



Brock RFC Inc.

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2 Awards:

Junior (any team U19):

General:

There will be an award for “Back of the Year” and “Forward of the Year” for each junior team. These awards will be determined by the coaching staff and provided to the director of game by August 1st of the playing season. There will be an end of season BBQ (or other get together) for the presentation of these awards. Any awards, gifts etc. will be determined on a yearly basis.

Brock Marshall Memorial-Junior Player of the Year:

In addition to the above awards, there will be an award for the Junior Player of the Year which will be presented to members (both boys and girls) of the most senior junior team described as follows:

“Presented to the Junior player who shows heart and determination in all aspects of the game”.

These awards will come with bursary of \$250 each from the club.

Senior:

The following awards will be presented on an annual basis and determined by the coaching staff in consultation with team members. The awards will be presented at the Christmas dinner. There will be an award for each of the Senior Men’s 1st and 2nd teams. All names will be entered into the existing plaques. There will be a separate plaque for the women using the same Award names, until such time as new names are determined.

Back of the Year (Bob Barrow Award):

Presented to the Back Player who shows intensity, high skill level and dedication to the Brock Rugby Club.

Forward of the Year (Mark Pinguet Award):

Presented to the Forward Player who shows intensity, high skill level and dedication to the Brock Rugby Club.

Most Improved (Kevin Bagshaw Award):

Presented to the player who demonstrates the most skill development and improvement on a consistent basis through hard work and determination.

Rookie of the Year Award:

Dale “Chappy” Snoddon:

Presented to the Club Member who dedicates their time and hard work to all aspects of the Brock Rugby Club.

This award will be determined by the following:

Nominate or request 2-3 volunteers at the beginning of the season (from anyone on the club). This committee will 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 will review the report and vote for the recipient of the award.

Coach of the Year:

Nomination and Selection:

1. Nominations provided by players, parents, coaches, and executive members who complete a form (preferably online). A committee selected before the season evaluates the nominations and chooses the award winner.
2. A committee is selected before the season, and they choose the award winner based on observation and/or feedback during the season

Sample Criteria to be included in the Nominee Form:

To qualify for consideration a coach should exhibit some or all the following:

- Knowledge of the game (rules, systems, coaching philosophy).
- Rapport with the team (respect of the players).
- Team image (team conduct, style of play, performance).
- Conduct on the field (positive behavior).
- Rapport with other coaches (cooperative, considerate).
- Rapport with officials.
- Relationship with parents.
- Respects everyone who is involved with the game and demonstrates good sportsmanship.
- Provides complete development for their athletes.
- Positive Coaching Role Model on and off the field.
- Continues to learn through Coach Education opportunities.
- Demonstrates improvement in their athlete's performance over the course of a season.

Eligibility Criteria:

- To be eligible the nominee must:
 - Be actively coaching a team (head or assistant role) who is participating in the current season

Approved at executive meeting Oct 16th, 2024.

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 will 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
- Specialty 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:

- To provide a current Police Check before the start of the season.
- To read, agree to abide by and sign off on the Coaches Code of Conduct. An e-mail acknowledgement will be accepted.
- To register with Rugby Canada and keep the registration current.
- To take the Level 1 coaching course. Course can be taken in the year in which the person starts coaching. It does not have to be before the start of the season.
- Fill out and submit (to the Director of Game) a coaching application in 2024 or the first year coaching (which ever comes first) before the start of the season. Coaching applications will not expire unless there is a gap of at least one season, in which case a new application must be submitted. Coaches will indicate before the start of the season, their interest and intention to coach as well as their preference on which team they want to work with.
- Participate in the club coaching development plan.
- Take the online courses such as, but not limited to Rugby Ready, Concussion Management for the General Public, Key Factor Analysis, etc. as directed by RC and/or RO and provide the certificates to the Director of Game.
- It is strongly recommended that these are renewed each year, however they will not expire until the 3rd year after they have been taken. Example, take the course in 2024 would have to be retaken in 2026.
- It is also strongly recommended that the On Line Law exam is taken at least every two years.

The Director of Game will submit a list of coaches to the board for approval. The board has the final decision on the assignment of coaches.

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

Approved at the AGM on March 4, 2019. Updated and approved at the executive meeting on Sept 4th, 2024.

