**WESTSHORE VELOX VALHALLIANS RFC**

**MANUAL OF POLICY**



7 Dec 2020

**MANUAL OF POLICY**

101 NAME

102 AUTHORITY

103 EXPENDITURE OF FUNDS

104 SUGGESTIONS OR COMPLAINTS

105 GENERAL RULES

106 WESTSHORE RFC ETHICS AND VALUES

107 DISCIPLINES

108 BOARD OF DIRECTORS ORGANIZATIONAL FLOW CHART

109 Terms of Reference - PRESIDENT

110 Terms of Reference - VICE PRESIDENT

111 Terms of Reference – EXECUTIVE DIRECTOR OF RUGBY OPERATIONS

112 Terms of Reference – DIRECTOR OF MEN’S SNR RUGBY OPERATIONS

113 Terms of Reference – DIRECTOR OF WOMEN’S SNR RUGBY OPERATIONS

114 Terms of Reference – DIRECTOR OF JUNIOR RUGBY OPERATIONS

115 Terms of Reference – DIRECTOR OF YOUTH RUGBY OPERATIONS

116 Terms of Reference – SECRETARY

117 Terms of Reference - TREASURER

118 Terms of Reference - DIRECTOR OF MEMBERSHIP & REGISTRATION

119 Terms of Reference – MEMBER AT LARGE

120 Terms of Reference - FACILITIES & EQUIPMENT MANAGER

121 Terms of Reference – WEBMASTER & SOCIAL MEDIA MANAGER

122 Terms of Reference – SOCIAL/ENTERTAINMENT CHAIRPERSON

123 Terms of Reference – ADVERTISING/ SPONSORSHIP CHAIRPERSON

124 Terms of Reference – MALE/FEMALE TEAM REPRESENTATIVES

125 Terms of Reference – HEAD COACH

126 Terms of Reference – TEAM MANAGER

127 Terms of Reference – HEAD TRAINER

**101. NAME**

1. The official name of this organization or society is "WESTSHORE VELOX VALHALLIANS SPORTS ASSOCIATION." Society meaning it is in accordance with the Society act of BC. Herein after referred to as “the Association” or “Westshore RFC”. Motto: Velox Omnia Vincit – Speed Conquers All.

**102. AUTHORITY**

1. The Association shall be affiliated and follow the National, Provincial and Regional authority organizations that govern the sport of rugby in the vicinity of Victoria BC.

2. The Manual of Policy will be maintained IAW the Westshore Velox Constitution dated 16 Mar 2016, under the authority of the Board of Directors. At no time can the Manual of Policy supersede or contradict items in the Constitution.

**103. EXPENDITURE OF FUNDS**

1. The Social/Entertainment Chairperson may be authorized pre-approved expenditure for scheduled entertainment/events, within the annual budgetary limitation. Vice President and Treasurer will approve entertainment activities and funding.

2. The set amount of funds for the purposes of providing a meal and alcoholic/non-alcoholic beverages for consumption on a rugby game per day per 2 teams (home /visitor) will be approved by the Board of Directors.

3. The set amount of funds for the purposes of providing transportation costs for a travelling team out of the area of Victoria for a rugby game will be approved by the Board of Directors.

**104. SUGGESTIONS OR COMPLAINTS**

1. Any suggestion or complaint regarding the management of the Association of Westshore RFC shall be made in writing to the Board of Directors through the Secretary.

2. Any suggestion or complaint regarding staff or of a confidential nature shall be made personally to the President.

**105. GENERAL RULES**

1. A member of the Association shall not bring illegal narcotics or drugs into the confines of the facility or property.

2. A member of the Association, or a guest of a member, shall not carry weapons of any nature within the confines of the facility or property.

3. The Association shall not be responsible for loss of, or damage to personal property in the facility either checked or not checked.

**106. WESTSHORE RFC ETHICS AND VALUES**

1.Mission: Westshore RFC is committed to building excellence on and off the field.

