

Saskatchewan Rugby

Membership & Registration Policy



Date: February 27, 2025

1. DEFINITIONS

- 1.1. **“Assistant Coach”** means a Coach possessing a specific set of qualifications relative to their coaching context as defined in the Rugby Canada Minimum Coaching Qualification Policy.
- 1.2. **“Active”** means as being currently registered within the registration year
- 1.3. **“Bylaws”** means Sask Rugby’s Bylaws which govern the operations of the corporation.
- 1.4. **“Coach”** means an individual that leads and/or assists with coaching of an athlete or team in either a training or competitive environment in accordance with World Rugby Laws of the Game and/or Rugby Canada National Law Variations.
- 1.5. **“Competition”** means games, divisions, leagues (including associated playoffs), tournaments, and festivals that are organized by our member clubs and unions and sanctioned by Saskatchewan Rugby.
- 1.6. **“Dual Member”** or **“Dual Membership”** means a Member who is registered with not just two but multiple Member Organizations.
- 1.7. **“Head Coach”** means a Coach possessing a specific set of qualifications relative to their coaching context as defined in the Rugby Canada Minimum Coaching Qualification Policy.
- 1.8. **“Match Official”** means any Referee, Assistant Match Official, Technical Zone Manager, Touch Judges, or any other officials appointed by Sask Rugby and/or the SRRS for the purpose of officiating a Match.
- 1.9. **“Member”** or **“Member Organization”** means a rugby organization that has been accepted as Member as defined in the Sask Rugby Bylaws.
- 1.10. **“Membership”** refers to an organization’s status of being a Member of Saskatchewan Rugby and/or the process to become such.
- 1.11. **“National Registration System”** means the digital platform used for membership registration in Canada and administrated by Rugby Canada (currently SportLomo).
- 1.12. **“National Union”** means the governing body for rugby union within a country as recognized by World Rugby. For example, Rugby Canada is the National Union for the country of Canada.
- 1.13. **“Participant”** means an individual taking part in rugby activities regardless of role or registration status.
- 1.14. **“Pre-Sanction,” “Pre-Sanctioned,”** or **“Pre-Sanctioning”** refers to conditional sanctioning of a Match or Competition. Full sanctioning will follow automatically so long as all proposed activities become compliant with all regulations and bylaws before the activity takes place.
- 1.15. **“Province”** or **“this Province”** means the province of Saskatchewan.
- 1.16. **“Registered Participant”** means an individual who has an Active Rugby Canada registration in any category.
- 1.17. **“Registration”** refers to an individual’s status as a Registered Participant and/or the process to become such.
- 1.18. **“Sanction,” “Sanctioned,”** or **“Sanctioning”** refers to the process by which the Sask Rugby Board or Rugby Canada determines that a rugby activity (e.g. Match, Tour, or Tournament) may proceed under the National Insurance Program. All rugby activities must be sanctioned.
- 1.19. **“Team”** means an entry by a Member Organization into a Competition or Division.
- 1.20. **“Transfer”** means a permanent move of a Registered Participant’s Rugby Canada registration to or from a different Member Organization or rugby organization outside of Saskatchewan.

2. PURPOSE

- 2.1. This policy will define the rules and process used by an organization to become a Member Organization. This policy will clarify how organizations can fulfill the requirements for Membership outlined in Sask Rugby's Bylaws.
- 2.2. This policy will define the rules and processes used by an individual to become a Registered Participant.

3. APPLICATION OF THIS POLICY

- 3.1. This policy applies to all Saskatchewan Rugby Members, organizations aspiring to become Members, Registered Participants within the Province, and individuals aspiring to become Registered Participants.

