



Brock RFC Inc.

Policy Register.

1. Index.	Page 1.
2. Awards	Page 2.
3. Board Meeting.	Page 4.
4. Clothing/Kit Manager-Job Description.	Page 5.
5. Coaches Responsibilities.	Page 6.
6. Coaches Code of Conduct.	Page 6.
7. Coaches Sign Off.	Page 7.
8. Coaches/Referees Registration and Insurance.	Page 8.
9. Conflict of Interest.	Page 8.
10. Director of Game-Job Description.	Page 11.
11. Emergency Action Plan.	Page 11.
12. Field Use Committee.	Page 12.
13. Financial.	Page 13.
14. Medical Policy (on and off field).	Page 14.
15. Playing Up.	Page 15.
16. Police Check-Validation Period.	Page 16.
17. Vaccination.	Page 16.
18. Forms:	Page 17
a. Coaching Application	Page 17.
b. Coach of the Year Nomination	Page 19.
c. Volunteer of the Year Nomination	Page 20.

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.

3 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.

4 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.

5 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 (whichever 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, Key Factor Analysis, etc. as directed by RC and/or RO and provide the certificates to the Director of Game.
- One person from the management team (coach, assistant coach or manager) for each team must take the on line Concussion for the General Public and First Aid for the General Public and submit certificates to the Director of Game.
- It is strongly recommended that the balance of courses are renewed each year, however they will not expire until the 3rd year after they have been taken (excepting the 2 courses above). 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.

6 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

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

Date: _____

Position: _____

Name: _____

Signature: _____

8 Coaches/Referees Registration, Insurance and Development Re-Imbursements:

The following costs will be covered for approved coaches upon submission of an expense statement to the Treasurer:

1. Rugby Canada, Rugby Ontario, Brock Rugby and Insurance registration costs.
2. Any Rugby Canada, Rugby Ontario or Brock Rugby coaching development course requirements including but not limited to NCCP Level 1, 2 and 3.
3. Any other coaching development costs, providing they are approved in advance by the board of directors.
4. VSS or other required police check costs.

Costs for coaches will be covered based on the following schedule and using the official RC registration site:

1. Up to 30 players, 1 head coach and 1 assistant coach.
2. More than 30 players, up to 40 (31-40) 1 head coach and 2 assistant coaches.
3. More than 40 players (41 and over) 1 head coach and 3 assistant coaches.

The RO/RC and insurance costs for club referees will be covered by the club, up to 5 club referees per year upon submission of an expense statement. The club referees are to be approved by the board.

Approved March 16th, 2022. Amended Jan 12th, 2025.

9 Conflict of Interest, Board:

Policy:

All board members agree to read, confirm in writing that the document has been read and abide by all the policies in the conflict of interest policy.

Definition

1.1 A "conflict of interest" is any situation where:

- (a) your personal interests, or
- (b) those of a close friend, family member, business associate, corporation or partnership in which you hold a significant interest, or a person to whom you owe an obligation could influence your decisions and impair your ability to:
 - (i) act in Brock Rugby's best interests, or
 - (ii) represent Brock Rugby fairly, impartially and without bias.

It is important to note that a "conflict of interest" exists if the decision could be, or could appear to be influenced - it is not necessary that influence takes place.

General Duties

2.1 Unless authorized to do so by the Board, or by a person the Board designates, you may not:

- (a) act on behalf of Brock Rugby, or deal with Brock Rugby, in any matter where you are in a conflict of interest or appear to be in a conflict of interest, nor
- (b) use your position, office or affiliation with Brock Rugby to pursue or advance your personal interests or those of a person described in paragraph 1.1(b).

2.2 The "appearance of a conflict of interest" occurs when a reasonably well informed person could have a reasonable perception that you are making decisions on behalf of Brock Rugby that promote your personal interests or those of a person described in paragraph 1.1(b).