2. The ethics and values all Westshore RFC members and staff members are guided by is as follows:

a. Accountability – Accountability is a cornerstone to successful rugby. We believe the obligations as individual players, teammates and the Club to account for its activities, accept responsibility for them, and to disclose the results in a transparent manner.

b. Community – We believe in the sense of community in rugby and the Westshore. Members have a sense of belonging, a feeling that members matter to one another and to the group, and a shared faith that members' needs will be met through their commitment to be together. The Westshore is our home; we are welcoming to all and supportive of involvement in the greater Westshore & Rugby communities.

c. Discipline – Strong discipline underpins our sport. We ensure that our sport is one of controlled physical endeavor and that we are honest and fair. We obey the laws of the game which ensure an inclusive and exciting global game. We support our disciplinary system, which protects our sport and upholds its values. We observe the sport’s laws and regulations and report serious breaches.

d. Enjoyment – It is the reason we play and support Rugby. We encourage players to enjoy training and playing. We use our sport to adopt a healthy lifestyle and build life skills. We safeguard our young players and help them have fun. We enjoy being part of a team and part of the Rugby family.

e. Respect – Mutual respect forms the basis of our sport. We hold in high esteem our sport, its values and traditions and earn the respect of others in the way we behave. We respect our match officials and accept our decisions. We respect opposition players and supporters. We value our coaches and those who run our clubs and treat clubhouses with consideration.

f. Sportsmanship – Sportsmanship is the foundation upon which Rugby is built. We uphold the Rugby tradition of camaraderie with teammates and opposition. We observe fair play both on and off the pitch and are generous in victory and dignified in defeat. We play to win but not at all costs and recognize both endeavor and achievement. We ensure that the wellbeing and development of individual players is central to all Rugby activity

g. Teamwork – It is essential to our sport. We welcome all new team members and include all because working as a team enriches our lives. We play selflessly: working for the team, not for ourselves alone, both on and off the field. We take pride in our team, rely on one another and understand that each player has a part to play. We speak out if our team or sport is threatened by inappropriate words or action.

**107. DISCIPLINE**

1. The Association Board of Directors delegates the primary responsibility for discipline issues to the Westshore RFC Discipline Committee (WSDC), in accordance with its Constitution and Bylaws for any incidents or infractions, including violation of Westshore RFC s Ethic and Values Policy as defined in the Manual of Policy Para 106.

2. The powers of the WSDC are as follows;

a. May impose sanctions, suspend all or any of an individual(s) club and association liberties and privileges;

b. For a duration of anywhere from 1 day to any greater period of time as deemed appropriate;

c. For active players a definitive set amount of practices or games as deemed appropriate; and

d. Up to and including permanent release and disassociation from the club for an indefinite period of time.

3. Allegations of violations of the Westshore Code of Conduct and the Ethic and Values Policy are within the jurisdiction of the Discipline Committee and may be heard by the same committee.

4. Composition of the WSDC:

a. The WSDC shall be chaired by the President or the Vice President;

b. The WSDC shall have no less than 3 representatives of the Board of Directors; and

c. The WSDC will also include a Male/Female Team Representative in accordance with the Manual of Policy Para 121 if committee is established for an active player, based on fair and independent persons as members of the Discipline Committee.

5. A member of the WSDC is considered to be in a conflict of interest if he/she was involved with the current infraction or incident of the individual(s) appearing at a hearing.

6. Discipline Meeting/Hearings:

a. With the Discipline Committee infrastructure internally set and established for an incident. A Member/Player cited will be notified of their hearing as soon as the date, place and time are confirmed, with greater than 48-hour notice;

b. Hearings by the Discipline Committee shall be held in private, as it is not open to the public;

c. A Member/Player is considered to be Temporarily Suspended when he is notified and is cautioned by the Chair of the WSDC that an incident or infraction has occurred and a Disciplinary Hearing will be convened before the WSDC;

d. The Member/ Player cited shall be supplied with a copy of the relevant reports and information, and any additional evidence of the incident, if available by the Discipline Committee. In all proceedings heard by the Discipline Committee, witnesses and evidence may only give evidence of fact, not opinion. This is to ensure transparency and a fair hearing;

e. The Member/Player will be required to attend in person or by telephone at the hearing;

f. The WSDC shall determine, based on the evidence presented at the hearing, the course of action to be followed in the matter which may include the imposition of sanctions in accordance with these policies;

g. The Discipline Committee deliberations on its decision shall take place in private. A decision of a Discipline Committee shall be valid if taken by at least a simple majority of the Members of the Discipline Committee of those eligible to participate. No Member of a Discipline Committee may abstain from any decision subject to application of the conflict rules. Where a Discipline Committee has an even number of Members and the Members of such Discipline Committee are unable to come to a unanimous or majority decision, then the Chairman of the Discipline Committee shall have a casting vote;

