



## RUGBY CANADA INTERNAL NOMINATION PROCEDURES 2023 PAN-AMERICAN GAMES - WOMEN'S 7S TEAM

### 1) INTRODUCTION

- A. **PURPOSE:** The purpose of this document is to outline the qualification process and selection procedures of Rugby Canada for determining those athletes and staff who will be selected to represent Canada at the Santiago 2023 Pan Am Games as members of the Canadian Women's Rugby team.
- B. **OBJECTIVES:** The Rugby Canada objective for the 2023 Pan American Games includes providing multi-sport games experience for 2024 Olympic hopefuls and alternates. Santiago is a key competition to evaluate players for the 2024 Summer Olympic Games. The women's rugby 7's Olympic qualifying status on September 1<sup>st</sup>, 2023 will be a determining factor on whether the senior women's team or a development team will be selected for the 2023 Santiago Pan Am Games.

### 2) DECISION MAKING AUTHORITY (DMA)

#### A. OVERALL DECISION MAKING

High-Performance Leadership Group is responsible for final approval of the process and procedures that will lead to the selection of the Athletes, Staff and alternates that will be nominated to the Canadian Olympic Committee (COC) for the 2023 Pan Am Games (the "Team Nomination"). The High-Performance Leadership will consist of the following individuals from Rugby Canada:

- (i) Chief Executive Officer (CEO);
- (ii) Managing Director, Rugby Operations
- (iii) High Performance Director, National Programs (the "HPD");
- (iv) Director, Women's Rugby;
- (v) Head Coach of the National Women's Team that will compete at the Santiago Pan Am Games;

#### B. ON-SITE DECISION MAKING

During the actual competition period onsite at the 2023 Pan Am Games, all final decision-making authority will reside with the Head Coach or the Director Women's Rugby (or team leader) in the absence of the Head Coach.

If the Head Coach or Director Women's Rugby is prevented from exercising their functions for any reason, the authority to make decisions in accordance with this INP shall be vested in High-Performance Leadership Director until the Head Coach/Director Women's Rugby is able to resume their functions.

### 3) INTERNATIONAL FEDERATION (IF) CRITERIA

#### 2023 Pan Am Games Qualification Criteria

The team will consist of 12 players and a group of alternates. In the event of a discrepancy between the Rugby Canada Internal Nomination Procedure and the 2023 Pan Am Games Qualification Criteria [Appendix B](#) as published by World Rugby, 2023 Pan Am Games Qualification Criteria shall prevail. In the event World Rugby makes any changes to their 2023 Pan Am Games Qualification Criteria, Rugby Canada will be bound by those changes and if such a change necessitates other changes to this

#### HEAD OFFICE

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770



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internal nomination procedure, Rugby Canada shall make those changes and inform all affected athletes and the Canadian Olympic Committee at the earliest opportunity.

#### Eligibility To Play For National Representative Teams

Rugby Canada will follow World Rugby's Eligibility To Play For National Representative Teams outlined in World Rugby's Regulation 8.1 to 8.6 [Appendix A](#). In the event World Rugby makes any changes to their Eligibility To Play For National Representative Teams, Rugby Canada will be bound by those changes and if such a change necessitates other changes to this internal nomination procedure, Rugby Canada shall make those changes and inform all affected athletes and the Canadian Olympic Committee at the earliest opportunity.

## 4) ATHLETE ELIGIBILITY

In order to be eligible for nomination to the Canadian Olympic Committee for 2023 Pan Am Games Team selection, an athlete must:

- i. Be a Canadian citizen. (this refers to Rule 41 of the Olympic Charter)
- ii. Have a valid Canadian Passport that does not expire on or before May 5<sup>th</sup>, 2024
- iii. Be in compliance with all relevant World Rugby, and Pan Am Sports requirements for eligibility.
- iv. Sign, submit, and comply with the COC Athlete Agreement and Organising Committee (OCOG) Conditions of Participation form (Eligibility Conditions form for Pan AM Games) no later than September 13<sup>th</sup>, 2023. Where the athlete is under the age of 19 years, the parent or guardian must also sign these agreements.
- v. Be a member in good standing with Rugby Canada.
- vi. Compliance with vaccination requirements and policies of the NSO, COC, World Rugby, Pan Am Sports, and the host country Chile.
- vii. Must comply with all of the Rugby Canada registration requirements prior to being named to the team.
- viii. Athletes must be a member in "Good Standing" with Rugby Canada.
- ix. Comply in all respects with the Anti-Doping Rules of World Rugby, the Canadian Anti-Doping Program ("CADP") and the Anti-Doping Rules of any other Anti-Doping Organization that has authority over them, and must not be serving a period of ineligibility or provisional suspension for an anti-doping rule violation at the time of nomination or during the Games; and
- x. Be available for sample collection and have provided accurate and up-to date whereabouts information on a regular basis as directed by World Rugby, and/or CCES.
- xi. Athletes must have signed the current Rugby Canada National Team Member Athlete Agreement.
- xii. Must acknowledge that they are aware of and agrees to be bound by Rugby Canada Code of Conduct for members of National Teams, as well as any other relevant and applicable policies, including, but not limited to, any COC Safe Sport or Code of Conduct policies.
- xiii. Athletes named to compete in the 2023 Pan Am Games will be required to comply with dress code regulations of the Rugby Canada Team and the Canadian Olympic Committee. This will include Official Team Competition Clothing Policy and the Official Team Podium/Parade Clothing Policy.

### HEAD OFFICE

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770



rugby.ca  
contact@rugby.ca





## 5) NSO ATHLETE SELECTION CRITERIA

### A. PERIOD OF QUALIFICATION

From October 2022 to August 2023 [Appendix C](#) a set of competitions will be used to identify determine the 2023 Pan Am Games Rugby Canada team members. Athletes playing in domestic, global, or professional rugby leagues and tournaments during the period of qualification will also be evaluated for the Pan Am Games Rugby Canada team.

### B. PROCESS THAT WILL BE USED

Players in consideration for the roster will be evaluated by the senior national team coaches and management using the Rugby Canada Women's 7's Gold Medal Profile Evaluation Criteria [Appendix D](#). Position specific requirements for the team will be a key consideration in the selection of the athletes. Women's Rugby 7's coaches and management will make recommendations to the High-Performance Leadership Group on the athletes for the team. By September 14<sup>th</sup>, 2023, 12 athletes will be internally selected & contacted to represent Canada at the Santiago Pan Am Games by the High-Performance Leadership Group. A group of position specific players will be selected as alternates on September 17<sup>th</sup>, 2023 and will not be required to travel with the team.

