



CLUB HANDBOOK

CONTENTS

Introduction

Mission, Vision, Values & Goals

Nor'Westers History

Athlete Development Plan

Club Policies:

1. Code of Conduct
2. Harassment and Abuse
3. Communication and Privacy
4. Disciplinary Action
5. Equity and Inclusion
6. Return to Play Policy
7. Refund Policy

Communication & Team Notification

Bingo Requirement/Reimbursement

Dispensations

Security Screening

Facility/Field Rental

Contacts

INTRODUCTION

This handbook has been developed to serve as a guide for all members of the club. Members should keep a copy of this Handbook and share the information inside with all club members. While we hope that all your questions can be answered in the sections that follow, we recognize that is not always the case and you can find our contact information at the very end.

OUR MISSION, VISION, VALUES & GOALS

Established in 1974, the Nor'Westers Athletic Association (NWAA) have had a long history of providing young athletes with programs, coaching and the opportunity to compete locally, regionally and nationally. This document is meant to provide answers to some of the key questions that most parents and athletes have about our programs and training philosophy.

Our Club's Mission is...

To provide a positive environment and premier facilities to foster the growth of the sport of rugby. We strive to promote involvement in the game, provide rugby playing opportunities to individuals of all abilities and ages, and to develop player athletes to their highest potential.

Our Vision is...

To provide the best possible rugby instruction giving each player, whether youth or adult, the opportunity to reach their individual potential. We strive to ensure that each player will be able to have fun, make new friends, experience the unique culture of rugby, and learn about participating positively in a demanding team sport.

Our Core Values are Respect, Teamwork, Discipline, Excellence & Fun.

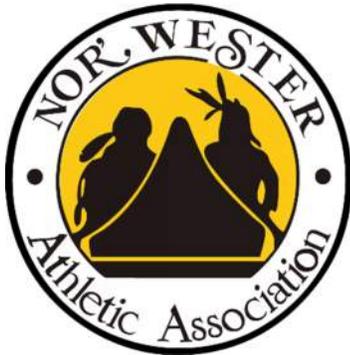
We aspire...

- To play as one Club;
- To encourage each player to experience and enjoy the culture of rugby, and to have FUN in playing the sport;
- To inspire in our players a strong work ethic, where discipline, integrity, honesty, humility and passion combine into strength of character;
- To foster an environment of teamwork, camaraderie, dedication, discipline and respect;
- To develop a framework for achieving excellence, for both our players and coaching staff;
- To aspire to the very highest standards of play;
- To create respected ambassadors for the sport of rugby.

Our Goals are...

- To build, from the ground up, an inclusive rugby club that sponsors all levels of play including youth, senior, and old boys/old girls programs;
- To encourage the development of a rugby family philosophy, providing the warmest welcome to new players and providing mentoring support for all;
- To highly value volunteerism, fostering positive growth of the game and providing support of every club member both on and off the field;
- To dedicate ourselves to the creation of a professional rugby organization with the highest quality coaching staff, and passionate and engaged members who will support its growth;
- To develop championship rugby teams that have a solid club identity and access for our players to Rugby Canada's Developmental Pathway;
- To welcome and to provide a home Club for all athletes.

NOR'WESTERS HISTORY



Established in 1974, the Nor'Westers Athletic Association offers sports and recreation programs to the Edmonton Region (Ages 3 through 65). Spring/summer programs include senior men's, women's, youth (under 5's to under 18's) rugby. Winter activities include hockey, wrestling, and fitness activities. Recreation, family, and social events are held throughout the year. Nor'Wester members have represented Edmonton, Alberta, and Canada as athletes, coaches, and administrators at events across Alberta, Canada, and around the world. Since inception the Nor'Westers have been active in hosting; city wide, provincial, national, international events/tours.

At home and abroad via careers and through sport and recreation, we take great pride in promoting Edmonton and Alberta to the world. We are very proud to celebrate 40+ years of excellence, sportsmanship, camaraderie, and competitive spirit in Alberta.

The Nor'Westers take their name from the culturally diverse group of entrepreneurs who formed the Northwest Trading Company. In the 1700s, men such as Alexander McKenzie and their guides, trapped and traded for furs while exploring and charting the Canadian Northwest establishing forts and the first settlements in Alberta over two hundred years ago. Many of these individuals formed the fur brigades that annually transported furs and goods by canoe across the country. Our crest and logo honour the fur-hatted trader/explorers and their native guides on a canoe voyage through forests and mountains on a Northwest River. Our enterprise and adventures honours their spirit.