h. The WSDC will determine, based on the evidence presented, the appropriate course of action to follow as a result of an investigation into this matter. The decision of the Discipline Committee shall be advised to applicable parties, as soon as practicable after the conclusion of the hearing and shall be binding on notification to the Member/Player. Where it considers it appropriate, the Discipline Committee may deliver a short oral decision at the conclusion of the hearing. And in each case, a report shall be made to the Board of Directors; and

i. No member of the Discipline Committee should comment on any media or verbally on a decision of the Committee. However, the Chair may release a copy of that decision to the club if it is available.

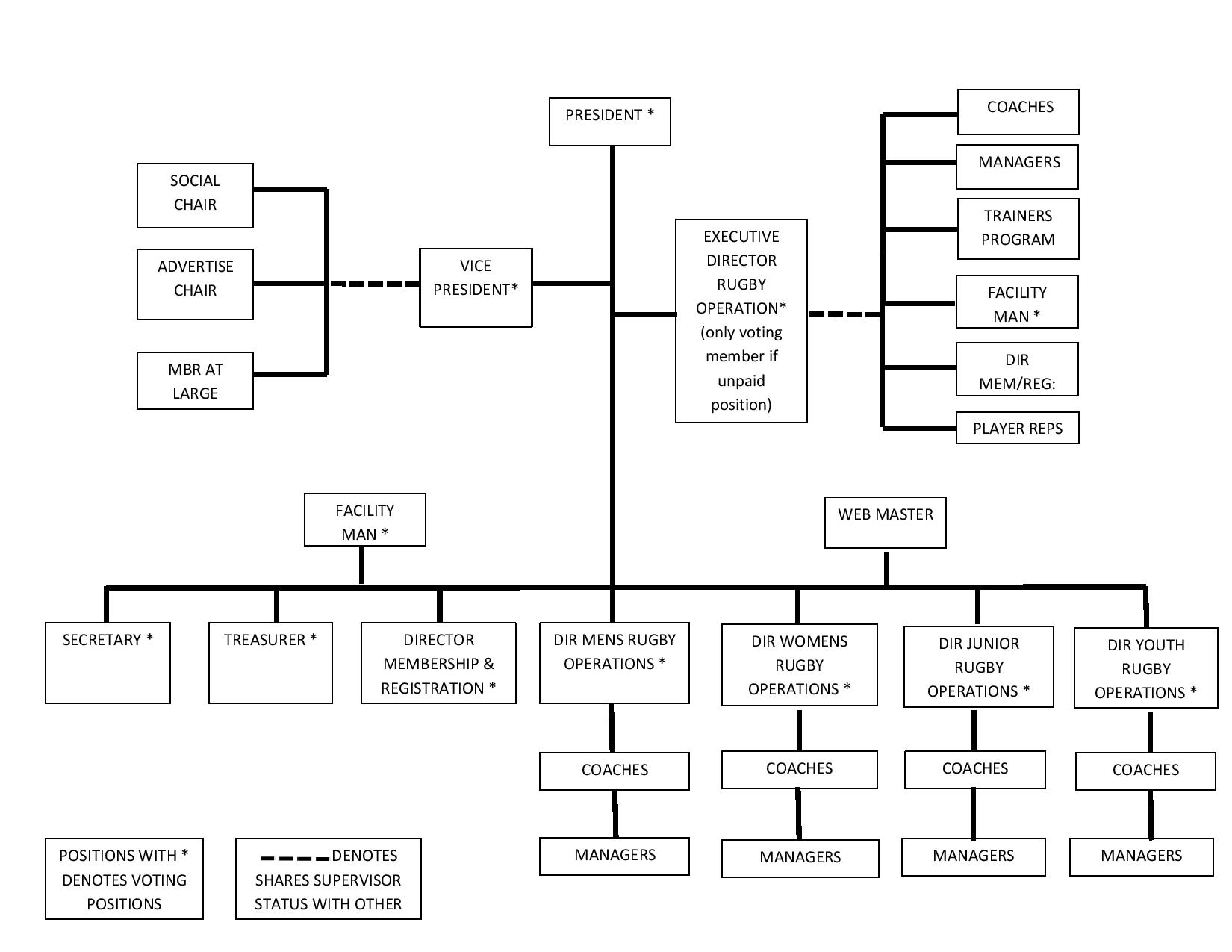
7. Disciplinary Hearing Appeals:

a. A suspended or penalized Member /Player who elects to appeal the final decision must give written notice to the Club Secretary for consideration by the Board of Directors within 24 hours of the final decision;

b. A suspended or penalized Member /Player who elects to appeal may not take part or be selected for any further Matches or functions within the club until his case has been dealt with by Board of Directors; and

c. The Board of Directors will meet within 48 hours of written notice from the Member/Player to either enforce the original final decision or suspend it.