### C. TEAM SELECTION CRITERIA

The High-Performance Leadership Group, in consultation with coaching staff, will nominate athletes and alternates from the 2023 Athlete Pool to the COC for the 2023 Pan Am Games Team, with the objective of putting together the team that will achieve the best result for Rugby Canada's women's national team program.

In selecting athletes for the national team, the national team coaching staff will consider these three elements:

- the dynamics of the team as a whole and how the candidates for selection fit into this dynamic
- individual and team-play technical, physical and mental skills of the candidates for selection
- Rugby Canada's Objectives for the 2023 Pan Am Games
  - providing multi-sport games experience for 2024 Olympic hopefuls and alternates
  - competition to evaluate players for the 2024 Summer Olympic Games

Note: The women's rugby 7's Olympic qualifying status on September 1st, 2023 will be a determining factor on whether the senior women's team or a development team will be selected for the 2023 Santiago Pan Am Games.

Relevant factors may include but are not limited to:

- Previous and current performance
- International experience
- Positional requirements (primary and backup)
- Present and projected development and/or improvement
- Leadership/contribution to team chemistry
- Performance readiness
- Ability and willingness to work effectively and cooperate within the team environment

## HEAD OFFICE

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770

Canada

rugby.ca  
contact@rugby.ca





- Ability to contribute to overall team cohesiveness and to communicate effectively with coaching staff and other players both on and off the field of play
- Possess a positive attitude including coachability, desire to improve personal skills, and desire to contribute to team objectives.
- Ability and willingness to implement the agreed upon game plan.
- Commitment to training and preparation required to win a Pan Am Games gold medal
- Commitment to a lifestyle conducive to support the training and preparation required to win a Pan Am Games gold medal

The evaluation criteria outlined in [Appendix D](#) will drive the process to identify athletes for the athlete pool. Athletes in the pool will be evaluated using this system to create a 12-man roster for the Games Team.

- D. TEAM NOMINATION DATE - Rugby Canada's High-Performance Leadership Group will nominate 12 athletes to COC for the 2023 Santiago Pan Am Games no later than, September 26<sup>th</sup>, 2023.
- E. TEAM ANNOUNCEMENT DATE - Rugby Canada in consultation with COC will announce the team no later than October 2<sup>nd</sup>, 2023.
- F. ALTERNATE ATHLETES  
By September 17<sup>th</sup>, 2023, Rugby Canada will identify a group of alternates for the Women's Rugby 7's Pan Am Games team to adequately prepare substitutes in the eventuality of an injury prior to the Games. Position specific requirements will be given consideration in nominating alternate athlete group. Alternate athletes will replace a nominated athlete only in situations of serious injury, sickness, a severe breach of the athlete contract, or any other unforeseen circumstance that may lead a nominated athlete to decline or be removed from their position on the 2023 Women's Pan Am Team. Alternate athletes will not travel to the Pan Am Games unless a nominated athlete declines their position or is removed. Substitutions after September 29<sup>th</sup>, 2023 are subject to approval by the COC Team Selection Committee and the 2023 Santiago Late Athlete Replacement Policy (LARP).

## 6) PERFORMANCE READINESS & INJURIES

### PERFORMANCE READINESS

- i. "Competitive ready" is defined as the ability of the athlete to achieve equal or superior performance(s) onsite at the scheduled event, as compared to the performance(s) the athlete achieved in qualifying.
- ii. Athletes being considered for selection to the 2023 Santiago Pan Am Games team must confirm their willingness to comply with the team preparation plans as set forth by the High-Performance Leadership Group and to make themselves available if selected.
- iii. The final decision on competitive readiness will be made by the High-Performance Leadership Group, using all available information at their disposal including performance results and progress from October 2022 – September 20<sup>th</sup>, 2023, the suitability of the training and competition plan, fitness and other competitive readiness indicators, submitted medical documentation, consultation with the athlete's personal coach, and any other relevant performance related information.

### HEAD OFFICE

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770



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contact@rugby.ca





## INJURIES

- i. In the event that an athlete is determined to be injured (or ill) by the High-Performance Leadership Group as a result of having completed an injury/health status assessment by Rugby Canada's chief medical officer and supporting IST's, the High-Performance Leadership Group shall decide if the athlete will be sufficiently recovered to be nominated to the Pan Am Team prior to the COC nomination deadline September 26<sup>th</sup>, 2023.
- ii. Injuries or illnesses that occur after the nomination deadline will be dealt with similarly, and subject to the OCOG Late Athlete Replacement Policy.
- iii. If an athlete is injured during the Games, a decision regarding their continued participation at the Games will be made by the Chef de Mission Team, in consultation with the COC Chief Medical Officer, Rugby Canada Team Leader and the Integrated Support Team (IST) member responsible for the sport, and the athlete, and shall be governed by the terms of the Team Canada Athlete Agreement.

## 7) REMOVAL OF AN ATHLETE

### NOMINATION/QUALIFICATION PERIOD

The High-Performance Leadership Group may, at any time, and at their discretion, remove an athlete from the Canadian Team if, after following the relevant and applicable disciplinary process, the athlete has not met any one of the Athlete Eligibility criteria outlined in section 4 of this document. Rugby Canada will advise the affected athlete, in writing, of their decision to remove them from the Canadian Team.

### POST NOMINATION

The High-Performance Leadership Group reserves the right to withdraw an athlete's nomination from the Canadian Pan Am Games Team:

- i. If the athlete has not taken part in the mandatory training camps organized by the Rugby Canada prior to the event.
- ii. If the athlete has not followed any previously communicated training program and/or competition requirements
- iii. If the athlete fails to meet any one of the Athlete Eligibility criteria outlined in this document for nomination as specified by Rugby Canada after the COC nomination deadline.

## 8) PAN AM SPORTS LATE ATHLETE REPLACEMENT POLICY

- i. Substitutions after nomination to the COC are subject to the approval of the COC Team Selection Committee. Any such replacements after September 28, 2023 are also subject to the PAN AM Sports Late Athlete Replacement Policy for Pan Am Games.
- ii. Note that the Canadian Pan Am Games Team privileges will be transferred to the incoming athlete while the privileges of the athlete who is being replaced will be re-evaluated by the COC and the NSO.