As a result of the City of Edmonton's reassignment of our land lease in 1999, the Nor'Westers have developed and continue to develop a new facility located at the new Ivor Dent Sports Park located at the corner of Ellerslie Road and 50th Street, just off Anthony Henday Drive. The Ivor Dent Sports Park is operated in partnership with three additional sporting organizations, Edmonton Minor Soccer Association, MTRS Club Soccer Society and the Punjab United Sport & Heritage Association, and the City of Edmonton. The site will host local practices and games as well as a wide range of tournaments on a municipal, provincial, national and international scale.

ATHLETE DEVELOPMENT PROGRAM

The Nor'Westers athlete development program follows the Rugby Canada Long Term Rugby Development curriculum which provides an integrated framework to facilitate the development of rugby players at all levels of participation and experience. It outlines a philosophy of sound practice and long-term participation, performance and enjoyment of Rugby.

The curriculum is an eight (8) staged model, servicing participants from Community to Country. These stages are outlined below.

STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5	STAGE 6	STAGE 7	STAGE 8
ACTIVE START	FUNDamentals KICK OFF to Rugby!	LEARNING TO TRAIN DEVELOP the Basics	TRAINING TO TRAIN BUILD the Rugby Hard Drive	TRAINING TO COMPETE OPTIMIZE Rugby Potential	TRAINING TO PERFORM MAXIMIZE Rugby Performance	ULTIMATE PERFORMANCE OPTIMAL Rugby Performance	ACTIVE FOR LIFE
GOAL Promote fun and participation, development of movement skills	GOAL Focus on sport skills development	GOAL Enhance overall sport skills including core rugby skills	GOAL Promote rugby specific skill development	GOAL Develop rugby specialization and position-specific skills	GOAL Develop core skills and position-specific skills	GOAL Achieve optimal performance	GOAL Support active involvement in rugby and/or healthy lifestyle
AGES Males 0-6 Females 0-6	AGES Males 6-9 Females 6-8	AGES Males 9-12 Females 8-11	AGES Males 12-16 Females 11-15	AGES Males 16-19+/- Females 15-18+/-	AGES Males 19-23+/- Females 18-21+/-	AGES Males 23+/- Females 21+/-	AGES All



CLUB POLICIES

1. CODE OF CONDUCT

1.1 The Nor'Westers Athletic Association (NWAA) Code of Conduct has been developed to outline expected rules of behavior, states club values, provides guidance and recommended actions so that all members know exactly what is expected of them. The Code of Conduct shall be published on the website for information to all members.

1.2 The Code of Conduct applies to all NWAA members. This includes individuals participating as players, coaches, officials and administrators, here and after referred to as members.

1.3 Conduct of Members:

- .1 Members of NWAA shall maintain a high standard of moral and ethical conduct, which includes self-control and responsible behaviour, consideration for the physical and emotional well-being of others and good manners on the field and in public places.
- .2 Shall co-operate in ensuring that the spirit and the Laws of the Game are upheld.
- .3 Shall accept and observe the authority and decisions of referees, touch judges, Match Officials and all other rugby disciplinary bodies. Shall refrain from any sort of intimidation and threats to the above mentioned bodies.
- .4 Shall not to do anything that adversely affects the Game of Rugby or the Club.
- .5 Members of the NWAA have a responsibility for their own behaviour while attending games, trainings, and events.
- .6 No member of the NWAA shall commit a criminal offence while engaged in a game, training, or club events.

1.4 Failure to adhere to this Policy may give rise to discipline in accordance with Nor'Wester's Disciplinary Policy.

1.5 Complaints:

- .1 Any complaints, except for reports from referees arising from incidents occurring within the playing enclosure, concerning a violation or breach of this Code of Conduct by a member shall be delivered in writing to the NWAA board.
- .2 All complaints shall be dealt with by the corresponding Director and/or VP of Athletics.

2. HARRASSMENT AND ABUSE

2.1 The Nor'Westers are committed to providing a sport and work environment that is both safe and respectful. NWAA supports the rights of all its members to participate and work in an environment that prohibits discriminatory practices and promotes equal opportunities. In order to further these aims, the NWAA will make every reasonable effort to promote awareness of the problem of

harassment among all its members and respond efficiently to complaints or disclosures of harassment. This policy sets out the principles and practices of the NWAA regarding harassment and abuse. This policy applies to all employees, directors, volunteers, coaches, and athletes of the NWAA. It is the intent of this policy to deal with harassment and abuse issues.

