant 7s tournament. Such notification must be provided no later than 7 days prior to the commencement of the 7s tournament.

Procedures:

2.4.11 For international transfers, the transferring player must submit a completed [World Rugby Clearance form](#) to their Member club for confirmation that the player is in good standing with the Member and submission to the RO Office. The RO Office will initiate the *Declaration of Current Union* section of this form and submit to Rugby Canada for further processing in accordance with its established procedures. The Clearance does not take effect until the player's registration has been inactivated in Rugby Canada's registration system.

2.4.12 For inter-provincial transfers, the requesting Member initiates the process using Rugby Canada's registration system to notify the home Member's President, the Branch Union President and RO Office that a transfer has been requested.



2.4.13 A registrant will be permitted to play for another Member in a Province other than Ontario **on loan** provided that:

- (i) That Province's Rugby Union gives its approval to Rugby Ontario.
- (ii) The receiving Member does not participate in a League/Cup that includes Ontario based clubs.
- (iii) The registrant receives written approval from both their Rugby Ontario Member and the Member of destination
- (iv) The registrant is in good standing with their Rugby Ontario Member, Rugby Ontario and Rugby Canada
- (v) The registrant pays any fees or dues required by the Province and Member of destination
- (vi) The period of the loan does not exceed 30 days

2.4.14 A registrant will be permitted to play for a Member in Ontario **on loan** provided that:

- (i) The registrant cannot participate in a League/Cup/Competition in which both the Member of destination and the Member of origin participate
- (ii) The registrant receives written approval from both Members
- (iii) The registrant is in good standing with their Member of origin, Rugby Ontario & Rugby Canada
- (iv) The registrant pays any fees or dues required by the Member of destination
- (v) Players on loan are not permitted to play in RO Senior League or Cup 1st teams, (i.e. Marshall, OWL, McCormick Cup, Intermediate Cup, Fall Cup, Gee Gage Cup) or Junior Provincial Championships.
- (vi) Where the Member participates in a league under the jurisdiction of another Province, approval is received from that Province
- (vii) Branch Unions may apply on an annual basis to Rugby Ontario for an exception to this policy for a match(s) under their jurisdiction.
- (viii) The period of the loan does not exceed 30 days
- (ix) The loan is submitted using the Rugby Ontario Player Loan Application Form
- (x) The loan may be terminated at any time by the mutual written agreement of the registrant, Member of origin and Member of destination.

2.4.15 Any request for a transfer or loan must be submitted to the Rugby Ontario office a minimum of 7 days prior to when the player wishes to participate in any rugby related activities with the Member of destination.

2.5 Tour Sanctioning

Outgoing Tours

Policy:

2.5.1 Any tour outside of Canada must be sanctioned by Rugby Ontario and Rugby Canada.



Procedures:

2.5.2 Any Member seeking to undertake a tour outside of Canada must complete the [Rugby Canada Tour Sanctioning process](#). The application must include details of liability insurance, out-of-country medical insurance coverage, together with payment of any Rugby Canada and Rugby Ontario administration fees.

2.5.3 The completed submission must be received within the timelines indicated otherwise a late submission penalty will may be applied - refer to *Schedule of Sanctions* in Appendix A.

Incoming Tours

Policy:

2.5.4 Any incoming tour to Ontario must be sanctioned by Rugby Ontario and Rugby Canada.

Procedures:

2.5.5 Any school/club seeking to undertake a tour into Ontario must complete [Rugby Canada Tour Sanctioning Process](#). The application must include the full roster of all those traveling, details of liability insurance, out-of-country medical insurance coverage, together with payment of any Rugby Canada and Rugby Ontario administration fees.

2.5.6 The completed submission must be received within the timelines indicated otherwise a late submission penalty will be applied - refer *Schedule of Sanctions Guidelines* in Appendix A.

Approved by the Rugby Ontario Board of Directors February 9, 2020