### HEAD OFFICE

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770

Canada

rugby.ca  
contact@rugby.ca







## 9) AMENDMENTS AND UNFORESEEN CIRCUMSTANCES

### COVID CLAUSE

- i. Rugby Canada continues to carefully follow the coronavirus on the global and domestic level and potential impact on 2023 Santiago Pan Am Games and/or domestic nomination of athletes for the 2023 Santiago Pan Am Games. Unless otherwise required by exceptional and unforeseen circumstances related to the impact of the coronavirus, Rugby Canada will respect these published Internal Nomination Procedures as written.
- ii. However, situations related to the coronavirus pandemic may arise that require this Internal Nomination Procedure to be modified. Any modifications will be made promptly and as often as required following developments that directly impact the Internal Nomination Procedure. In such circumstances, any modifications will be communicated to all affected individuals as soon as possible.
- iii. Further, situations may arise that do not allow this Internal Nomination Procedure to be modified or applied as written due to time constraints or other exceptional and unforeseen circumstances. In such situations, any decision, including nomination decisions, will be made by the High-Performance Leadership Group in consultation with the coaches, management, IST's or chief medical officer and in accordance with the stated performance objectives and selection philosophy and approach as stated herein. Should it be necessary to make any decision in this manner, Rugby Canada will communicate with all affected individuals as soon as possible.

### CANCELED OR POSTPONED EVENTS

- iv. Decisions to cancel or postpone any event specified in this INP shall be made: a) only when absolutely necessary, such as when it has become impossible or unreasonably difficult to hold the event at all or on the originally scheduled date (for example, due to public health restrictions or other circumstances beyond the control of Rugby Canada and b) as soon as reasonably possible after Rugby Canada has become aware that the event cannot be held.

### EVENT PARTICIPATION

- v. As a result of the COVID-19 pandemic, Rugby Canada may be required, in the best interests of athlete, athlete entourage and staff safety, to not travel to and participate in events indicated in this INP that will be used for nomination to the 2023 Santiago Pan Am Games Team, even in circumstances when the event may proceed as planned. Any such decisions will be made in consultation with relevant experts, including medical and public health safety experts, and will be communicated to all impacted individuals as soon as possible.  
In such circumstances, Rugby Canada will determine if alternate events may be attended as a substitute for the event that Rugby Canada has decided not to participate in and, if so, will modify this INP accordingly, and inform all impacted individuals as soon as possible.

#### HEAD OFFICE

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
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Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770



rugby.ca  
contact@rugby.ca





## 10) VACCINATION POLICIES & REQUIREMENTS

Where applicable, all selected athletes & staff must comply with the vaccination policies and vaccination requirements of the Rugby Canada, COC, World Rugby, Pan Am Sports and the host country of Chile.

## 11) APPEALS

- i. Rugby Canada's nominations to the COC for the 2023 Santiago Pan Am Games may be appealed in accordance with the procedures set out in the Rugby Canada Appeals Procedures as outlined in the Rugby Canada Athlete Agreement [Appendix E](#)
- ii. Any dispute relating to the Rugby Canada Internal Nomination procedures for the 2023 Santiago Pan Am Games must be brought forward according to said Policy or may be brought directly to the Sport Dispute Resolution Centre Canada with consent of all parties.

## 12) INP PUBLICATION

Rugby Canada's INP for the 2023 Santiago Pan Am Games will be published prior to December 1<sup>st</sup>, 2022. The INP will be circulated via email and presented in person or via a virtual meeting to all eligible athletes prior to December 16<sup>th</sup>, 2022. All subsequent amendments to the approved INP will be circulated to all eligible athletes as soon as possible.

## 13) STAFF SELECTION (COACHES, IST PERSONNEL, MANAGEMENT)

The staff will be selected on the principle of sending a team of specialists that are best capable of assisting and supporting the athletes in achieving a podium performance at the 2023 Pan Am Games as well as contributing to a winning team culture. Priority is given to the head coach and assistant coach, as well as the IST team.

Staff selections will be based on final confirmation of COC quota allocations. Any decisions on the distribution of accreditations falls within the authority of the High-Performance Leadership Group.

All staff must:

- i. Be a member in good standing with Rugby Canada
- ii. Have a valid passport that does not expire on or before May 5<sup>th</sup>, 2024
- iii. Sign, submit, and comply with the COC Support Team Agreement and Organising Committee (OCOG) Conditions of Participation form (Eligibility Conditions form for Pan AM Games) no later than September 13<sup>th</sup>, 2023.
- iv. Comply with all COC requirements
- v. Compliance with vaccination requirements and policies of the NSO, COC, World Rugby, Pan Am Sports, and the host country Chile.

All coaches must also:

- i. Be a member in good standing with the Professional Coaching Program of the Coaching Association of Canada, either as a

### HEAD OFFICE

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770



rugby.ca  
contact@rugby.ca





Chartered Professional Coach or Registered Coach as per the COC Coach Recognition Policy

#### NON-ACCREDITED STAFF

Notwithstanding COC staff quota allocations noted above, Rugby Canada may consider the selection of support staff in a non-accredited capacity. Non-accredited staff must comply with all COC requirements. Costs may be associated with this position of which these fees will be covered by Rugby Canada.

#### 14) TIMELINES SUMMARY

DATE	EVENT
December 1 <sup>st</sup> , 2022	INP published/circulated
No later than December 16 <sup>th</sup> , 2023	Communication with eligible athletes
February 1 <sup>st</sup> , 2023	Athlete Pool long list named
February 6 <sup>th</sup> , 2023	COC deadline to submit Athlete Pool long list
October 2022 - August 2023	Rugby Canada Qualification period
March 1 <sup>st</sup> , 2023	Deadline to declare intent to be considered for selection
April 20 <sup>th</sup> , 2023	COC Accreditation information deadline
September 8 <sup>th</sup> , 2023	Deadline to have signed the NSO Athlete Agreement, Code Of Conduct, submitted any required documents
September 13 <sup>th</sup> , 2023	Athletes & staff sign and return the COC Athlete Agreement and Conditions of Participation Form
September 14 <sup>th</sup> , 2023	Team will be internally selected & athletes contacted
September 16 <sup>th</sup> , 2023	Date athlete must accept their selection (Yes, they will participate in the Games or No, thanks)
September 17 <sup>th</sup> , 2023	Alternate athletes will be selected & contacted
September 21 <sup>st</sup> , 2023	Deadline for filing an Appeal
No later than September 26 <sup>th</sup> , 2023	Team will be nominated to the COC
No later than September 26 <sup>th</sup> , 2023	Alternate athletes list will be nominated to COC
September 26 <sup>th</sup> , 2023	COC Team Nomination Deadline
No later than October 2 <sup>nd</sup> , 2023	Date of formal team announcement
September 29 <sup>th</sup> , 2023 onward	Late Athlete Replacement Policy (LARP) is in effect