- 2.2 Definition of Harassment - Harassment is offensive behavior – emotional, physical, and or sexual – that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex or gender, disability, marital status, or pardoned conviction. Harassment occurs when someone attempts to negatively control, influence or embarrass another person based on a prohibited ground of discrimination.
- 2.3 Examples of Harassment - unwelcome remarks, slurs, jokes, taunts, or suggestions about a person’s body, clothing, race, national or ethnic origin, colour, religion, age, sex, marital status, family status, physical or mental disability, sexual orientation, pardoned conviction, or other personal characteristics; unwelcome sexual remarks, invitations, or requests; displays of sexually explicit, sexist, racist, or other offensive or derogatory material; written or verbal abuse or threats; practical jokes that embarrass or insult someone; any form of hazing; leering (suggestive staring) or other offensive gestures; unwelcome physical contact, such as patting, touching, pinching, or hitting; patronizing or condescending behaviour; humiliating someone in front of their peers; abuse of authority that undermines someone’s performance or threatens his or her position; physical or sexual assault.
- 2.4 Definition of Abuse - Child abuse is any form of physical, emotional and / or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and / or breach of trust.
- 2.5 Examples of Abuse – some examples are physical abuse, emotional abuse, and sexual abuse.
- 2.6 Role of NWAA – NWAA is committed to creating and maintaining a sport environment that is free from all forms of harassment and abuse for its Members. NWAA will:
- .1 discourage and prevent harassment within NWAA;
 - .2 provide assistance and guidance to individuals who experience harassment;
 - .3 ensure all members or employees of NWAA are aware of the problems of harassment and abuse and advise them of the procedures contained in this policy;
 - .4 inform both the complainants and respondents of the procedures contained in this policy;
 - .5 regularly review the terms of this policy to ensure that it meets Rugby Canada’s key’s objectives and legal obligations.
- 2.7 Failure to adhere to this Policy may give rise to discipline in accordance with Nor’Wester’s Disciplinary Policy.

3. COMMUNICATION AND PRIVACY

3.1 All Members shall be entitled to the protection and privacy of their personal information.

3.2 Nor'Westers intellectual property and proprietary information shall be protected.

3.3 Implied consent is given to the Nor'Westers and Members to use such personal information as necessary to provide the services and support as needed.

3.4 Reporting and resolution of breaches of this confidentiality policy will be first handled by Directors of the Member organization closest to the issue. If the breach is not resolved to the satisfaction of any Member, the complaint may then be escalated to the Nor'Westers Board of Directors.

4. DISCIPLINARY ACTION

4.1 Violations of fair play, ethics, code of conduct and/or proper procedures and processes in dealing with any member or members of the Club shall not be considered acceptable behavior.

4.2 Where a member or members of the Club is/are alleged to have violated the code of conduct or other specific rules as approved and published by the Club and a written complaint is received, it will be dealt with in the following manner:

- .1 Charges made in writing, must be supported by documentation, and sent to the VP of Athletics.
- .2 The VP of Athletics shall in writing, inform the individual charged, of the accusation and ask for a response. A copy of any approved and appropriate Nor'Westers or Rugby Alberta/Canada policy shall be included with the letter from the VP of Athletics.
- .3 The member(s) once informed of the allegations and investigation shall be granted an opportunity to respond within an appropriate time frame.
- .4 The VP of Athletics and Board of Directors will establish an Advisory Committee made up of 3 members in good standing and unbiased to the situation to review the matter.
- .5 The charge, and response, shall be given to the Advisory Committee for investigation and recommendations.
- .6 The VP of Athletics and Board of Directors shall act upon the recommendations and inform the individual(s) involved in writing accompanied by an outline of the Appeal Process as outlined in section 4.5.
- .7 Any appeal received by the VP Athletics shall be dealt with at the next Board Meeting.

4.3 An unfounded, or unsupported, complaint will be dismissed and communicated in writing to both the complainant and the individual against whom the accusation was made.

