



## RUGBY CANADA INTERNAL NOMINATION PROCEDURES 2025 JUNIOR 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 Asuncion 2025 Junior Pan Am Games as members of the Canadian Women's Rugby team.
- B. **OBJECTIVES:** The Rugby Canada objective for the 2025 Junior Pan American Games includes providing multi-sport games experience for 2028 and 2032 Olympic hopefuls. Asuncion is a key competition to evaluate players for the 2028 and 2032 Summer Olympic 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 2025 Junior 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) High Performance Director, National Programs;
- (iii) Director, Women's Rugby;
- (iv) Head Coach of the National Women's Team;
- (v) Head Coach of the 2025 Junior Pan Am Games

#### B. ON-SITE DECISION MAKING

During the actual competition period onsite at the 2025 Junior Pan Am Games, all final decision-making authority will reside with the Head Coach or the team leader in the absence of the Head Coach.

If the Head Coach or the team leader 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 Director until the Head Coach/team leader is able to resume their functions.

### 3) INTERNATIONAL FEDERATION (IF) CRITERIA

#### 2025 Junior Pan Am Games Qualification Criteria

The team will consist of 12 players and a group of non-travelling alternates. In the event of a discrepancy between the Rugby Canada Internal Nomination Procedure and the 2025 Junior Pan Am Games Qualification Criteria ([Click here](#)), 2025 Junior Pan Am Games Qualification Criteria shall prevail. In the event Panam Sports makes any changes to their 2025 Junior Pan Am Games Qualification Criteria, 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.

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### 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 ([Click here](#)) 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 2025 Junior Pan Am Games Team selection, an athlete must:

- i. All athletes must be within the U21 category. According to the nomenclature of Panam Sports for the Asuncion 2025 Junior Pan American Games, the athletes must have been born in 2005 or afterwards. They must not be older than 20 years of age in 2025.
- ii. Be a Canadian citizen.
- iii. Have a valid Canadian Passport that does not expire on or before February 23<sup>rd</sup>, 2026
- iv. Be in compliance with all relevant COC, World Rugby, and Pan Am Sports requirements for eligibility.
- v. Sign, submit, and comply with the COC Athlete Agreement and Organising Committee (PASO) Eligibility form no later than June 26<sup>th</sup>, 2025. Where the athlete is under the age of 19 years, the parent or guardian must also sign these agreements.
- vi. Compliance with vaccination requirements and policies of the NSO, COC, World Rugby, Pan Am Sports, and the host country Paraguay.
- vii. Must comply with all 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 2025 Junior 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.

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## 5) NSO ATHLETE SELECTION CRITERIA

### A. PERIOD OF QUALIFICATION

From September 2024 to July 2025 [Appendix A a](#) set of competitions will be used to identify determine the 2025 Junior 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 2025 Junior 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 B](#). 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 July 3<sup>rd</sup>, 2025, 12 athletes will be internally selected & contacted to represent Canada at the Asuncion Junior Pan Am Games by the High-Performance Leadership Group. A group of position specific players will be selected as non-traveling alternates on July 7<sup>th</sup>, 2025, and will not be required to travel with the team. Players may be subject to a cost associated with participation and details of the cost will be shared with the players prior to the acceptance of selection date (July 5<sup>th</sup>, 2025).

### C. TEAM SELECTION CRITERIA

The High-Performance Leadership Group, in consultation with coaching staff, will nominate athletes and alternates from the 2024-25 Athlete Pool to the COC for the 2025 Junior Pan Am Games Team, with the objective of putting together an under 21 team that has the top 2028 and 2032 Olympic hopefuls 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 2025 Junior Pan Am Games
  - providing multi-sport games experience for 2028 and 2032 Olympic hopefuls
  - competition to evaluate players for the 2028 and 2032 Summer Olympic Games
  - To continue to build a culture while continuing to focus on our vision, behaviors, standards, building understanding, belief and confidence

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

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- Ability and willingness to work effectively and cooperate within the team environment
- 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 allow optimal performance at the Junior Pan Am Games.
- Commitment to a lifestyle conducive to support the training and preparation required to allow the optimal performance at the Junior Pan Am Games.

The evaluation criteria outlined in [Appendix B](#) 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-woman roster for the Games Team.

