



MEMBERSHIP POLICY

1. Purpose

This policy establishes guidelines for membership eligibility, rights, responsibilities, and expectations within Rugby Nova Scotia (RNS). It aligns with RNS bylaws and promotes transparency, consistency, and fairness in the membership process.

2. New Membership Applications

Eligibility

To be considered for membership, clubs or organized rugby groups must meet the requirements in section 2.3 of the RNS By-Laws.

Application Process

- Submit a written application using the RNS Membership/Renewal Application Form.
 - Applications are reviewed at the next scheduled Board meeting, if complete.
 - The applicant will receive either approval or a request for additional information.
 - Full payment of the fee prescribed in the Application Form is required.
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3. Annual Membership Renewal

Clubs and other accepted organizations must reapply annually by submitting the Membership/Renewal Application Form.

Renewal Process

- Submit the completed form by the specified deadline to the RNS Office.



- Late applications will be returned, requiring the organization to reapply as a new member.
 - The applicant will receive either approval or a request for additional information.
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4. Associate Membership Policy

4.1 Purpose

This section outlines eligibility, application, renewal, and invoicing procedures for Associate Members. Associate Membership grants access to RNS services while supporting safety, quality, and provincial alignment.

4.2 Definition

Associate Members are non-playing organizations (associations, corporations, etc.) that support RNS goals and are admitted by Board approval per the bylaws and this policy.

4.3 Eligibility

To qualify, organizations must:

- Follow the same process as Full Members.
- Submit an April–March event schedule by March 1.
- Provide a clear three-year objective for review by March 31.
- Be approved by the Board upon meeting all requirements.

4.4 Application & Renewal Process

Associate Members must:

- Complete the Membership Application Form.
- Submit event schedule and strategic objective.
- Pay the \$100 non-refundable application fee.



- Submit all materials by the specified deadline.
- Undergo annual review and renewal.

4.5 Invoicing for Services

Associate Members are invoiced per service accessed, as most are not available through the SportLomo platform.

Itemized Services & Fees:

Service	Fee
Application Fee	\$100
Exhibition Game Sanctioning	\$25
Tournament Sanctioning	\$50
Inbound/Outbound Tour Sanctioning (Canada)	\$25
International Tour Sanctioning	\$50
Try It Day Sanctioning	\$50
Referee Appointment	# of games × \$25
League Schedule	\$25

Invoices are issued upon approval of services. Payments must follow the terms on the invoice.

4.6 Additional Notes

- Associate Members must follow RNS policies regarding insurance, safety, and governance.



- Late applications or sanctioning requests may incur penalties or processing delays.
 - Non-compliance may lead to suspension or revocation of status.
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5. Registered Participants

- Individuals must register with RNS/Rugby Canada in a valid category and sub-category.
- Registration is valid only after confirmation and payment in the national registration system.
- Registrants must follow all RNS and Rugby Canada policies and Codes of Conduct.
- Dual Memberships require RNS approval.
- Policy violations may result in penalties or loss of membership.
- Refunds follow the Rugby Canada Refund Policy.
- Individuals not in good standing from prior years are ineligible for registration.

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

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.

Requirements:

- Non-Canadian citizens must show medical insurance proof.
- Registrants must provide proof of age/citizenship upon request.
- No early registration is allowed before the date specified by Rugby Canada.



- Validity lasts until April 30 of the following year.
- Refund requests must be made through the registrant's account.
- Clubs must submit a list of registrants not in good standing annually.

6. Policy Amendments

This policy is reviewed and updated annually by the RNS Board to maintain alignment with best governance practices.

Board Approved: May 22, 2025