



Membership Policy

Rugby Nova Scotia

Date: April 2025

MEMBERSHIP POLICY

Purpose

The purpose of this Membership Policy is to establish guidelines for membership eligibility, rights, responsibilities, and expectations for within Rugby Nova Scotia. This policy aligns with Rugby Nova Scotia's bylaws and is intended to increase transparency, consistency, and fairness in the membership process.

1. New Members

- 1.1. To be considered for membership, clubs and other organized rugby groups must meet the admission requirements specified in section 2.3 of the By-Laws.
- 1.2. Applications will be considered by the Board at the next scheduled Board meeting, if they are complete.

Procedures

- 1.3. Applicants must submit a written application to the Rugby Nova Scotia Office addressing the admission requirements using the [*Membership/Renewal Application Form.*](#)
- 1.4. The Applicant will receive approval or a request for any additional information required to fully complete the application.
- 1.5. The Applicant must pay the fee in full prescribed in the Application Form.

2. Annual Membership Renewal

- 2.1. Clubs and other organizations which have been accepted as Members must re-apply for Membership annually through submitting the [*Membership/Renewal Application Form.*](#)
- 2.2. Renewal applications received in the Rugby Nova Scotia Office after the specified deadline will be returned and the organization must apply as a new Member.



Procedure

- 2.3. Submission of a completed Club Membership Renewal Application to the Rugby Nova Scotia Office through by no later than the date specified by the Rugby Nova Scotia Office.
- 2.4. The Applicant will receive approval or a request for any additional information required to fully complete the application.

3. Registered Participants

- 3.1. An individual must register with Rugby Nova Scotia/Rugby Canada in one or more of the specified categories and player sub-categories indicated in 3.9.1
- 3.2. Individuals are registered only after their registration and any required payment has been validated in Rugby Canada's national registration system.
- 3.3. All registrants must abide by all the Policies and Procedures of Rugby Nova Scotia and Rugby Canada.
- 3.4. All registrants must abide by the Rugby Canada Code of Conduct and the specific Code of Conduct below relevant to their registration category (i) (ii) (iii) Coach or Manager Match Official
- 3.5. An individual must not be a registered with more than one Member at any given time unless they have been approved by Rugby Nova Scotia for a Dual Membership, in accordance with the policies
- 3.6. Non-compliance with any policies or procedures will result in penalties being applied to the individual and Member involved
- 3.7. A refund for any Rugby Canada or Rugby Nova Scotia registration fees will be granted in accordance with the Rugby Canada's Refund Policy.
- 3.8. An individual deemed to be not in good standing from a previous registration period is ineligible to register for the current registration period.



3.9. Further to Policy 3.2, the specified categories and player sub-categories are:

3.9.1. Categories (8): Player, Coach, Match Official, Board Member, Medical Staff, Volunteer, Team Manager/Administrator, Social.

3.9.2. Player Sub-categories (10): Senior, Junior, Junior (Intro to contact), Minor (Touch or Flag), Minor (Intro to contact), Temporary, 48 hour, Masters, Non-contact (Touch or Flag), University/Collegiate.

3.10. Evidence of medical insurance is required for non-Canadian citizens. The registrant must provide such evidence to their Member upon registration.

3.11. Upon request, copies of birth certificates, passports or other evidence acceptable to Rugby Nova Scotia as proof of age or citizenship must accompany all registrations. The burden of proof of age or citizenship rests with the registrant.

3.12. Individuals must not register through Rugby Canada's registration system for the upcoming season before a date specified by Rugby Canada.

3.13. Unless otherwise specified, an individual's registration is effective from the date that the registration becomes valid until the April 30th of the following year.

3.14. Applications for a refund of registration fees must be undertaken through the individual's registrant account.

3.15. Each Member shall annually, in accordance with directions from the Rugby Nova Scotia office, provide a list of any registrants not in good standing.

4. Amendments to the Policy

4.1. This policy may be reviewed and amended by the Board on a year-to-year basis to ensure its effectiveness and alignment with organizational governance best practices.