D. TEAM NOMINATION DATE - Rugby Canada's High-Performance Leadership Group will nominate 12 athletes to COC for the 2025 Asuncion Junior Pan Am Games no later than, July 15<sup>th</sup>, 2025.

E. TEAM ANNOUNCEMENT DATE - Rugby Canada in consultation with COC will announce the team no later than July 21<sup>st</sup>, 2025.

F. NON-TRAVELING ALTERNATE ATHLETES

By July 7<sup>th</sup>, 2025, Rugby Canada will internally identify a group of non-traveling alternates for the Women's Rugby 7's Junior 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 an 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 2025 Women's Junior Pan Am Team. Alternate athletes will not travel to the Junior Pan Am Games unless a nominated athlete declines their position or is removed. Substitutions after July 19<sup>th</sup>, 2025, are subject to approval by the COC Team Selection Committee and the 2025 Asuncion Late Athlete Replacement Policy (LARP).

## 6) PERFORMANCE READINESS & INJURIES

### PERFORMANCE READINESS

- “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.
- Athletes being considered for selection to the 2025 Asuncion Junior 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.
- 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 September 2024 – August 5<sup>th</sup>, 2025, the suitability of the training and competition plan, fitness and other competitive readiness indicators, submitted medical documentation, consultation

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with the athlete's personal coach, and any other relevant performance related information.

## 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 Junior Pan Am Team prior to the COC nomination deadline July 15<sup>th</sup>, 2025.
- ii. Injuries or illnesses that occur after July 19<sup>th</sup> will be dealt with similarly, and subject to the PASO 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 Junior 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) JUNIOR 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 July 19<sup>th</sup>, 2025, are also subject to the JUNIOR PAN AM Sports Late Athlete Replacement Policy for Junior Pan Am Games.
- ii. Note that the Canadian Junior 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.

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## 9) APPEALS

- i. Rugby Canada's nominations to the COC for the 2025 Asuncion Junior 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 C](#). Any dispute relating to the Rugby Canada Internal Nomination procedures for the 2025 Asuncion Junior 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 no later than July 10, 2025.

## 10) INP PUBLICATION

Rugby Canada's INP for the 2025 Asuncion Junior Pan Am Games will be published prior to February 10<sup>th</sup>, 2025. The INP will be circulated via email and presented in person or via a virtual meeting to all eligible athletes prior to February 31<sup>st</sup>, 2025. All subsequent amendments to the approved INP will be circulated to all eligible athletes as soon as possible.

## 11) 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 2025 Junior Pan Am Games as well as contributing to a winning well 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 in compliance with all relevant IF, COC, and PASO requirements for eligibility.
- ii. Be a member in good standing with Rugby Canada
- iii. Be 18 years of age or older.
- iv. Have a valid passport that does not expire on or before February 23<sup>rd</sup>, 2026
- v. Sign, submit, and comply with the COC Support Team Agreement and PASO Eligibility Conditions form (EC) no later than June 26<sup>th</sup>, 2025.
- vi. Comply with all COC requirements
- vii. Compliance with vaccination requirements and policies of the NSO, COC, World Rugby, Pan Am Sports, and the host country Paraguay.

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 Chartered Professional Coach or Registered Coach before June 26<sup>th</sup>, 2025 (as per the COC Coach Recognition Policy).

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## 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.

## 12) TIMELINES SUMMARY

DATE	EVENT
February 1 <sup>st</sup> , 2025	Athlete Pool long list drafted
February 9 <sup>th</sup> , 2025	INP published/circulated
September 2024 - July 2025	Rugby Canada Qualification period
No later than February 27 <sup>th</sup> , 2025	Communication with eligible athletes
March 1 <sup>st</sup> , 2025	Deadline to declare intent to be considered for selection
March 4, 2025	COC deadline to submit Athlete Pool long list
April 8 <sup>th</sup> , 2025	COC Accreditation information deadline
June 26 <sup>th</sup> , 2025	Athletes & staff sign and return the COC Athlete Agreement and Eligibility Form (EC)
July 3 <sup>rd</sup> , 2025	Team will be internally selected & athletes contacted
July 5 <sup>th</sup> , 2025	Date athlete must accept their selection (Yes, they will participate in the Games or No, thanks)
July 7 <sup>th</sup> , 2025	Alternate athletes will be selected & contacted
July 10 <sup>th</sup> , 2025	Deadline for filing an Appeal
No later than, July 15 <sup>th</sup> , 2025	Team will be nominated to the COC
No later than, July 15 <sup>th</sup> , 2025	Alternate athletes list will be nominated to COC
July 19 <sup>th</sup> , 2025	Entry-by-Name Deadline
July 19 <sup>th</sup> , 2025 onward	Late Athlete Replacement Policy (LARP) is in effect
No later than, July 21 <sup>st</sup> , 2025	Date of formal team announcement