**108- BOARD OF DIRECTORS ORGANIZATIONAL FLOW CHART**



**109- TERMS OF REFERENCE - PRESIDENT**

1. Responsible to: Association Board of Directors, Provincial and Regional authority organizations that govern the sport of rugby in BC.

2. Responsible for:

1. Voting member of the Board of Directors and thus will be given honorary member status by the Board of Directors;
2. Conduct themselves in a professional manner at all times in accordance with Westshore RFC’s code of values and ethics in Art 106 of this document:
3. Ensuring that the Association is operated in accordance with the Constitution and By Laws of the Association; in conjunction with the direction to the spirit of the law from the National, Provincial and Regional organizational authority that govern the sport of rugby;
4. Ensuring that Terms of Reference for all position duties exist for all members of the Board of Directors and Association employees;
5. Overseeing all members of the Board of Directors and any Association employees;
6. The overall direct general management and administration of the Association;
7. Approving and implementing the annual rugby budget from Executive Director of Rugby Operations into the overall annual operational budget from Treasurer for the Association.
8. Overseeing Association receiving any tax credits or grants each year;
9. Call and preside over all meetings of the Association and of the Board of Directors as chair; and
10. Appointing a replacement Chairperson to any committee or subcommittee when the incumbent is unavailable or stepped down.

**110- TERMS OF REFERENCE - VICE PRESIDENT**

1. Responsible to: President

2. Responsible for:

1. Voting member of the Board of Directors and thus will be given honorary member status by the Board of Directors;

1. Assisting the President in the performance of their duties;
2. Conduct themselves in a professional manner at all times in accordance with Westshore RFC’s code of values and ethics in Art 106 of this document:
3. Assuming the duties of the President during any period when the President is not available;
4. Attending all meetings of the Board of Directors;
5. Preside over the initial setup and operations of all sub-committees under the authority of the Board of Directors;
6. Oversee and assist the Executive Director with the direct supervision, work scheduling and training of all paid personnel employed in the Association, including Head Coaches (this duty jointly-shared with Executive Director and applicable Director of Rugby Operations);
7. Co-ordination with the Social/Entertainment Chairperson for approval of all entertainment activities and funding (liaison with Treasurer in advance for budgeting purposes);
8. Oversee in conjunction with the Executive Director the direct supervision of the Advertising/Sponsorship Chairpersonfor approval and coordination of all advertising and fund-raising activities; including gaming grant items, generating revenue and sponsorships; and
9. Such other duties as may be detailed by the President.

