



Brock RFC Inc.

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2 Board Meeting:

1. The board meeting dates will be decided in advance and we will stick to them, unless there is a major conflict. Not everyone can make every meeting. Meetings will be held in Jan, Feb, Mar, April, May, June, Sept, Oct with an AGM in November.
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 1.5 hours or less. 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 another organization.
 - c. Any decision that involves finances outside the established budget.
5. If an issue, concept etc. is raised at a board meeting without backup material, it will be referred to a board member for investigation and voted on at the next meeting.
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. All matters for follow up with be added to the action item list.
9. All information discussed at the board meetings, decisions (until added to the policy register), comments etc. are confidential unless otherwise specifically discussed and agreed to by the board.
10. An agenda will be circulated at least 7 days prior to the board meeting. Any agenda item that is not sent to the secretary by the deadline will be considered low priority and only discussed if time permits. If the item requires a policy change or approval by the board, a backup document must be provided to the secretary by the deadline outlining the proposed change or new policy and the reasoning behind the change or new policy.
11. All members will provide an update (to the President) on outstanding assigned action items at least 2 weeks prior to the target completion date.

Approved at executive meeting Jan 17th, 2024.

3 Clothing/Kit Manager:

Job Description:

This person will be required to order, distribute, and maintain all the items needed for our teams of the Brock Rugby Club. This will include the following:

- Shorts
- Socks
- Pinnies
- T-shirts
- Coaching apparel
- Speciality items (i.e. cups, etc.)

This will not require or include designing items. We will continue with our current designs and companies unless there is a need or want to change and at that time a proposal can be brought to the board for approval.

All payment will be made by the Treasurer to the companies directly. Invoices will be forwarded to the treasurer.

This position will also include the selling, collecting, and tracking of monies along with keeping current inventory records.

NOTE: It will not be necessary for the manager to attend all practices as other members will assist with selling kit and collecting money (such as other board members, coaches). A couple of meetings with players before practices should be sufficient.

This position will NOT include the online store orders. Those orders are done directly through our supplier. However, this person will have consultation about items that are available on the online store and may be asked to help with distribution of online orders.

All current suppliers, costs, and inventory details will be shared along with past order amounts.

Approved at executive meeting Sept 19th, 2023.

4 Coaches Responsibilities:

- a. To provide a current Police Check before the start of the season.
- b. To read, agree to abide by and sign off on the Coaches Code of Conduct. An e-mail acknowledgement will be accepted.
- c. To register with Rugby Canada and keep the registration current.

Costs for the police check and RC registration will be covered by the club.

Approved at the AGM on March 4, 2019.

5 Coaches Code of Conduct:

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.

- 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 Brock Rugby athletes or other 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 Brock Rugby junior team (cost covered by Brock Rugby).
- Insure guest coaches are not left alone with players unless a police background check has been provided

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

Date: _____

Position: _____

Name: _____

Signature: _____

Approved at the AGM on March 4, 2019.

7 Coaches/Referees Registration and Insurance:

The RO/RC and insurance registration costs for two (2) coach per team per year will be covered by the club. The coach will submit the registration receipt to the treasurer for re-imburement. If more than two people registers as a coaches for a single team, the co-coaches can jointly determine to split the re-imburement.

The RO/RC and insurance costs for a club referee will be covered by the club, up to 3 club referees per year. The referee will submit the registration receipt to the treasurer for re-imburement.

Approved at executive meeting March 16th, 2022.

8 Director of Game:

- This will be a board position.
- Attend 1 Toronto Rugby or Rugby Ontario senior fixtures meeting and 1 Toronto Rugby or Rugby Ontario junior fixtures meeting (in person or remotely)
- Determine the teams to be entered into league play based on registrations, availability of coaches and green space.
- Assign and/or designate coaches for the teams in league play.
- Create the practice schedule in consultation with the coaches and field manager, using all available green space resources to reduce the traffic on the club field when possible.
- Work with the coaches and RO and/or TR on specific schedule requests such as but not limited to alumni day, festivals etc.
- Create a club “game schedule”, post at the club, make available to be posted on line and distribute to all coaches.
- Update the coaches on upcoming events, additional tournaments (such as the 7’s series int the fall) and enter teams into these events as required.
- Communicate all home and away Senior men’s games and all home games, festivals with the AT.
- Solicit volunteers to operate the scoreboard for home games. This will be assisted by other members of the club, board etc.
- Organize, distribute and collect the coaches equipment at the beginning and end of the seasons (cones, balls).
- Distribute the team kit (jerseys) to the coaches at the beginning of the season. IT IS NOT the game director’s responsibility to handle the team jerseys on a week to week basis.