#### 15) CONTACT

For enquiries on the Rugby Canada 2023 Santiago Pan Am Game Internal Nomination Procedures please contact:

Dustin Hopkins  
Managing Director, Rugby Operations  
[dhopkins@rugby.ca](mailto:dhopkins@rugby.ca)

Stephen Aboud  
High Performance Director  
[saboud@rugby.ca](mailto:saboud@rugby.ca)

#### HEAD OFFICE

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770



[rugby.ca](http://rugby.ca)  
[contact@rugby.ca](mailto:contact@rugby.ca)







## APPENDIX A

### REGULATION 8. ELIGIBILITY TO PLAY FOR NATIONAL REPRESENTATIVE TEAMS

8.1 Subject to Regulation 8.2, a Player may only play for the senior fifteen-a-side National Representative Team, the next senior fifteen-a-side National Representative Team and the senior National Representative Sevens Team of the Union of the country with which the Player has a genuine, close, credible, and established national link in which:

- (a) the Player was born; or
- (b) one parent or grandparent was born; or
- (c) the Player has completed sixty [1] consecutive months of Residence immediately preceding the time of playing; or
- (d) the Player has completed ten years of cumulative Residence preceding the time of playing.

8.2 Subject to Regulations 8.6 and 8.7, a Player who has played for:

- (a) the senior fifteen-a-side National Representative Team of a Union; or
- (b) the next senior fifteen-a-side National Representative Team of a Union; or
- (c) the senior National Representative Sevens Team of a Union,

is not eligible to play for the senior fifteen-a-side National Representative Team or the next senior fifteen-a-side National Representative Team or the senior National Representative Sevens Team of another Union [2].

8.3 For the purposes of this Regulation, a Player is deemed to have played for the senior fifteen-a-side National Representative Team or the next senior fifteen-a-side National Representative Team of a Union if:

- (a) The Player is selected for such team to play in an International Match against the senior fifteen-a-side National Representative Team or the next senior fifteen-a-side National Representative Team of another Union (or in a fifteen-a-side international Match against another Union's senior or next senior Touring Squad during a World Rugby approved International Tour) and is present at the Match played by that team either as a replacement, substitute or a playing member of that team and has, at the time of the Match, reached the age of majority; or
- (b) The Player is selected to represent a Union's senior Touring Squad on an International Tour which includes an International Match or Matches approved by World Rugby and is present at any fifteen-a-side Match played on that International Tour either as a replacement, substitute or a playing member of a team selected from the Union's senior Touring Squad and has, at the time of the Match, reached the age of majority; or
- (c) The Player is selected to represent a Union's next senior Touring Squad on a World Rugby approved International Tour and during that International Tour the Player is present at a Match against the senior fifteen-a-side National Representative Team or the next senior fifteen-a-side

#### HEAD OFFICE

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770



rugby.ca  
contact@rugby.ca





National Representative Team of another Union either as a replacement, substitute or playing member of a team selected from the Union's next senior Touring Squad and has, at the time of the Match reached the age of majority.

(d) Before January 1, 2018, the Player is selected to represent the Under 20s National Representative Team of a Union which has been pre-designated as that Union's next senior fifteen-a-side National Representative Team and the Player is part of the team which participates in an International Match as part of the World Rugby Junior World Championships, World Rugby Junior World Rugby Trophy or the Six Nations U20 Championship and is present at the Match played by that Team either as a replacement, substitute or playing member of that Team and has, at the time of the Match, reached the age of majority [3].

8.4 For the purposes of this Regulation, a Player is deemed to have played for the senior National Representative Sevens Team of a Union if the Player is:

(a) selected to represent a Union's senior National Representative Sevens Team in an International Match against the senior National Representative Sevens Team of another Union and is present at the Match played by that Team either as a replacement, substitute or playing member of that Team, and the Player has, on or before the date of the Match, reached the age of majority; or

(b) selected to represent a Union's National Representative Sevens Team in the Olympic Games or the Rugby World Cup Sevens and is present at such tournament either as a replacement, substitute or playing member of that Team having reached the age of majority on or before the date of participation in such tournament.

## 8.5 Responsibility, breach and penalties for a breach of Regulation 8

### 8.5.1 Unions

Regulation 8 is a strict liability offence and shall be construed in accordance with the principles of strict liability under English law. It is not, therefore, necessary that fault or intent on the part of a Union be shown in order for a breach of Regulation 8 to be established. Nor is lack of fault or intent on the part of a Union a defence to a breach of Regulation 8. For the avoidance of any doubt (and without limiting a Union's other obligations and responsibilities for the conduct, acts or omissions of its members and Persons under its jurisdiction pursuant to any other Regulation) Unions are responsible and accountable for the conduct of their Players and all Persons under its jurisdiction in relation to compliance with the provisions of Regulation 8 and any breach of Regulation 8 by such Player(s) or Person(s) shall be deemed to be a breach of Regulation 8 by the Union concerned. Each breach of Regulation 8 by a Union, howsoever arising, will result in a minimum fixed fine being imposed on the Union concerned. The minimum fixed fines for each breach of Regulation 8 are as follows:

(a) For a Union that is represented on the Council £100,000 sterling;

(b) For all other World Rugby Member Unions £25,000 sterling.

Based on the facts and circumstances of any breach of Regulation 8 the applicable minimum fixed fine as set out above may be increased. In addition, other penalties as set out in Regulation 19.4 may also be imposed on the Union concerned.

### HEAD OFFICE

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770



rugby.ca  
contact@rugby.ca





8.5.2 In exceptional circumstances, a Union in breach of Regulation 8 may make submissions to the relevant disciplinary body appointed under Regulation 19 to adjudicate on the case as to why the Union should not be subject to the applicable minimum fixed fine. For the avoidance of any doubt, however, the relevant disciplinary body shall only be entitled to reduce the applicable minimum fixed fine set out in this Regulation where the Union is able to provide clear and indisputable evidence that truly exceptional circumstances exist and that the Union concerned had taken all necessary steps to comply with Regulation 8.