4. MEMBER ORGANIZATION REGISTRATION

- 4.1.** Eligibility for Membership: Any organization that wishes to become a Member Organization of Sask Rugby must meet the following eligibility criteria:
 - 4.1.1. The organization engages in the delivery or support of rugby activities in the province of Saskatchewan;
 - 4.1.2. The organization's operations and actions do not contradict the strategic and operational plans, values, and directives of Sask Rugby and Rugby Canada;
 - 4.1.3. The organization meets its financial obligations to Sask Rugby including timely payment of membership fees;
 - 4.1.4. The organization is not currently under disciplinary sanctions that result in the organization being not in good standing with Sask Rugby or Rugby Canada;
 - 4.1.5. The organization maintains compliance at all times with the applicable Bylaws, Rules and Regulations, Code of Conduct, policies, and decisions of Sask Rugby, Rugby Canada and World Rugby; and
 - 4.1.6. The organization has enacted and maintains bylaws, policies, and regulations that meet the standards set by Sask Rugby and Rugby Canada as enumerated in section 4.2 of this policy.
- 4.2.** Mandatory Documents & Information: Any organization that wishes to become a Member Organization of Sask Rugby must provide the documents and pieces of information listed below. Any documents listed must be enacted and active within the organization.
 - 4.2.1. Permanent Mailing Address;
 - 4.2.2. Club Bylaws or Constitution
 - 4.2.3. Current contact list of Directors and Executives;
 - 4.2.4. Current contact list of Coaches
- 4.3.** Application for Membership: Any organization wishing to become a Member Organization of Sask Rugby shall apply for membership via the Member Organization Registration Form hosted on the Sask Rugby website. The Member Organization Registration Form will require the applicant to attach copies of the documents listed above. An application shall not be approved until Sask Rugby is satisfied that the applicant meets all of the criteria for membership outlined above and the applicant has paid the annual Member Organization registration fee.

- 4.4.** Expiration & Renewal of Membership: All Member Organizations shall cease to be Member Organizations as of December 31st of each calendar year. All Member Organizations must follow the Application for Membership procedure on an annual basis to remain a Member of Sask Rugby.
- 4.5.** Discipline of Member Organization: A Member Organization may be subject to discipline or sanction by the Sask Rugby Board of Directors if it fails to meet the conditions of membership outlined in this policy and the Sask Rugby Bylaws.
- 4.6.** Withdrawal or Resignation of Membership: Any Member Organization may withdraw from Membership with written notice provided to Sask Rugby. The withdrawal from Membership will be considered effective as of the date of receipt of the written notice. A Member Organization that withdraws from Membership may still be held liable for discipline or sanction resulting from its actions while a Member Organization of Sask Rugby. In the event that a Member Organization withdraws from Membership all Teams affiliated with the Member Organization shall also withdraw from their respective Competitions.

5. MEMBER ORGANIZATION PRIVILEGES & OBLIGATIONS

5.1. PRIVILEGES OF MEMBERSHIP

- 5.1.1.** Voting Rights at Meetings of Members: Member Organizations are entitled to voting rights at Sask Rugby General Meetings of the Members as determined in the Sask Rugby Bylaws.
- 5.1.2.** Access to Bylaws and Policy: All Member Organizations of Sask Rugby will have access to Sask Rugby's Bylaws, policies, and regulations via the Sask Rugby website.
- 5.1.3.** Access to Minutes of General Meetings of the Members: Member Organizations of Sask Rugby will be provided with minutes of all Sask Rugby General Meetings of the Members.
- 5.1.4.** Access to Rugby Canada Registration System: Member Organizations of Sask Rugby will have access to the Rugby Canada Registration System to set up and sell individual registrations to participants within their organization.
- 5.1.5.** Access to Grants Administered By Sask Rugby: Member Organizations and their Registered Participants are eligible to receive funds from grant programs administered by Sask Rugby.
- 5.1.6.** Sanctioning: Member Organizations are eligible to have their activities sanctioned by Sask Rugby under the Rugby Canada National Insurance Program including but not limited to the following:
 - 5.1.6.1. Training Sessions/Practices
 - 5.1.6.2. Tournaments
 - 5.1.6.3. Tours (Domestic or International)
 - 5.1.6.4. Exhibition Matches
- 5.1.7.** Entering Teams Into Competitions: Only Member Organizations of Sask Rugby are eligible to enter teams into competitions sanctioned by Sask Rugby.