2.3 You must immediately disclose a conflict of interest to the Board of Directors either in writing or as recorded at a Board of Directors' meeting. It is important to make the disclosure when the conflict first becomes known. If you do not become aware of the conflict until after a matter is concluded, nevertheless you must still make the disclosure immediately.

2.4 If you are in doubt about whether you are or may be in a conflict of interest, you must request the advice of the Board of Directors or a person the Board designates.

2.5 Unless otherwise directed, you must immediately take steps to resolve the conflict or remove the suspicion that it exists, by:

- Promptly declaring to the Board of Directors any conflict of interest as defined by this policy and asking that such declaration be recorded in the minutes.
- Excusing yourself from the portion of the meeting where the matter giving rise to the conflict of interest is being discussed.
- Refrain from all discussion of the matter giving rise to the conflict of interest, at any meeting of the Board of Directors, or elsewhere.
- Refraining from voting on the matter giving rise to the conflict of interest, at any meeting of the Board of Directors.

More About Avoiding a Conflict of Interest

3.1 You must not:

- (a) use your relationship with Brock Rugby to confer a benefit on a person described in paragraph 1.1(b). This duty does not prevent you or anyone else from conducting business with other people connected with Brock Rugby.
- (b) personally benefit from any business activity involving Brock Rugby except in unique situations, authorized by the Board.
- (c) indirectly benefit from any business activity involving Brock Rugby except in unique situations, authorized by the Board.

3.2 An "indirect benefit" is:

- (a) a benefit derived by a close friend, family member, business associate, or a corporation or partnership in which you hold a significant interest, or
- (b) a benefit which advances or protects your interests although it may not be measurable in money.

Using Brock Rugby Property and Brock Rugby Information:

4.1 You must have authorization from the Board, or from a person the Board designates:

- (a) to use, for personal purposes, property owned by Brock Rugby, or
- (b) to purchase Brock Rugby property unless it is through channels of disposition equally available to the public. Even then you may not purchase the property without authorization if you are involved in some aspect of the sale.

4.2 You may not take personal advantage of an opportunity available to Brock Rugby unless:

- (a) it is clear that Brock Rugby has irrevocably decided against pursuing the opportunity, and
- (b) the opportunity is equally available to members of the public.

4.3 You may not use your position with Brock Rugby to solicit any Brock Rugby stakeholder for a personal business or one operated by a close friend, family member, business associate or a corporation or partnership in which you hold a significant interest. This duty does not prevent you or anyone else from transacting business with other people connected with Brock Rugby.

4.4 "Brock Rugby information" is information that is acquired solely by reason of involvement with Brock Rugby and which Brock Rugby is under an obligation to keep confidential.

4.5 You may use Brock Rugby information only for Brock Rugby purposes.

4.6 You must not use Brock Rugby information for your personal benefit.

4.7 You must protect Brock Rugby information from improper disclosure.

4.8 You must report to the Board, or to a person the Board designates, any incident of abuse of Brock Rugby information.

4.9 You may divulge Brock Rugby information if:

- (a) you are authorized by the Board or by a person designated by the Board to release it, and
- (b) it is to a person who has a lawful right to the information.

4.10 If you are in doubt about whether Brock Rugby information may be released, you must request advice from the Board or from a person the Board designates.

Rules About Gifts

5.1 You may accept a gift made to you because of your involvement in Brock Rugby in the following circumstances:

- (a) the gift has no more than token value.
- (b) it is the normal exchange of hospitality or a customary gesture of courtesy between persons doing business together.
- (c) the exchange is lawful and in accordance with local ethical practice and standards, and
- (d) the gift could not be construed by an impartial observer as a bribe, pay off or improper or illegal payment.

5.2 You may not use Brock Rugby property to make a gift, charitable donation or political contribution to anyone on behalf of Brock Rugby. Any gift must have the authorization of the Board of Directors.

Approved at executive meeting Jan 12th, 2025.