## Players

8.5.3 Notwithstanding Regulations 8.5.1 and 8.5.2 above and without prejudice to any sanction imposed on a Union, Players may also be subject to sanction in accordance with Regulation 19 where they breach Regulation 8 in circumstances where they knew or ought reasonably to have known they were not eligible to play for the relevant Union at the time of participation.

## Birthright Transfer

8.6 A Player who has represented one Union (as set out in Regulation 8.2 to 8.4) may apply to represent a new Union provided that:

- (i) the Player meets the eligibility criteria set out in Regulation 8.1(a) or 8.1(b) in relation to the new Union; and
- (ii) at least three years have passed since the Player last represented their former Union; and
- (iii) the approval of World Rugby is obtained.

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### HEAD OFFICE

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770



rugby.ca  
contact@rugby.ca





## APPENDIX B

### SANTIAGO 2023 PAN AMERICAN GAMES - QUALIFICATION SYSTEM

#### RUGBY 7

EVENTS			
MEN (1)		WOMEN (1)	
8 TEAM TOURNAMENT		8 TEAM TOURNAMENT	
QUOTA			
	QUALIFICATION	HOST COUNTRY	TOTAL
MEN	84 (7 Teams)	12 (1 Team)	96 (8 Teams)
WOMEN	84 (7 Teams)	12 (1 Team)	96 (8 Teams)
TOTAL	168 (14 Teams)	24 (2 Teams)	192 (16 Teams)
MAXIMUM QUOTA PER NOC			
	QUALIFICATION		
MEN	12 (1 Team)		
WOMEN	12 (1 Team)		
TOTAL	24 (2 Teams)		

#### ATHLETE ELIGIBILITY

The athletes must have signed and submitted the Athlete Eligibility Condition Form  
All participating athletes must be at least 18 years old by the time of the competition's start.

Only NOC's recognized by Panam Sports whose Rugby National Federations are members of the World Rugby and of Rugby America's North (RAN) or South America Rugby (SAR) may enter athletes for the Rugby 7 competition of the Santiago 2023 Pan American Games.

MEN					
QUALIFICATION		DATE		EVENT	QUALIFIED
RAN		NOVEMBER 2022		Qualification Tournament CAN & USA Qualified	2 first places 2 Teams
SAR		OCTOBER 1 - 15, 2022 DECEMBER 2022		HOST CITY - CHILE South American Games Asuncion 2022 Qualification Tournament	1 Team 2 first places 1 Team

WOMEN					
QUALIFICATION		DATE		EVENT	QUALIFIED
RAN		NOVEMBER 2022		Qualification Tournament CAN & USA Qualified	2 first places 2 Teams
SAR		JUNE 2022 OCTOBER 1 - 15, 2022		HOST CITY - CHILE Qualification Tournament South American Games Asuncion 2022	1 Team 1 Team 2 first places

#### HEAD OFFICE

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770



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contact@rugby.ca





### Confirmation of quota places

The Pan American Rugby Confederation will confirm to Panam Sports and to the NOCs the places they have qualified by January 9th, 2023.

The NOCs will confirm to Panam Sports and to the Pan American Rugby Confederation the places they will use by January 13th, 2023.

### Reallocation of unused quota places

If necessary, the Pan American Rugby Confederation will reallocate unused quota places to the next best ranked NOC that has not qualified by January 16th, 2023.

The NOCs that receive reallocated quotas will confirm their participation no later than on January 20th, 2023. [Return](#)

TIMETABLE	
DATE	KEY EVENT
JUNE 2022	Qualification Tournament
OCTOBER 1 - 15, 2022	South American Games Asuncion
NOVEMBER 2022	Qualification Tournament
DECEMBER 2022	Qualification Tournament
<b>JANUARY 9, 2023</b>	The Pan American Rugby Confederation will confirm to Panam Sports and to the NOC's the places they have qualified
<b>JANUARY 13, 2023</b>	The NOC's will confirm to Panam Sports and to the Pan American Rugby Confederation the places they will use
JANUARY 16, 2023	Reallocation of quotas
JANUARY 20, 2023	The NOC's that received reallocated quotas will confirm their participation
JULY 20, 2023	Entry by number deadline
SEPTEMBER 29, 2023	Entry by name deadline

### HEAD OFFICE

**Victoria Office / Bureau de Victoria**  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

**Vancouver Office / Bureau de Vancouver**  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770



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contact@rugby.ca







## APPENDIX C

### PERIOD OF QUALIFICATION SCHEDULE

Women's 7s – Selection Events, 2022-23			
Priority Key:	Primary	Secondary	Auxiliary
Date	Event		Priority
October 2022 to September 2023	National Senior Team Daily Training Environment		
Nov. 2022	USport Nationals		
Nov. 4-6, 2022	WRSS 1 – Hong Kong		
Oct-Nov. 2022	Rugby World Cup		
Dec. 2-3, 2022	WRSS 2 – Dubai		
Dec. 9-11, 2022	WRSS 3 – Cape Town		
Jan. 21-22, 2023	WRSS 4 – Hamilton		
Jan. 27-29, 2023	WRSS 5 – Sydney		
Jan. – March . 2023	USport 7s		
March-May. 2023	Next Gen 7s		
Mar. 3-5, 2023	WRSS 7 – Vancouver		
Mar. 31 – Apr. 2, 2023	WRSS 8 – Hong Kong		
Apr. 7-8, 2023	Maple Leafs – Tropical 7s		
May 12-14, 2023	WRSS 10 – Toulouse		
May 20-21, 2023	WRSS 11 - London		
July 27 – August 7	Summer Showcase		
Aug. 12-13, 2023	RAN Olympic Qualifier		
Aug. 19-21 2023 (TBC)	Rugby Town 7s		