## 13) CONTACT

For enquiries on the Rugby Canada 2025 Asuncion Junior Pan Am Game Internal Nomination Procedures please contact:

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## APPENDIX A

### PERIOD OF QUALIFICATION SCHEDULE

<b>Women's 7s - Selection Events, 2024-25</b>				
<b>Priority Key:</b>	<b>Primary</b>	<b>Secondary</b>	<b>Tertiary</b>	<b>Auxiliary</b>
<b>Date</b>	<b>Event</b>			<b>Priority</b>
Sept - Nov 2024	USport Nationals			
Dec 15-16 2024	Global Youth 7s			
Dec. 1-2, 2024	WRSS 1 - Dubai			
Dec. 9-10, 2024	WRSS 2 - Cape Town			
Dec 30 th 2024	Atlantic 7s Showcase			
January 5th 2025	Rugby Quebec Training			
Jan. 27-29, 2025	WRSS 3 - Perth			
Jan. - March 2025	CanWest 7s			
Jan. - March 2025	USport 7s/15s			
Jan-May 2025	BC Premiership			
Feb-May 2025	RBC Training Ground			
Feb 19-21 2025	Provincial Youth Comp - Vancouver			
Feb 21-23 2025	WRSS 4 - Vancouver			
Mar. 28 - Apr. 6 2025	WRSS 5-6 - Hong Kong and Singapore			
Feb - April 2025	Regional 15s competition (CROQ / Blue-Gold)			
Apr. 18-19 2025	Tropical 7s			
May 2-4 2025	WRSS 7 - World Championship			
May 1-14	Canada U20 tour - Ireland			
May 28-30th	Provincial Youth Comp - St. John's			
July 1 - July 21 2025	Summer Showcase - Shawnigan			