- 5.1.8.** Participation in Other Rugby-Related Activities: Sask Rugby Member Organizations and their Registered Participants are eligible to participate in other rugby-related programming run by Sask Rugby including but not limited to the following:
 - 5.1.8.1. Training & Education opportunities for Coaches and Match Officials
 - 5.1.8.2. Professional Development opportunities
 - 5.1.8.3. Membership Summits and Town Halls
 - 5.1.8.4. Awards Banquets
- 5.2. OBLIGATIONS OF MEMBER ORGANIZATIONS**
 - 5.2.1.** Payment of Fees & Fines: Member Organizations must pay all fees & fines relating to membership in Sask Rugby or their actions while a Member Organization of Sask Rugby.
 - 5.2.2.** Production of Financial Information: Member Organizations must deliver the organization's Statement of Annual Accounts for the preceding financial year of the Member within 30 days of any request by the Executive Director of Sask Rugby.
 - 5.2.3.** Production of Updated Policy: In the event that a Member Organization updates a document listed in the Mandatory Documents & Information section above, the Member Organization must provide a copy of the updated document or information to Sask Rugby.
 - 5.2.4.** Compliance with Policy: Member Organizations must remain compliant with applicable Bylaws, Rules and Regulations, Code of Conduct, policies, and decisions of Sask Rugby, Rugby Canada, and World Rugby.
 - 5.2.5.** Requirement to Register Participants: Member Organizations must ensure that everyone participating in rugby-related activities under the Member Organization is a Registered Participant.
 - 5.2.6.** Use of Registration Categories: Member Organizations must only use the registration categories within the Rugby Canada Registration System for their intended purpose as defined by Rugby Canada.
 - 5.2.7.** Member Organization Safe Sport Framework Compliance Each Member Organization must adhere to Safe Sport policy and procedures. The framework is to provide a clear guide for all members to access resources and the support required to implement safe and inclusive rugby programming. All complaints can be made anonymously via the IntegrityCounts Confidential & Anonymous Reporting System which will be directed to Sask Sport for further review.

6. REGISTERED PARTICIPANT REGISTRATION

- 6.1. REQUIREMENT & METHOD TO REGISTER**
 - 6.1.1. All individuals participating in rugby activities sanctioned by Sask Rugby and Rugby Canada must be registered with an Active Rugby Canada Registration within a category that corresponds to their involvement (i.e. an individual who wishes to participate as a player must register within a Player category). Individuals must not participate in rugby activities in a way that is not permitted by their registration category (e.g. a player

