



TO All Provincial Unions & Member Clubs

CC: Nina Mittendorf (Insurance Administrator, Rugby Canada)
Noel Woodward (Operations & Member Services Coordinator)

FROM Dustin Hopkins (GM, Rugby Operations, Rugby Canada)

DATE: Tuesday, 12th February 2019

SUBJECT: Individual Permission to Tour and Team Tour Sanctioning Policy.

Over the past few months Rugby Canada has identified some potential gaps within the Rugby Canada outgoing tour sanctioning policy. As part of its ongoing discussions with Rugby Canada's insurance provider it has been determined that there is an immediate need to address these gaps moving forward.

In doing so, it is critical for the following key points of Rugby Canada's insurance policy is clear to all Provinces and Rugby Canada members:

1. Rugby Canada will provide insurance coverage for all Registered Rugby Canada club teams and select teams* that compete in Canada and or a Rugby Canada Provincial Union sanctioned event
2. Rugby Canada is limited to providing insurance coverage to outgoing international tours that only deemed under the direct supervision of Rugby Canada, its Provincial Unions and its member clubs.
3. Individuals wishing to participate in competitions or on teams outside Canada in a non-Rugby Canada event can submit a request to Rugby Canada for a "Permission to Tour Certificate" but they will NOT be covered by Rugby Canada's liability or medical Insurance policies.

**Select teams – to be eligible for insurance coverage all members of a "Select" team must be a registered Rugby Canada registered participant and be approved by both the Provincial Union and Rugby Canada prior to travel.*

Rugby Canada will be updating its outgoing tour sanctioning policy with immediate effect with the following options available (next page)

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Scenario #1 – Member Club Outgoing Tour Request *(includes provincial / regional rep programs)*

A Rugby Canada registered club may request to tour at any time identifying all of its club registered participants (Players & Staff) and the relevant information requested in the Outbound Tour Sanctioning online form. Providing all of the criteria identified are completed and approved by both the Provincial Union and Rugby Canada the outgoing tour sanction will be provided. This process also applies to any provincial and or regional representative team registered with Rugby Canada.

Note... that on approval all registered participants of the tour party would be covered by Rugby Canada's outgoing tour General Liability Insurance policy. It is the club's responsibility to ensure each of its registered participants participating in the tour has adequate travel medical insurance.

Outbound Tour Sanctioning online form Link: <https://reg.sportlomo.com/registration/member-registration/content-page/10033056>

Scenario #2 – Select (Invitational) Team Sanctioning Request

If a number of Rugby Canada registered players from various clubs wish to combine to go on an outgoing tour they can request a Select / Invitational Team Sanction. This is a new process for Rugby Canada that will allow so called select teams to form and enjoy rugby tours as a collective group. As this is an amalgamation of players the Tour Leader / Manager and Head Coach must be good standing and be registered with Rugby Canada and approved by the Provincial Union that they are located in to lead the identified select team.

All players and staff requesting to participate on a Select / Invitational team must be a registered Rugby Canada participant to allow the team's tour sanction to be approved. Non-registered players are not permitted to play on an approved Select Team.

Note... that on approval all registered participants of the tour party would take advantage of Rugby Canada's outgoing tour general liability insurance policy. It is the club's responsibility to ensure each of its registered participants participating in the tour has adequate travel medical insurance.

Pdf: Please see attached Select Team Sanction Request Form

Scenario #3 – Individual Participant - Permission to Tour Request (International)

In the event that a player or team staff member (i.e. Coach) wishes to travel out of country to participate on a team not under the supervision of Rugby Canada (example, a USA registered club or select team), the individual would need to complete an Individual Participant - Permission to Tour Request Form. This is a mandatory World Rugby process that once completed is presented to both the home union and the union being visited identifying the player or team staff member's movements and where they will be playing.

This policy applies to all registered and non-registered players participating with teams that are not directly supervised by Rugby Canada as defined above.

Note: The Rugby Canada General Liability Policy or Medical policy does not apply to anyone who falls under this category and Rugby Canada will only provide the individual with a permission to tour certificate.

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Scenario #4 – International Player Transfer Request

In the event that a Rugby Canada registered participant wishes to take advantage of National Unions insurance policy (e.g. USA Rugby) they can request an International Participant Transfer at any time. This process would mean that the participant would be de-registered with Rugby Canada leaving them the option to then register with another unions.

Note: Once a player is deregistered with Rugby Canada they are not covered by any of its Insurance Policies.

On return to Canada the player can then reregister with Rugby Canada once they have applied and received an international transfer certificate from the union they were previously registered.

It is again important to note that for all approved outgoing tours the basic Rugby Canada insurance policy where applicable only covers General Liability Insurance unless medical coverage was also purchased at the time of the participant registering with Rugby Canada. It is the responsibility all participants and their clubs undertaking any outbound tour to ensure they have adequate medical coverage for their travel domestic or international rugby activities.

Please be advised that Rugby Canada's permission to tour application for High School teams has not changed.

Sincerely,

RUGBY CANADA

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Rugby Canada

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