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Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770



rugby.ca  
contact@rugby.ca





## APPENDIX D

## RUGBY CANADA WOMEN'S 7'S EVALUATION CRITERIA

GOLD MEDAL PROFILE EVALUATION TOOL				
TECHNICAL COMPONENTS (9)				
GMP #	PERFORMANCE INDICATORS	SUBJECT DESCRIPTOR	RATING	COMMENTS
1	AERIALIST (KICKOFF)	Power track to ball, stays close to ground, does not utilize knee, does not use full extension of arms, does not own space.	1	
	POSSIBLE N/A	Good starting position - Good drive to the ball, good use of arc, good jump, med. knee drive, med. elbows, med. hands - poss. catch or swipe. Good Track line to ball.	3	
	(NOT APPLICABLE)	Excellent starting position - Great drive to the ball, uses arc well, 3 step jump, high knee drive, high elbows, high hands - confident catch or powerful swipe. Excellent Track to ball	5	
2	RECEIVER (KICK REC.)	Lifter - Late move, to spot, bent arms on lift, bent legs on lift. Jumper - Late move, to spot, poor jump, poor arm extension	1	
		Lifter - Good move, to spot, straight arms on lift, good leg ext., square lift. Jumper - Good move, does not catch ball at full ext. (timing issue)	3	
		Lifter - Great move, full arm ext., full leg ext., split lift. Jumper - Great move, catches ball at full ext. in front of face (great timing)	5	
3	PASS / CATCH	Pass - Ball off target. Catch - No target, dropped pass.	1	
		Pass - Ball high low. Catch - Target given, not clean catch.	3	
		Pass - Ball in front at top speed. Catch - Clear target, clean catch.	5	
4	PLAYMAKER	Basic footwork, scanning, communication, decision making, knowledge of role, rarely executes under pressure.	1	
		Good footwork, scanning, communication, decision making, knowledge of role, sometimes executes under pressure.	3	
		Excellent footwork, scanning, communication, decision making, knowledge of role, often executes under pressure.	5	
5	POWER FORWARD	Basic ball carries, basic battle skills, rarely makes guideline. Set Piece - Basic knowledge of roles. (Scrum LO Tap Pen)	1	
		Good ball carries, good battle skills, sometimes makes guideline. Set Piece - Good knowledge of roles. (Scrum LO Tap Pen)	3	
		Strong ball carries, strong battle skills, often makes guideline, and draws in defenders. Set Piece - Excellent knowledge of roles. (Scrum LO Tap Pen)	5	
6	SPEED / FINISHER	Basic acceleration, avg. speed, avg. change of direction, try scores timely.	1	
		Good acceleration, good speed, good change of direction, sometimes scores tries.	3	
		Excellent acceleration, top end speed, change of direction, try scores timely - often scores tries.	5	
7	DEFENDER / TACKLER	System - Doesn't understand the sys. Tackle - Rarely executes. (Footwork, drop height, punch arms / shoulder, head, wrap, chase, roll)	1	
		System - Understands the sys. Tackle - Sometimes executes. (Footwork, drop height, punch arms / shoulder, head, wrap, chase, roll)	3	
		System - Understands and adheres to sys. Tackle - Often executes. (Footwork, drop height, punch arms / shoulder, head, wrap, chase, roll)	5	
8	JACKAL	Tactical - Doesn't understand when / where to implement. Technical - Rarely executes. (Entry, on feet footwork [wide-stance strong-base], body height)	1	
		Tactical - Sometimes understands when / where to implement. Technical - Sometimes executes. (Entry, on feet footwork [wide-stance strong-base], body height)	3	
		Tactical - Often understands when / where to implement. Technical - Often executes. (Entry, on feet footwork [wide-stance strong-base], body height)	5	
9	KICKER (KO/CONVERSIONS)	KO - Rarely contestable in the allocated zone. Conversion - Rarely makes conversion.	1	
	POSSIBLE N/A	KO - Sometimes contestable in the allocated zone. Conversion - Sometimes makes conversion.	3	
	(NOT APPLICABLE)	KO - Often contestable in the allocated zone. Conversion - Often makes conversion.	5	
PHYSICAL COMPONENTS (5)				
GMP #	PERFORMANCE INDICATORS	SUBJECT DESCRIPTOR	RATING	COMMENTS
10	CONDITIONING	Exceeds Green standard for Bronco Testing, developing an ability to repeat multiple bouts of high speed running. Developing an ability to sustain a high quality and/or work rate that compares to top athletes at World 7s Series	1	
		Exceeds Green standard for Bronco Testing, demonstrates an ability to repeat multiple bouts of high speed running with moderate recovery. Able to sustain a high quality and/or work rate for partial minutes that compares to top athletes at World 7s Series	3	
		Exceeds Gold standard for Bronco Testing, demonstrates an ability to repeat multiple bouts of high speed running with minimal recovery. Able to sustain a high quality and/or work rate for a full 14 mins that compares to top athletes at World 7s Series	5	
11	SPEED	Exceeds Yellow standard for 40m Sprint Testing (including 0-10 and 30-40m splits), developing the ability to make successful line breaks, and/or make successful runs with ball. Developing chase and evasion skills.	1	
		Exceeds Green standard for 40m Sprint Testing (including 0-10 and 30-40m splits), demonstrates some ability to make successful line breaks, and/or make successful runs with ball. Can chase down or evade some opponents on the field of play	3	
		Exceeds Gold standard for 40m Sprint Testing (including 0-10 and 30-40m splits), demonstrates ability to make successful line breaks, and/or make successful runs with ball. Can chase down or evade any opponent on the field of play	5	
12	JUMPING	Exceeds Yellow standard for aerialist 1 foot jump testing off both feet. In game rarely executes height needed to compete for ball in air	1	
		Exceeds Green standard for aerialist 1 foot jump testing off both feet. In game sometimes executes height needed to compete for ball in air	3	
		Exceeds Gold standard for aerialist 1 foot jump testing off both feet. In game often executes height needed to compete for ball in air	5	
13	LOWER BODY POWER	Exceeds Yellow standard for Power Clean and/or Power Snatch and/or Standing Long Jump and/or standing Triple Jump. In game rarely has best body position for poach	1	
		Exceeds Green standard for Power Clean and/or Power Snatch and/or Standing Long Jump and/or standing Triple Jump. In game sometimes has best body position for poach	3	
		Exceeds Gold standard for Power Clean and/or Power Snatch and/or Standing Long Jump and/or standing Triple Jump. In game often has best body position for poach	5	
14	UPPER BODY POWER	Exceeds Yellow standard for Bench Press and/or Press and/or NG Pullup, developing an ability to transfer weight room power onto field with battle skills. Developing boosting and/or lifting skills.	1	
		Exceeds Green standard for Bench Press and/or Press and/or NG Pullup, demonstrates some ability to transfer weight room power onto field with battle skills. Can boost or lift some teammates as comfortable.	3	
		Exceeds Gold standard for Bench Press and/or Press and/or NG Pullup, demonstrates an ability to consistently transfer weight room power onto field with battle skills. Can boost or lift any teammate as needed.	5	
MENTAL COMPONENTS (7)				
GMP #	PERFORMANCE INDICATORS	SUBJECT DESCRIPTOR	RATING	COMMENTS
15	COMPETITIVENESS	Average / limited work rate on and off the ball. Walks between plays. Inconsistent competitiveness on and off the pitch.	1	
		Good work rate on and off the ball. Resets and reloads well between plays when fresh but drops off when fatigued. Often competitive on and off the pitch in games and practices, but levels drop off when games or situations are challenging.	3	
		Great work rate on and off the ball. Consistent high level competitor in all training and competitive environments. Never quit attitude, especially when behind, or in challenging situations. Big match competitor that wants the opportunity to make things happen.	5	
16	GRIT / DETERMINATION	Average / limited training and casual performances. Often walks in between exercises and game play. Often poor body language and comms. to staff and team-mates.	1	
		Regularly competes to their best capability, but sometimes their attitude drops off, they can get frustrated with themselves and team-mates if the play becomes too challenging and scenarios don't go their way.	3	
		Consistently competes with passion and perseverance for their long-term goals. Has prolonged stamina and is also able to control their emotions and energy appropriately in difficult situations reflected by how they can refocus especially after an error or poor rel. call.	5	
17	TEAM PLAYER	Average boys and limited flexibility put into team agreed attack & defense framework and systems. Difficult to collaborate with and also to initiate meaningful conversations.	1	
		Good role player that regularly collaborates with team-mates and staff. Participates in the team activities/play on and off the pitch but sometimes attitude drops off and they can get frustrated with themselves, team-mates and staff.	3	
		Positive team player that knows their role and also leads by example. Has strong communication skills, will collaborate and share with others, is an active listener and is flexible to learn other roles if needed to support the team.	5	
18	COMMUNICATION	Average / limited and aloof comms. between staff and team-mates during competition and in the DTE. Body language dictated by mood or circumstance. Slow or unresponsive with staff out of competition.	1	
		Good comms. able to pass detailed info. with staff and team-mates when fresh, but inconsistent relay of messages when fatigued. Also good body language when fresh again less so when fatigued. Involved in discussions on and off the pitch, listens to instructions well prior to responding.	3	
		Great communicator - before comp. - Ind & unit roles with team-mates to ensure cohesion, during comp. - constant in game small talk, detailed and even while fatigued, after comp. - unit reviews well and able to effectively listen to instructions and very good non-verbal communicator even when fatigued. (Good body language)	5	
19	LEADERSHIP	Average / limited integrity by not doing your best, poor listening skills by always wanting it done your way, avg. respect from team-mates and staff, inconsistent habits on and off the pitch.	1	
		Good role model on and off the pitch during positive and negative situations. Often does what they say and can sometimes let the competition and challenging conditions affect their comms. with team-mates and staff. Well respected and trustworthy but would rather follow than lead.	3	
		Great role model on and off the pitch during positive and negative situations. Does what they say, communicates well, very self-aware and humble. Influences those around by also being grateful for the responsibility. Is courageous and takes control of what is needed in meetings, our DTE, and in competition.	5	
20	COACHABILITY	Average / limited humility so unable to follow coach instruction, defensive when receiving feedback, limited source of positivity for team-mates, does not demonstrate commitment to the team by going away from the game plan.	1	
		Listens to coaches but sometimes doesn't provide meaningful feedback and takes an extended period to adapt their new learnings into their game play. Will ask for support and willing to work with team-mates to develop their game. Often positive and encouraging but can get frustrated when the situation or competition becomes challenging.	3	
		Humble and respectful of team-mates and staff. Actively listens to constructive work-ons from coaches and applies that feedback in practice and competitions. Also pro-actively seek feedback from staff. A source of positivity and encouragement for team-mates. Demonstrates commitment to the team and the game-plan.	5	
21	LIFE HABITS	Sometimes only motivated for the "big" games or tours, "cheats" or tries to get away with things to gain an advantage. Displays the following poor habits around sleep, rest, time management, diet and nutrition, which means they're often mentally stressed which transfers into them having a poor work ethic in our DTE and competition.	1	
		Often plays with motivation and confidence because they strive off and on the pitch to get solid sleep and rest in, manage their time well, eat a good diet whilst using some forms of mental de-stress exercises, but they can be inconsistent with 2 - 3 of these and this can hinder their progress.	3	
		Plays with heart and determination because they have a great program in place to address the following habits - sleep & rest routines, time management, diet and nutrients plan, a mental de-stress program and working towards a future after their rugby career finishes, which shows they're a highly motivated athlete.	5	
SCORECARD			105	