**111- TERMS OF REFERENCE - EXECUTIVE DIRECTOR OF RUGBY OPERATIONS**

1. Responsible to: Vice President and President primarily, but is the paid employee who supports the Board of Directors

2. Responsible for:

1. Position may be a paid position authorized by the BOD. In which case the position will not be open for general member election during AGM meetings, and be a non-voting position on the BOD. If position is unpaid; will covert back to an elected position with a full vote;
2. Member of the Board of Directors and thus will be given honorary member status by the Board of Directors;
3. Conduct themselves in a professional manner at all times in accordance with Westshore RFC’s code of values and ethics in Art 106 of this document:
4. The day to day general management and administration on behalf of the entire Association with regards to all sports teams, players and coaching staff. Including, but not limited to: liaising with the Directors of Men’s, Women’s and Youth Rugby supporting operations with overall club direction, and with the Director of Membership and Registration on all registration;
5. Oversee performance of all coaches, managers and trainers for positional responsibilities and duties: reporting to the proper Director of Rugby Operations for appropriate team as well as the VP and President. Will be included in the hiring and release process from these duties jointly-shared with the President and various other applicable directors;
6. Overseeing and collate all internal seasonal team schedules for all teams in conjunction with applicable Directors of Rugby Operations, while liaising with BCRU/VIRU with league/union schedules.
7. Oversee and implementation of short- and long-term goals for Westshore RFC in conjunction with Board of Directors plans, with ensuring playing philosophy is in line with Westshore RFC visions and goals;
8. Assist with compiling of the overall annual rugby operations budget in conjunction with the Treasurer for all proposed Westshore RFC rugby operational requirements. Detailing for each planned item and expenditure, to be reviewed and approved by the President and Board of Directors;
9. Participate and oversee the administering of the approved funding for Westshore RFC requirements for purchases and requisitioning of rugby operational staff, supplies and equipment is in accordance with BOD directions;
10. Oversee and implement the BOD directions with regards to long term athletic development for all age groups and players, including high performance aspects promoting optimal levels of player development. This includes coordinating involvement of various skills coaches and specialised as deemed advantageous or required to the club or squad;
11. Participate, oversee and establish coaching and player development seminars and camps for all ages, including summer youth & junior development programs;
12. Advocate on behalf of the players promoting their abilities to be selected for higher honours, including representative team selections at the local, provincial and national levels;
13. Liaise with the Facilities and Equipment Manager’s duties of inventories of all training property, equipment and resources; including furniture, fixtures and equipment. Resolving issues for club in support of operations;
14. Organize and oversee all of the various teams for Westshore RFC practice field requirements. Ensuring schedules are booked by the Facilities and Equipment Manager for Westshore RFC requirements for fields with the recreation center;
15. Supervise all the work, scheduling and training for all paid personnel employed in the Association, duty jointly-shared with Vice President and applicable Director of Rugby Operations;
16. Work in conjunction with supporting the Vice President and the Advertising/Sponsorship Chairpersonfor coordination of all advertising and fund-raising activities. If the Advertising/Sponsorship Chairperson position is vacant, it will be filled by the Executive Director; including gaming grant items, generating revenue and sponsorships;
17. Ensure that the senior men’s and woman’s team representatives have a structured forum to voice concerns to the Board of Directors through the Executive Director;
18. Attending all Board of Directors meetings; and
19. Such other duties as may be detailed by the Vice President or President.

**112- TERMS OF REFERENCE - DIRECTOR OF MENS SENIOR RUGBY**

1. Responsible to: President

2. Responsible for:

1. Voting member of the Board of Directors and thus will be given honorary member status by the Board of Directors;
2. Conduct themselves in a professional manner at all times in accordance with Westshore RFC’s code of values and ethics in Art 106 of this document:
3. The direct day to day general management and administration of the senior men’s adult teams,
4. Direct supervision of all coaches, managers for positional responsibilities and duties for applicable teams. The hiring and release from these duties, including Head Coaching position, will be jointly-shared with President, Vice President and Executive Director;
5. Organizing seasonal schedules to ensure annual field schedules for applicable junior teams’ practice and game requirements are proposed through Executive Director and Facilities & Equipment Manager;
6. Drafting and compiling an annual rugby budget with the Treasurer for proposed applicable team’s requirements. Detailing for each planned item and expenditure, to be reviewed in conjunction with the Executive Director for Board of Directors approval;
7. Overseeing and administering the approved funding for teams’ requirements for purchases and requisitioning of staff, supplies and equipment;
8. Implement short- and long-term athletic developments in conjunction with Executive Director for all male players, including high performance aspects;
9. Implement player development seminars and camps for all applicable male players in conjunction with Executive Director;
10. Oversee the accuracy of inventories of all training property and equipment; including furniture, fixtures through Managers of applicable teams;
11. Attending all Board of Directors meetings; and