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: _____

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-imbusement. If more than two people register as a coaches for a single team, the co-coaches can jointly determine to split the re-imbusement.

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-imbusement.

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.
- 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.
- Secure coaching applications from existing or potential coaches and keep on file. Provide a list of potential coaches to the board for approval and advise coaches once approved.
- Secure all coaching certificates from on line courses and keep on file.
- Sit on and actively participate in the field use committee.
- Create and maintain a master contact list of coaches, track VSS and all other coaching certificates.

Approval at executive meeting Sept 19th, 2023. Updated at executive meeting Sept 4th, 2024.

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 Field Use Committee

Create a field use committee consisting of Field Manager, Director of Game and one other person (suggested Senior Coach) that will be responsible for approval of all field use, set practice start dates and set potential exhibition dates. The committee will balance the needs of the teams, practice times and preseason games while protecting the field with a focus on field use in the spring (April/May). No team may use the field without the approval of the committee. The committee will have the authority under severe conditions to cancel practices and or pre-season games if necessary to protect the field.

The exception to the above policy will be the junior or mini Flag Rugby program which will proceed without committee approval based on the previous season's schedule. Only in extreme conditions will the schedule be adjusted. The committee will have no authority to set practice start dates for offsite facilities.

Approved at Executive Meeting June 5th, 2024

11 Financial:

a. Funds to be deposited into the bank account. Floats provided for concession purchases. No changes required to by laws as it 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 threshold) and major receivables (over the threshold).

Treasurer to provide a PL report on any specific event such as but not limited to Alumni Day, Christmas Dinner, New Years Event or any other individual event (at the club or 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.

12 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.

13 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.

14 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.

Coaching Application Form

Thank you for you interest in seeking a coaching position with Brock RFC. Please complete the form below and return the application to [emailaddress](#)

Name:	
Address:	
Email:	
Telephone:	
Cell:	
First Choice -Team to Coach	
Second Choice - Team to Coach	
Are you applying as a non-parent (yes or no)	

Parent Coach Info

Name of Child:	
Level Child Played Last Year:	

Coaching Certifications: (include rugby as well as other sports)

Year	Level	Course Description

Coaching Experience: (include rugby as well as other sports)

Year Coached	Level	Organization	Role/Title

Coaching Philosophy

Describe your personal coaching philosophy and goals:	
Describe your team philosophy and goals:	
Describe 3 of your strengths as a coach:	
Describe 3 areas that you require further development:	

Coach of the Year Nomination Form

To qualify for consideration a coach should exhibit some or all the following:

- Knowledge of the game (rules, systems, coaching philosophy).
- Rapport with the team (respect of the players).
- Team image (team conduct, style of play, performance).
- Conduct on the field (positive behavior).
- Rapport with other coaches (cooperative, considerate).
- Rapport with officials.
- Relationship with parents.
- Respects everyone who is involved with the game and demonstrates good sportsmanship.
- Provides complete development for their athletes.
- Demonstrates improvement in their athlete's performance over the course of a season.

Requirements to be considered:

- Level 1 certification or higher.
- Be actively coaching a team (head or assistant role) who is participating in the current season.

Your Name: _____

Name of Coach: _____

Team they coached: _____

Please describe why you feel this coach should be considered for the Brock RFC Coach of the Year Award?

Forms must be submitted by Sept 15th to be eligible.

Registered members of Brock Rugby Club (any capacity) only may submit a nomination. Parents of junior players may also submit a nomination form.

Submission in a sealed envelope may be given to any executive member or emailed to:
Check the website for the current email address.

Volunteer of the Year (Chappy) Nomination Form

This award is presented to the club member who dedicates their time and hard work to all aspects of the Brock Rugby Club.

Criteria to be considered:

- Volunteered significant hours to Brock Rugby Club in 2024.
- Contributed to the improvement of the club's culture, atmosphere and/or activities.

Your Name: _____

Name of Volunteer: _____

Areas or Activities the Volunteer Impacted: _____

Please describe why you feel this Volunteer should be considered for the Dale "Chappy" Snoddon Award:

Forms must be submitted by Sept 15th to be eligible.

Registered members of Brock Rugby Club (any capacity) only may submit a nomination.

Submission in a sealed envelope may be given to any executive member or emailed to:

Check the website for the current email address.