4.4 Disciplinary Sanctions for any violation shall be decided by the Advisory Committee, or the Board of Directors, keeping in mind the violation and the number of times this and other violations have

occurred. The following are examples of disciplinary sanctions that may be applied where it is found that an infraction has occurred:

- .1 Verbal and/or written reprimand.
- .2 Require a verbal and/or written apology.
- .3 Removal of some or all privileges of membership or employment.
- .4 Suspension from certain Nor'Wester activities such as competing, coaching or officiating for a designated period of time.
- .5 Suspension from all Nor'Wester activities for a designated period of time.
- .6 Expulsion from Club membership.
- .7 Publication of the disciplinary sanction.
- .8 It is understood that the above are representative penalties only, that they may be modified to fit the circumstances of the infraction, and that they are presented generally in order of severity.

4.5 Appeal Policy

- .1 Member have the right to appeal a decision to the Executive Board within 30 days of receiving notice of the disciplinary action.
- .2 To initiate the appeal process, the member must submit a written notice requesting an appeal to the Executive Board. When submitting an appeal, the member must identify the decision that is being appealed and the reason for appeal.
- .3 The Executive Board will then create an Advisory Committee consisting of 3 members in good standing and unbiased to the situation to review the appeal. The Advisory Committee will schedule a meeting and notify the member of the date, time, and location. Member's attendance is optional.
- .4 The Advisory Committee may confirm, vary or reverse the original decision. A majority vote is required by the Advisory Committee. The Advisory Committee must also determine if a probationary period should be established and what limitations and conditions (if any) will apply to the reinstated member.
- .5 Once approved, the member must complete the appeal agreement which states the terms of any conditions the Advisory Committee deems necessary. Two members of the Executive Board must sign this agreement as final authorization for the reinstatement.
- .6 If an appeal is denied, the member must complete the remaining duration of their suspension. The appeal process should have no effects on the terms or length of the original suspension. When the original suspension is completed, the Advisory Committee reserves the right to apply any probationary periods, limitations or conditions it deems necessary to the reinstatement of the member.
- .7 Only one appeal is permitted for each suspension or disciplinary action.
- .8 Should the suspended member request written reasons for a decision, this will be granted and delivered in a timely fashion.

5. EQUITY AND INCLUSION POLICY

5.1 The Nor'Westers support the principle and practice of providing fair and equitable allocation of resources and opportunities for participation, leadership and promotion in the sport of Rugby without discrimination.

5.2 Gender/Culture:

- .1 The Nor'Westers offer both male and female programs.
- .2 The Nor'Westers are an equal opportunity employer and provides fair terms of employment, including pay equity for work of equal value.
- .3 The Nor'Westers Board of Directors is structured to reflect equity and encourages gender representation on all policy and decision-making committees.
- .4 The Nor'Westers provides equal opportunities for the certification of both male and female coaches and officials.
- .5 The Nor'Westers make a conscientious effort to use gender neutral language in all of its documents and publications and achieve a balance of male and female images in publications and promotional materials.
- .6 The Nor'Westers youth programs provide opportunities to youth of various backgrounds.

6. RETURN TO PLAY POLICY

6.1 The amount of time away from exercise varies according to the type of injury, severity of injury, body part involved and other situational factors.

6.2 The diagnosis of and prescription of treatment for injuries is strictly a medical matter and under no circumstances should be considered within the jurisdiction of the coach. A coach's responsibility is to see that injured athletes are given prompt and competent medical attention, and that the details of a doctor's instructions concerning the athlete's functioning as a team member are carried out. Players must be assessed by a health care professional and cleared by a medical practitioner prior to returning to practices or games.

6.3 In the event of any accident or injury during practice:

- .1 Athlete notifies the coach.
- .2 The coach shall assess the nature and severity of injury.
- .3 The coach shall make decision regarding the appropriateness of the athlete to return to practice, sending athlete home or calling 911.
- .4 In the event that athlete needs to be sent home, the coach shall call the parents/guardian of the athlete and arrange for pick up. It is the responsibility of the coach to supervise the athlete until parents/guardian of the athlete arrive to pick up the injured athlete.
- .5 In the event that 911 is called, the coach shall call the parents/guardian of the athlete to let them know. The club will not be held responsible for any costs associated with tending to the health and care of an athlete.

7. REFUND POLICY

- 7.1 A refund will only be granted if a player has not participated in any games and has attended 2 or less practices.
- 7.2 Requests must be made via email to the corresponding director who will determine if a refund should be granted. If approved, the director will coordinate with the club registrar to process the refund.

