



Sanctioning and Insurance Policy

Rugby Nova Scotia

Date: March 2025

Sanctioning and Insurance Policy

1. Mandatory Registration

- 1.1. Rugby Nova Scotia requires that all individuals participating in sanctioned activities within Nova Scotia register through the Rugby Canada National Registration system.

2. Insurance Coverage

- 2.1. Rugby Nova Scotia through the Rugby Canada Insurance program will provide the following minimum insurance coverage to cover all Registered Participants while they participate in sanctioned rugby activities:
 - 2.1.1. Sport accident insurance
 - 2.1.2. Sport liability insurance
 - 2.1.3. Directors & Officers insurance
 - 2.1.4. International Travel coverage
- 2.2. It is the responsibility of each Member to ensure that all matches, training sessions, tours and other events are sanctioned before they take place;
- 2.3. It is the responsibility of each Member to ensure that all their players and other participants including Directors and Officers are properly registered with Rugby Nova Scotia through Rugby Canada's National Insurance Program.
- 2.4. It is the responsibility of each Member to ensure any necessary Certificates of Insurance are obtained prior to commencing any rugby related activities.
- 2.5. Rugby Nova Scotia will ensure that all relevant information on insurance coverage and claims is made available to its Members on a timely basis.
- 2.6. In order for an event, match or training conducted by a Member to be insured, it must receive **sanctioning** from Rugby Canada and Rugby Nova



Scotia.

3. Sanctioning

- 3.1. The following matches between Members, where conducted within Nova Scotia, shall be automatically sanctioned, provided all participants are currently registered in the Rugby Canada National Registration system;
 - 3.1.1. A match conducted as part of an approved League under the auspices of Rugby Nova Scotia.
- 3.2. A training session of a Member, where conducted within Nova Scotia, shall be automatically sanctioned where all participants are currently registered in the Rugby Canada National Registration system.
- 3.3. For all matches, trainings, tournaments, tours or events other than those covered by 3.1 and 3.2 above, a Member must apply for sanctioning following the Rugby Canada Sanctioning Process, including the payment of any required fees.
- 3.4. For Tournaments, the host Member must submit a Rugby Canada Tournament Sanctioning Application Form to Rugby Nova Scotia not less than 30 days in advance of the scheduled date. Permission may be withheld by Rugby Nova Scotia if the proposed date clashes with a scheduled Rugby Nova Scotia match or other special event.
 - 3.4.1. To protect the integrity of the regular club rugby seasons and avoid scheduling conflicts, Rugby Nova Scotia implements "Blackout Periods" during which no tournaments will be sanctioned unless the event occurs over a long weekend (Friday to Monday). Please see below for a comprehensive list.

Blackout Period	Rationale
Summer Season (May-August)	No tournaments may be scheduled during this period, except for events that occur on a long weekend (e.g., Victoria Day Weekend). These months are considered part of the regular club



	season, and tournaments during this time can create scheduling conflicts and player burnout.
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Exceptions to Blackout Periods	Rationale
Long Weekends	<p>Tournaments held on long weekends (i.e., weekends that include statutory holidays such as:</p> <ul style="list-style-type: none"> a. Victoria Day (late May) b. Canada Day (July 1st) c. Civic Holiday (first Monday in August) d. Labour Day (early September) e. Thanksgiving (second Monday in October) <p>Are eligible for sanctioning during the blackout periods. These weekends provide players and clubs with extended time off from regular competitions, making them ideal for special events or tournaments.</p>
Rugby Nova Scotia Discretion	<p>Rugby Nova Scotia may approve tournaments outside the blackout periods if there is a compelling reason and if the event does not conflict with the general competitive calendar. These exceptions will be reviewed on a case-by-case basis.</p>

- 3.5. Rosters of all participating teams must be submitted to the Rugby Nova Scotia Office either pre-tournament (if available) or not later than seven (7) days post-tournament, for onward transmittal to Rugby Canada.



- 3.6. Rugby Nova Scotia reserves the right to revoke the sanctioning of any tournament if:
 - 3.6.1. The event is scheduled during a blackout period without long weekend consideration.
 - 3.6.2. The tournament does not meet Rugby Nova Scotia's safety, medical, or regulatory standards.
 - 3.6.3. There are significant complaints regarding organization, misconduct, or violations of Rugby Nova Scotia's policies.
- 3.7. If one or more clubs/teams are looking to sanction a tournament for the same weekend, those who are in good-standing, and have submitted a completed application first with all the requirements met will receive approval.
- 3.8. For singular matches (e.g. an exhibition/non-League/Masters match), the host Member must submit a Rugby Canada Exhibition Match Sanctioning Form not less than two (2) weeks in advance of the scheduled date. Permission may be withheld if the event does not comply with all relevant World Rugby, Rugby Canada and Rugby Nova Scotia requirements, as outlined in the [Senior and University League Regulations](#).

4. Insurance Certificates

- 4.1. To obtain an Insurance Certificate, a member must submit the Rugby Canada Request for Certificate of Insurance Form to the Rugby Nova Scotia office.

5. Insurance Claims

- 5.1. To make a claim, Registered Participants or their representative should immediately inform Rugby Canada and the insurance broker that an incident has occurred, and a claim will be submitted. Contact details can be found [here](#).
- 5.2. In the case of a claim for Sport Accident Insurance, the Rugby Canada Injury Report Form must be completed and submitted directly to Rugby Canada within 90 days of the injury occurrence.
- 5.3. In the case of a claim for Sport Accident Insurance, wherever possible, the Rugby Canada Witness Report Form must be completed and submitted directly to Rugby Canada within 90 days of the injury occurrence.



- 5.4. Any queries or concerns about the above procedures may be submitted to the Rugby Nova Scotia Office.
6. Discipline
 - 6.1. Registered Participants who participate in unsanctioned rugby activities will face disciplinary action under the applicable policies of Rugby Canada and/or Rugby Nova Scotia.
 - 6.2. Members who engage in unsanctioned rugby activities will face disciplinary action under the bylaws of Rugby Nova Scotia.