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## APPENDIX B

### RUGBY CANADA 7'S NEXTGEN GOLD MEDAL PROFILE EVALUATION CRITERIA

 		GOLD MEDAL PROFILE EVALUATION TOOL - NEXT GEN 2025				
TECHNICAL COMPONENTS (3)						
GMP #	PERFORMANCE INDICATORS	SUBJECT DESCRIPTOR	RATING	G	CANADA	
1	DEFENSIVE PERFORMANCE (TACKLES EFFECTIVENESS, TURNOVER WINNING)	Rarely effective as an individual or team defender. Rarely manages time and space, rarely demonstrates in-depth knowledge of structured defensive system and in unstructured defensive situations.	1			
		Sometimes but inconsistently effective as an individual or team defender. Inconsistently manages time and space, sometimes demonstrates in-depth knowledge of structured defensive system and in unstructured defensive situations.	3			
		Always or consistently effective as an individual or team defender. Always manages time and space, Consistently demonstrates in-depth knowledge of structured defensive system and in unstructured defensive situations.	5			
2	ATTACKING PERFORMANCE (LINE BREAK/DEFENDERS BEATEN, PASSING, POSSESSION RETENTION)	Rarely scans and ineffectively communicates prior to receiving and catching the ball (Strategic). Sporadically demonstrates effective distribution and/or re-distribution, executing skills (Technical/Tactical).	1			
		Sometimes scans and communicates effectively prior to receiving and catching the ball (Strategic). Inconsistently demonstrates effective distribution and/or re-distribution, executing skills (Technical/Tactical).	3			
		Always or consistently scans and communicates effectively prior to receiving and catching the ball (Strategic). Always demonstrates effective distribution and/or re-distribution, executing skills (Technical/Tactical).	5			
3	TRANSITION	Rarely adds excitement and continuity to attacking transitions - rarely connects before competing, has difficulty identifying and stopping the threat on defensive transitions.	1			
		Sometimes adds excitement and continuity to attacking transitions - rarely connects before competing, has difficulty identifying and stopping the threat on defensive transitions.	3			
		Always adds excitement and continuity to attacking transitions - rarely connects before competing, has difficulty identifying and stopping the threat on defensive transitions.	5			
PHYSICAL COMPONENTS (3)						
GMP #	PERFORMANCE INDICATORS	SUBJECT DESCRIPTOR	RATING	G	CANADA	
4	CONDITIONING	Unable to complete half a match at moderate intensity levels. Consistently poor ability to maintain workrate. Notable changes in technical skills and tactical decision making when fatigued in match.	1			
		Good ability to achieve high intensity levels but unable to maintain these levels late into games and over competition weekends. Able to maintain moderate to high workrate and for full games and weekends. Maintains good elite conditioning. Able to sustain high levels of intensity throughout individual matches and also over competition weekends. Technical skills and tactical decision making does not vary no matter level of fatigue.	3			
		Lack of speed/agility causes issues offensively with line breaks and creating space from opponents, and defensively in missed tackles and an inability to chase down opponents linebreaks. Even when proper decisions are made lack of speed limits on field effectiveness.	5			
5	SPEED and AGILITY	Adequate speed/agility for positive gains when given offensive opportunities and can keep up with and catch some opponents defensively. Any drop off in speed when fatigued leaves the athlete exposed both offensively and defensively. Good acceleration and top end speed.	1			
		Elite speed/agility, regularly breaks away from opponents and is never outrun in a chasdown. Has an exceptional ability to accelerate away from opponents even when space is limited leading to regular self produces offensive opportunities and tries.	3			
		Often loses collisions, rucks and misses tackles due to lack of power and strength. Inadequate strength and power to be effective.	5			
6	POWER and STRENGTH	Elite speed/agility, regularly breaks away from opponents and is never outrun in a chasdown. Has an exceptional ability to accelerate away from opponents even when space is limited leading to regular self produces offensive opportunities and tries.	1			
		Sometimes able to use power and strength to cause missed tackles, win rucks and does not lose collisions often.	3			
		Consistently use strength to cause missed tackles, rarely loses rucking situations due to power or strength and rarely ever loses 1 on 1 collisions at an international level. At times can take on two opponents and win at the contact point with elite power.	5			
SPECIALIZED COMPONENTS (3)						
GMP #	PERFORMANCE INDICATORS	SUBJECT DESCRIPTOR	RATING	G	CANADA	
8	KICK OFF ROLES (REGAIN/REACTIVE)	Rarely accurate in their role (aerialist/kicker/exciter/scanner)	1			
		Sometimes accurate in their role (aerialist/kicker/exciter/scanner)	3			
		Highly accurate in their role (aerialist/kicker/exciter/scanner)	5			
9	SET PIECE	Rarely or never technically effective in their functional roles (including feeder/thrower) - Attack (provide a solid platform and positive first phase outcome) and defense (disrupt & apply pressure).	1			
		Sometimes but inconsistently technically effective in their functional roles (including feeder) In the scrum - attack (provide a solid platform and positive first phase outcome) and defense scrums (disrupt & apply pressure)	3			
		Always & consistently technically highly effective in their functional roles (including feeder) In the scrum - attack provide a solid platform and positive first phase outcome) and defense scrums (disrupt & apply pressure)	5			
10	RUGBY LITERACY	Rarely demonstrates rugby literacy (RL) in preparation and the game. Tends to follow and react to events in the match.	1			
		Sometimes but inconsistently demonstrates RL in preparation and the game. Influence is inconsistent and tends to be limited to specific aspects rather than across the RL spectrum. In contexts sometimes Lead/follows/reacts demonstrating the ability to influence key moments in a match.	3			
		Consistently demonstrated a high RL in preparation and in game. Consistently leads in the influence and anticipation of key moments in a match.	5			
TALLY/CALCUL						
GMP EVALUATION CRITERIA – SCORING			SUM	1	0	0
5 – Best in Canada / Youth PanAM Games			OUT OF	2	50	50
4 – Elite execution at the Canada Games / Youth PanAM Games			DECIMAL	0.5	0	0
3 – Consistent execution at the Canada Games / Youth PanAM Games			PERCENT	50	0	0
2 – Average execution at the Canada Games Youth PanAM Games						
1 – Developing skills - room to improve nationally / Youth PanAM Games						

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## APPENDIX C

### RUGBY CANADA – APPEAL POLICY



# APPEAL POLICY

**DATE APPROVED: MARCH 9, 2021**

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## 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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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

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- 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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- 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**

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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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