COMMUNICATION & TEAM NOTIFICATION

The Nor'Westers use four means of communication to connect with our members.

1. Website – visit us at www.nwaa.ca
2. Newsletter – join our mailing list at www.nwaa.ca and entering your email into the “Join our Mailing List” icon.
3. Social Media:
 - Facebook – join our facebook group and page at **Nor'Westers Athletic Association**
 - Twitter – join our twitter group at **@NWAA_Rugby**
4. Email – junior parents/legal guardians will be contacted via email regarding practices and game schedule.

Event Cancellations:

1. Game cancellations due to weather or any other circumstances will be decided by the Edmonton Rugby Union.
2. Practice cancellations due to weather or any other circumstances will be decided by the Head Coach.
3. In either event, notice will be posted to our website first and sent to parents/legal guardians.

BINGO REQUIREMENT/REIMBURSEMENT

All players are required to work **one (1)** bingo as part of their registration. Players that fall in the U5 to U18 age categories will require a parent/guardian to work their bingo for them.

A bingo fee will be added at the time of registration. \$50 for juniors & \$100 for seniors.

Once a player or parent has worked their required bingo, they will need to submit to the club's treasurer (treasurer@nwaa.ca) in email format the **date of the bingo worked** and **copy of player's registration**.

All bingos are held at the West Edmonton Mall Caesar's Bingo location. To sign up for a bingo or find the dates and times, please contact the bingo director. Contact info can be found on the contact page.

DISPENSATIONS

Players may only participate in a two-year age window with the following exception:

Basic Dispensation - It is of the coach and parents opinion that the player's physical development, skill level and experience is such that he or she may be allowed to participate in an age grade competition that is more than two years and no greater than three years above his or her age.

Special Dispensation - Players requesting dispensation for the following circumstances will be required to complete a strength test and also receive written permission from a medical practitioner who is knowledgeable in the physical demands of the sport of rugby.

Basic and Special Dispensation forms can be found on the Edmonton Rugby Union website at <http://www.edmontonrugby.com/juniors>. The form must be filled out and signed by the parent, coach and club. Once submitted to the ERU, someone will assess the player at a training or game. If the ERU feels this player should be in the suggested age group they will sign off on the dispensation. The AJRA requires one week to process a dispensation form. Any club that allows a player to participate without dispensation will be fined \$500.

SECURITY SCREENING

Due to the positions of trust that are inherent in junior rugby activities, **All Junior Coaches** are required to undergo a screening process which is comprised of an application and Police Vulnerable Sector Check. The Club understands that screening volunteers is a vital part of providing a safe sporting environment. The screening process will take reasonable and fair precautions to ensure volunteer coaches selected meet the organization requirements of the position.

FACILITY/FIELD RENTAL



Whether you are holding a conference, meeting, company social, or fundraiser, the Nor'Westers clubhouse is the perfect place your next event!

Our facility includes a large open concept layout with a concession, kitchen, barbeque, large deck, playground, 3 rugby fields, and 4 change rooms with an additional 2 rooms in the second building.

Facility Rental = \$400/day (\$350 for NWAA Members)

Field Rental = \$110/hr per field

To book contact Dave Demers at 780-497-2058.



CONTACTS

NAME	POSITION	EMAIL ADDRESS
Kelly Pawlik	President	kpawlik@shaw.ca
Graham Thompson	VP Athletics	gmthompson83@gmail.com
Dave Demers	VP Facilities	double8in@hotmail.com
Simon Miller	Treasurer	smiller@atb.com
Maddison Payette	Secretary	mpayette@ualberta.ca
Al Hancock	Director - MTRS	awhancock@shaw.ca
Jeff Berg	Director - Mens Rugby	jeffberg12@hotmail.com
Eve Fletcher	Director - Womens Rugby	e.fletcher@rugbyalberta.com
Scott Duguid	Junior Director	akt.duguid@gmail.com
Mike Walchuk	Director - Old Boys	41karma@gmail.com
Alanna Grant	Director - Social	alanna96@hotmail.com
Anthony Carriere	Director - Gaming	a_carriere1189@hotmail.com
Alanna Grant	Member at Large	alanna96@hotmail.com
Paula McGowan	Member at Large	paula.mcgowan@epsb.ca
Shelley Walchuk	Member at Large	dancemom67@gmail.com