10 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.

11 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.

12 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

13 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.

14 Medical:

a. Pre-Season:

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 Director of Game. It is strongly recommended that at least one other person (per team) take both courses and forward their certificates to the club president. The 2 courses above must be renewed every year that the team is coaching.

Physio will be scheduled (if available) for any home games and will work with the coaches to monitor the games for any on field injuries, including but not limited to potential concussions and/or head/neck injuries. Physio will have the final say over removing a player from the field for injury related matters and may not be overruled by the coach, player or parent.

The Director of Game will secure medical supplies (tape, wrap, band aids, cold packs etc.) and provide a stocked medical kit to each team at the beginning of the season. Each team will have a designated person who will be responsible for restocking the kit as required during the season from supplies stored at the club house.

b. On Field (practice, games or other activities):

- i. A player is removed from a game by the referee using the blue card.
- ii. A player is removed from the field during a practice by the coach(s), manager, parent or other person in attendance for a suspected concussion, head or neck injury.
- iii. A player is removed from the field during a game by the referee (not using a blue card), the coach, manager, parent or physio for a suspected concussion, head or neck injury.
- iv. If a player loses consciousness and does not immediately wake up, call 911 and follow the Emergency Action Play which is posted in the club house (behind the entry door and behind the refreshment stand).

In all above circumstances or any other scenario in which a player is removed from training, on field practices, games or other activities due to a suspected concussion or head/neck trauma the following procedures must be followed:

- i. If physio is available, checks the player and advises they are cleared, the player may re-enter the game or activity.
- ii. If physio does not clear the player to return or physio is not available the player must be kept out of any further activities.

If in doubt, keep them out.

For item ii above, after the game or activity, the player must be advised by the coach/manager that they must be checked by their doctor and provide a Medical Assessment Letter (available on the Brock Rugby website under Documents) to the coach. If the player is cleared by their doctor, they may resume normal activities. If they are not cleared by their doctor (i.e they have a concussion), the player must follow the Return to Play protocol (available on the Brock Rugby website under Documents). Once the player has completed the RTP protocols, they will provide a Medical Clearance Letter (from their doctor) to the coach. The coach will follow the recommendations on the letter up to and including resuming full activities.

After the activity which caused the potential injury (unless the player is cleared by physio) the coach will advise the Director of Game within 24 hours about the incident with the following information: name of the player, time/date of the game, circumstances, and a confirmation that the player has been advised to be checked by their doctor. The coach will provide the Medical Assessment letter to the Director of Game as well as the Medical Clearance letter (if required).

Approved at executive meeting March 16th, 2022. Amended Jan 12th, 2025

15 Playing Up

A player is allowed to play at a higher age grade or if an U18 player for a senior team providing the following conditions are met:

1. The coach of the older or senior team consults the coach of the player to ensure that a reasonable contribution has been made to the team.
2. The player's coach may not turn down the player's privilege of playing up providing they have made the contribution, except under certain circumstances such as, but not limited to a shortage of numbers on the player's team, conflicts with games, upcoming closely scheduled playoff games etc.
3. Any paperwork required by RC or RO has been filed and approved.
4. The coach of the player determines that the player is capable of playing at the higher level with no safety concerns.

If there is a dispute between the coaches or if the player's coach is unsure if the player is capable of playing up, the matter will be referred to the Director of Game. The Director of Game may call upon a senior coach (if they are not one) to determine the capability of the player. On all other matters the Director of Game will make the decision. After the decision is made, if there is an additional dispute from either coach, the Director of Game will enlist the club president to nominate 2 board members at random to review the situation, attendance records and information provided from both coaches (provided by the Director of Game) and either confirm the decision made by the Director of Game, overrule the decision or propose a compromise. It will require both board members to overturn the original decision. If the decision is split, the original decision stand.

Approved at executive meeting Jan 12th, 2025.

16 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.

17 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 your 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.