Approval at executive meeting Sept 19th, 2023.

9 EMERGENCY ACTION PLAN

Facility Address:

- 1205 Regional Road #13, Sunderland, ON, L0C 1H0
- Be sure to mention the second driveway with the Brock Rugby Club sign

For all events, the following people must be designated with their responsibilities.

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

- 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.

10 Financial:

a. Funds to be deposited into the bank account. Floats provided for concession purchases. No changes required to by laws at is already states same.

b. Any cash taken from the concession stand to be marked in the book and accounted for in the profit/loss statement. Only the treasurer or person designated by the treasurer is authorized to remove cash from the till and pay invoices.

c. Limits to Spending without Approval:

i). One time purchase of items not for resale, such as grass seed, fertilizer, twice per month (any 30 day period) for someone designated by the treasurer limited to \$500 per purchase. If the amount or the frequency exceeds the limit, approval is required by the Treasurer. Notice to be provided a minimum of 72 hours in advance. If the Treasurer is making the purchase which exceeds the amount or the frequency, approval is required from the President or Vice-President.

ii). One time purchases of items for resale such as kit, shorts, socks etc. once per 30 day period, limited to \$1,500 by the clothing manager. If the amount or frequency exceeds the limit, approval is required by the Treasurer. If the Treasurer is making the purchase, approval is required by the President or Vice President. Notice to be provided a minimum of 72 hours in advance.

iii). One time purchases of items for resale for the concession booth, once per month, limited to \$3,000 provided as a float by the Treasurer (can be cash or cheque). If the amount or frequency exceeds the limit, approval of a majority of the officers is required. Notice to be provided a minimum of 72 hours in advance.

In all cases above (a, b, c) notice and approval can be done by e-mail. As per item 6 in the by laws, if the vote to approve by the officers is a tie, the President shall have a second or casting vote.

Approved at executive meeting Sept 19th, 2023.

d. Treasurer to provide a monthly cash/cash flow report (May, June, July, August) at the end of each month detailing cash at the beginning of the month, cash at the end of the month, total deposits from the concession booth, major expenditures (over the \$1,500 thresh hold) and major receivables (over the thresh hold).

Treasurer to provide a PL report on any specific even such as but not limited to Alumni Day, Christmas Dinner, New Years Event or any other individual event (at the club of otherwise) which falls outside the day to day club routine (games and socials). This report will be due by the board meeting following the event.

Approved at executive meeting Jan 17th, 2024.

11 Medical (on field):

One person (per team) from the coaching management group (defined as coach, assistant coach, manager or designated parent) MUST complete the World Rugby Concussion Management for the General Public Certificate (30 minutes) and the First Aid in Rugby Certificate (2 hours). Current certificates are to be forwarded to the club President. It is strongly recommended that at least one other person (per team) take both courses and forward their certificates to the club president.

For any home dates that consist of more than one game (consecutively) or a festival type tournament, on field medical will be engaged.

The club designated first aid manager will prepare and keep in good standing at least one medical kit meeting the requirements at the club and a travel kit for each team for away games.

Approved at executive meeting March 16th, 2022.

12 Police Check-Validation Period:

Police checks will be valid until the end of the fourth year from the year issued (no matter what date the issuance occurred). As an example, a Police check issued in 2015 will be valid until the end of 2019, regardless of the issuance date in 2015.

Approved by on line executive meeting April 11th, 2019.

The validation period will be (for 2022 ONLY) extended by one year. Any police check from 2017 or later will be deemed valid until the end of 2022.

Approved at executive meeting March 16th, 2022.

13 Proposed Vaccination Policy:

Vaccination for players over 12 is strongly encouraged, but not mandatory. Verifying vaccination status is NOT required for attendance at the facility. It is strongly recommended that all players, coaches and spectators take all normal precautions before attending the facility and during their time at the club and if you have tested positive or are symptomatic, stay home and isolate.

14 Volunteer of the Year (Dale Snoddon Award):

Nominate or request 2-3 volunteers at the beginning of the season (from anyone on the club). This committee to gather/track volunteer activities (with input from club members, coaches, board members etc.) and provide a report and recommendation to the board by the Sept board meeting on a maximum of 3 suitable candidates for the award based on the overall contribution during the year. This contribution to include board activities, coaching, refereeing, organizing activities, help at festivals, running concession and any other activity which contributes to the club. The board to review the report and vote for the recipient of the award. (Only question is whether this should include Flag Activities which are “technically” not part of Brock Rugby Club).

Approved at executive meeting Jan 17th, 2024.