- registered with a Touch/Flag registration participating in Contact rugby activities; an individual registered as a Board Member only must not play, coach, or officiate; etc.).
- 6.1.2. All individual registrations must be completed through the Rugby Canada Registration System, SportLomo.
 - 6.1.3. Individuals are considered to be registered only after their registration and any required payment has been validated in Rugby Canada's Registration System with an "Active" status.
 - 6.1.4. Individuals who register must be able to produce proof of age or citizenship upon request of Sask Rugby for the purposes of verifying the information listed in their registration. The burden of proof of age or citizenship rests with the registrant. Examples of evidence that may be accepted by Sask Rugby include but are not limited to:
 - 6.1.4.1.** For Proof of Citizenship: Birth Certificate; Canadian Passport; Certificate of Canadian Citizenship (Citizenship Card or Citizen Certificate) issued by the Government of Canada; Certificate of Indian Status (Status Card) or Secure Certificate of Indian Status issued by the Government of Canada
 - 6.1.4.2.** For Proof of Age: any of the documents listed above; any other government-issued identification that lists both the name and age of the individual (e.g. driver's license, health card, etc.)
 - 6.1.5. Registered Participants must only participate in rugby activities under the Member Organization for which they are registered unless explicitly permitted by Rugby Canada or Sask Rugby including the circumstances below:
 - 6.1.5.1. Participation in a Provincial or Representative Team Program sanctioned by Sask Rugby;
 - 6.1.5.2. Outbound Tours, both within and outside of Canada;
 - 6.1.5.3. Sanctioned Exhibition Games or Tournaments; and
 - 6.1.5.4. Matches played under Guest Player rules within the Sask Rugby Rules of Competition.
 - 6.2. **POLICIES GOVERNING ACTIONS OF REGISTERED PARTICIPANTS**
 - 6.2.1. All Registered Participants must comply with all of the relevant Bylaws, policies, procedures, rules, and regulations of Sask Rugby governing the actions of participants in rugby activities
 - 6.2.2. All Registered Participants must comply with the Sask Rugby Code of Conduct and the specific Code of Conduct sections relevant to their roles within the rugby community.
 - 6.2.3. Non-compliance with any Bylaws, policies, procedures, rules, and regulations of Sask Rugby will be handled in a method as specified in Sask Rugby's Discipline and Complaints Policy.
 - 6.3. **ELIGIBILITY**
 - 6.3.1.** General Eligibility: Any individual in good standing with Sask Rugby and Rugby Canada is eligible to register in the current registration period. An individual deemed to be not in good standing (in bad standing) from a previous registration period is ineligible to register for the current registration period.

6.3.2. Foreign Player Eligibility: A Player leaving or proposing to leave their Current National Union to play in another National Union will be defined as a Foreign Player and must complete an additional process required by World Rugby regulation 4 in order to register with Rugby Canada and Sask Rugby. A Player without a Current National Union (i.e. currently unregistered) will not need to complete this additional process. This additional process will be as follows:

- 6.3.2.1. The Foreign Player must obtain and complete an International Clearance Form from their Current National Union. If such is not available, the Player should obtain and complete the World Rugby Clearance Form. This form must be submitted to the Current National Union. Completing this form may require input by the Player's Current Club/Member Organization.
- 6.3.2.2. The Current National Union will review the completed form and forward to Rugby Canada if and only if the Player is cleared to play. The reasons for why a clearance may be rejected are covered in World Rugby Regulation 4.
- 6.3.2.3. Rugby Canada will complete the domestic clearance process and if the player is cleared to play will notify the Provincial Union (Sask Rugby).
- 6.3.2.4. The Player is eligible to play only after the Player's registration and any required payment has been validated in Rugby Canada's Registration System with an "Active" status.

6.3.3. Coach Eligibility: Any individual who wishes to register as a Coach with Sask Rugby must meet the following criteria:

- 6.3.3.1. Is qualified to at least an Assistant Coach standard as defined by the Rugby Canada Coach Minimum Qualifications Policy;
- 6.3.3.2. Has completed the NCCP Safe Sport Training, and the Respect in Sport for Activity Leaders Online Certification;
- 6.3.3.3. Has completed the World Rugby Rugby Ready and World Rugby Concussion Management for the General Public online modules within the last two (2) years; and
- 6.3.3.4. Is compliant with Sask Rugby's Safe Sport Screening policies based on the type of participant with whom the coach will be coaching.

6.3.4. Match Official Eligibility: Any individual who wishes to register as a Match Official with Sask Rugby must meet the following criteria:

- 6.3.4.1. Has completed the World Rugby Level 1 Match Official Clinic within the last four (4) years or has completed the World Rugby Level 2 Match Official Certification; and
- 6.3.4.2. Has completed the World Rugby Laws of the Game, World Rugby Rugby Ready, and World Rugby Concussion Management for the General Public online modules within the last two (2) years.

6.3.5. Board Member Eligibility: Any individual who wishes to register as a Board Member must have been elected to a Board or Executive position within their Member Organization, Sub-Union, Sask Rugby, or Rugby Canada and must be able to produce proof of this

election upon request by Sask Rugby (e.g. minutes of the AGM or Board meeting in which the election was held). Any individual who ceases to fill an elected Board or Executive position within their Member Organization, Sub-Union, Sask Rugby, or Rugby Canada shall become ineligible to register as a Board Member.