## HEAD OFFICE

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770



rugby.ca  
contact@rugby.ca





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## APPENDIX E

### RUGBY CANADA – APPEAL POLICY



# APPEAL POLICY

**DATE APPROVED: MARCH 9, 2021**

#### HEAD OFFICE

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770



rugby.ca  
contact@rugby.ca





## APPEAL POLICY

### Purpose

1. This *Appeal Policy* provides Participants with a fair and expedient appeal process.

### Scope and Application of this Policy

2. This Policy applies to all Participants.
3. Any Participant who is directly affected by a decision made by the Organization shall have the right to appeal that decision provided that there are sufficient grounds for the appeal under the **Grounds for Appeal** section of this Policy.
4. This Policy **will apply** to decisions relating to:
  - a) Eligibility
  - b) Selection Decisions
  - c) Conflict of Interest
  - d) Discipline
  - e) Membership
5. This Policy **will not apply** to decisions relating to:
  - a) Employment
  - b) Infractions for doping offenses
  - c) The rules of the sport
  - d) Creation, content and criteria of team selection or carding criteria
  - e) Substance, content and establishment of team selection or carding criteria
  - f) Volunteer/coach appointments and the withdrawal or termination of those appointments
  - g) Budgeting and budget implementation
  - h) The organization's operational structure and committee appointments
  - i) Decisions or discipline arising within the business, activities, or events organized by entities other than the Organization (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by the organization at its sole discretion)
  - j) Commercial matters for which another appeals process exists under a contract or applicable law
  - k) Decisions made under this Policy

### Timing of Appeal

6. Participants who wish to appeal a decision have seven (7) days from the date on which they received notice of the decision to submit the following:
  - a) Notice of the intention to appeal
  - b) Their contact information
  - c) Name and contact information of the Respondent and any Affected Parties, when known to the Appellant
  - d) Date the Appellant was advised of the decision being appealed
  - e) A copy of the decision being appealed, or description of decision if written document is not available
  - f) Grounds for the appeal
  - g) Detailed reasons for the appeal
  - h) All evidence that supports these grounds
  - i) Requested remedy or remedies

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### HEAD OFFICE

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770



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j) An administration fee of two hundred dollars (\$200), which will be refunded if the appeal is upheld

7. A Participant who wishes to initiate an appeal beyond the seven (7) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow an appeal outside of the seven (7) day period will be at the sole discretion of the Appeal Manager and may not be appealed.