6.4. TRANSFERS & DUAL MEMBERSHIPS

- 6.4.1.** General Permission: Registered Participants may use the Transfer and Dual Membership functions within the Rugby Canada Registration System to move between Member Organizations or to maintain registration with multiple Member Organizations. The ability of a Registered Participant to participate in Competitions following a Transfer or while a Dual Member may be limited by Sask Rugby's Rules of Competition policy.
- 6.4.2.** Eligibility to Transfer or Become a Dual Member: Only individuals in good standing with Sask Rugby, Rugby Canada, and their current Member Organization may request a Transfer or to become a Dual Member. Individuals who are not in good standing with any of these organizations will have their Transfer or Dual Membership request rejected during the approval process. Any organization that denies a Transfer or Dual Membership request must provide a short rationale for this decision in the space provided in the SportLomo system.
- 6.4.3.** Initiation of Process: Registered Participants wishing to Transfer between Member Organizations or to become a Dual Member of multiple Member Organizations must initiate a request through the tools provided within the Rugby Canada Registration System. The steps that the process will take will be outlined within the Rugby Canada Registration System. This applies to Transfers and Dual Membership requests both within Saskatchewan and within Canada.
- 6.4.4.** Deadline for Requests: Any request for a Transfer or Dual Membership must be submitted via the Rugby Canada Registration System a minimum of 5 days prior to when the Registered Participant wishes to participate in any rugby-related activities with the new Member Organization. Sask Rugby may approve requests on a shorter timeline but is under no obligation to do so if it is not satisfied that the Registered Participant meets the eligibility requirements above.
- 6.4.5.** Eligibility to Participate: A Registered Participant who submits a Transfer or Dual Membership request through the Rugby Canada Registration System may not participate in rugby activities for their new Member Organization until after their registration with the new Member Organization and any required payment has been validated in Rugby Canada's Registration System with an "Active" status. An approved Transfer or Dual Membership request does not constitute a validated registration. A Registered Participant who submits a Transfer request may not participate in rugby activities for their current/old Member Organization while their Transfer request is pending.
- 6.4.6.** Automatic Approval: Transfer and Dual Membership requests will automatically be approved within the system after three (3) days. Member Organizations who do not respond to the request before this timeline will lose the right to deny the request.

6.5. REFUNDS

- 6.5.1. Refunds must be formally requested by the Registered Participant or on behalf of the Registered Participant by a parent or guardian through the National Registration System.
- 6.5.2. Any requests for refunds will be handled in accordance with Rugby Canada's Refund Policy.
- 6.5.3. Any requests for refunds must be made in the same year as the registration season (e.g. a refund for a 2024 membership must be requested prior to December 31, 2024).
- 6.5.4. Any refund of the club portion of registration fees is subject to the Member Organization's own refund policy.
- 6.5.5. Once a Registered Participant participates in a rugby-related activity, they are not entitled to a refund by Sask Rugby of the portion of the registration fee collected by Sask Rugby.
- 6.6. EXPIRATION & SUSPENSION
 - 6.6.1.** Automatic Expiry: An individual's registration will expire automatically on the "Expiry Date" specified in the SportLomo system. This date may vary based on the type of registration that the individual is currently registered in (e.g. a 15-day registration will expire 15 days after it is purchased while a full season registration expires on a set day regardless of purchase date).
 - 6.6.2.** Suspensions & Bad Standing: A Registered Participant may be suspended from participating in rugby activities (as per the Sask Rugby Discipline & Complaints Policy and Foul Play Policy) or placed in bad standing by the Sask Rugby Board of Directors. Any such suspension or suspension arising from being placed in bad standing will apply regardless of the individual's current registration status (i.e. an individual whose registration expires will remain suspended for the duration specified in the suspension notice). While suspended, a Registered Participant's SportLomo account may be locked.