#### **Submitting an Appeal**

8. Appeals of decisions made by a Club or a Provincial Union can be submitted to the Provincial Union to be heard pursuant to this Policy. Alternately, Rugby Canada may hear appeals of decisions made by a Provincial Union or Club at its discretion.
9. Appeals of decisions made by Rugby Canada can be submitted to Rugby Canada to be heard pursuant to its *Appeal Policy*.

#### *Discipline Chair Decision – Clubs*

10. A decision made by a Club's Discipline Chair may be appealed to the Club's Provincial Union in accordance with the terms of the *Appeal Policy*.
11. The Provincial Union shall appoint an Appeal Manager and shall follow the process outlined in the *Appeal Policy*.

#### *Discipline Chair Decision – Provincial Union*

12. A decision made by a Provincial Union's Discipline Chair may be appealed to the Provincial Union in accordance with the terms of the *Appeal Policy*.
13. The Provincial Union shall appoint an Appeal Manager and shall follow the process outlined in the *Appeal Policy*.

#### *Discipline Panel Decision – Provincial Unions*

14. A decision made by a Provincial Union's Discipline Panel pursuant to the *Discipline and Complaints Policy* may be appealed to the Provincial Union in accordance with the terms of the *Appeal Policy*.
15. Rugby Canada shall appoint an Appeal Manager and shall follow the process outlined in the *Appeal Policy*.

#### *Discipline Chair or Discipline Panel Decision – Rugby Canada*

16. A decision made by Rugby Canada's Discipline Chair or a decision made by Rugby Canada's Discipline Panel, may be appealed to Rugby Canada in accordance with the terms of the *Appeal Policy*.
17. Alternatively, by agreement between the parties, the internal appeal process may be bypassed, and the appeal may be heard directly before the Sport Dispute Resolution Centre of Canada (SDRCC).
18. Except where an appeal proceeds before the SDRCC, Rugby Canada shall appoint an Appeal Manager and shall follow the process outlined in the *Appeal Policy*.

#### **Grounds for Appeal**

19. A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:
  - a) Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents) to make

## **HEAD OFFICE**

**Victoria Office / Bureau de Victoria**  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

**Vancouver Office / Bureau de Vancouver**  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770



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contact@rugby.ca







- b) Failed to follow its own procedures (as set out in the Respondent's governing documents)
- c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
- d) Made a decision that was patently unreasonable

#### **Screening of Appeal**

20. The parties may first attempt to resolve the appeal through the *Dispute Resolution Policy*.
21. Appeals resolved under the *Dispute Resolution Policy* will result in the administration fee being refunded to the Appellant.
22. Should the appeal not be resolved by using the *Dispute Resolution Policy*, the Organization will appoint an independent Appeal Manager (who must not be in a conflict of interest or have any direct relationship with the parties) who has the following responsibilities:
- a) To determine if the appeal falls under the scope of this Policy
  - b) To determine if the appeal was submitted in a timely manner
  - c) To decide whether there are sufficient grounds for the appeal
23. If the Appeal Manager denies the appeal on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.
24. If the Appeal Manager is satisfied there are sufficient grounds for an appeal, the Appeal Manager will appoint an Appeal Panel which shall consist of a single Arbitrator (who is not in a conflict of interest and was not involved in the decision being appealed), to hear the appeal. In extraordinary circumstances, and at the discretion of the Appeal Manager, an Appeal Panel composed of three persons may be appointed to hear the appeal. In this event, the Appeal Manager will appoint one of the Panel's members to serve as the Chair.

#### **Determination of Affected Parties**

16. In order to confirm the identification of any Affected Parties, the Appeal Manager will engage the Organization. The Appeal Manager may determine whether a party is an Affected Party in their sole discretion.

#### **Procedure for Appeal Hearing**

25. The Appeal Manager shall notify the Parties that the appeal will be heard. The Appeal Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Appeal Manager and may not be appealed.
26. If a party chooses not to participate in the hearing, the hearing will proceed in any event.
27. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Appeal Manager and the Panel deem appropriate in the circumstances, provided that:
- a) The hearing will be held within a timeline determined by the Appeal Manager
  - b) The Parties will be given reasonable notice of the day, time and place of an oral in-person hearing or oral hearing by telephone or electronic communications.
  - c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing

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#### **HEAD OFFICE**

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770



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- d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- e) The Panel may request that any other individual participate and give evidence at an oral in-person hearing or oral hearing by telephone or electronic communications.
- f) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
- g) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become an Affected Party to the appeal in question and will be bound by its outcome
- h) The decision to uphold or reject the appeal will be by a majority vote of Panel members

28. In fulfilling its duties, the Panel may obtain independent advice.

#### **Appeal Decision**

29. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the **Grounds for Appeal** section of this Policy and that this error had, or may reasonably have had, a material effect on the decision or decision-maker.
30. The Panel shall issue its decision, in writing and with reasons, within seven (7) days after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:
- a) Reject the appeal and confirm the decision being appealed;
  - b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision; or
  - c) Uphold the appeal and vary the decision.
31. The Panel will also determine whether costs of the appeal, excluding legal fees and legal disbursements of any parties, will be assessed against any party. In assessing costs, the Panel will take into account the outcome of the appeal, the conduct of the parties, and the parties' respective financial resources.
32. The Panel's written decision, with reasons, will be distributed to all parties, the Appeal Manager, and the Organization. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

#### **Timelines**

33. If the circumstances of the appeal are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the appeal, the Appeal Manager and/or Panel may direct that these timelines be revised.

#### **Confidentiality**

34. The appeals process is confidential and involves only the parties, the Appeal Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

#### **Final and Binding**

## **HEAD OFFICE**

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
Suite 450 - 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770



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contact@rugby.ca





35. No action or legal proceeding will be commenced against the Organization or Participants in respect of a dispute, unless the Organization has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in governing documents.

Policy History	
Approved	March 9, 2021
Next Review Date	March, 2022

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## HEAD OFFICE

**Victoria Office / Bureau de Victoria**  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

**Vancouver Office / Bureau de Vancouver**  
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