1. Such other duties as may be detailed by the Executive Director and President.

**113- TERMS OF REFERENCE - DIRECTOR OF WOMENS SENIOR RUGBY**

1. Responsible to: President

2. Responsible for:

* 1. Voting member of the Board of Directors and thus will be given honorary member status by the Board of Directors;
  2. Conduct themselves in a professional manner at all times in accordance with Westshore RFC’s code of values and ethics in Art 106 of this document:
  3. The direct day to day general management and administration of the senior Women’s adult teams,
  4. Direct supervision of all coaches, managers for positional responsibilities and duties for applicable teams. The hiring and release from these duties, including Head Coaching position, will be jointly-shared with President, Vice President and Executive Director;
  5. Organizing seasonal schedules to ensure annual field schedules for applicable junior teams’ practice and game requirements are proposed through Executive Director and Facilities & Equipment Manager;
  6. Drafting and compiling an annual rugby budget with the Treasurer for proposed applicable team’s requirements. Detailing for each planned item and expenditure, to be reviewed in conjunction with the Executive Director for Board of Directors approval;
  7. Overseeing and administering the approved funding for teams’ requirements for purchases and requisitioning of staff, supplies and equipment;
  8. Implement short- and long-term athletic developments in conjunction with Executive Director for all female players, including high performance aspects;
  9. Implement player development seminars and camps for all applicable female players in conjunction with Executive Director;
  10. Oversee the accuracy of inventories of all training property and equipment; including furniture, fixtures through Managers of applicable teams;
  11. Attending all Board of Directors meetings; and
  12. Such other duties as may be detailed by the Executive Director and President.

**114- TERMS OF REFERENCE - DIRECTOR OF JUNIOR RUGBY**

1. Responsible to: President

2. Responsible for:

1. Voting member of the Board of Directors and thus will be given honorary member status by the Board of Directors;
2. Conduct themselves in a professional manner at all times in accordance with Westshore RFC’s code of values and ethics in Art 106 of this document:
3. The direct day to day general management and administration of the junior male and female players between the age of 13 to 19 years old,
4. Direct supervision of all coaches, managers for positional responsibilities and duties for applicable teams. Including hiring and release from these duties.
5. Organizing seasonal schedules to ensure annual field schedules for applicable junior teams’ practice and game requirements are proposed through Executive Director and Facilities & Equipment Manager;
6. Drafting and compiling an annual junior rugby budget with the Treasurer for proposed applicable team’s requirements. Detailing for each planned item and expenditure, to be reviewed in conjunction with the Executive Director for Board of Directors approval;
7. Overseeing and administering the approved funding for junior teams’ requirements for purchases and requisitioning of staff, supplies and equipment;
8. Implement short- and long-term athletic developments in conjunction with Executive Director for all junior players;
9. Implement player development seminars and camps for all applicable junior players in conjunction with Executive Director;
10. Oversee the accuracy of inventories of all training property and equipment; including furniture, fixtures through Managers of applicable junior teams;
11. Attending all Board of Directors meetings; and
12. Such other duties as may be detailed by the Executive Director and President.

**115- TERMS OF REFERENCE - DIRECTOR OF YOUTH RUGBY**

1. Responsible to: President

2. Responsible for:

1. Voting member of the Board of Directors and thus will be given honorary member status by the Board of Directors;
2. Conduct themselves in a professional manner at all times in accordance with Westshore RFC’s code of values and ethics in Art 106 of this document:
3. The direct day to day general management and administration of the youth male and female players from age 6 up to and including the age of 12 years old,
4. Direct supervision of all coaches, managers and trainers for positional responsibilities and duties for applicable teams. Including hiring and release from these duties.
5. Organizing seasonal schedules to ensure annual field schedules for applicable junior teams’ practice and game requirements are proposed through Executive Director and Facilities & Equipment Manager;
6. Drafting and compiling an annual youth rugby budget with the Treasurer for proposed applicable team’s requirements. Detailing for each planned item and expenditure, to be reviewed in conjunction with the Executive Director for Board of Directors approval;
7. Overseeing and administering the approved funding for youth teams’ requirements for purchases and requisitioning of staff, supplies and equipment;
8. Implement short- and long-term athletic developments in conjunction with Executive Director for all youth players;
9. Implement player development seminars and camps for all applicable youth players in conjunction with Executive Director;
10. Oversee the accuracy of inventories of all training property and equipment; including furniture, fixtures through Managers of applicable youth teams;
11. Attending all Board of Directors meetings; and
12. Such other duties as may be detailed by the Executive Director and President.

**116- TERMS OF REFERENCE - SECRETARY**

1. Responsible to: President

2. Responsible for:

1. Voting member of the Board of Directors and thus will be given Honorary member status by the Board of Directors;
2. Conduct themselves in a professional manner at all times in accordance with Westshore RFC’s code of values and ethics in Art 106 of this document;
3. Conduct the correspondence of the Association;
4. Issue notices of meetings of the Association and Board of Directors;
5. Take minutes of all meetings of the Association and Board of Directors, keeping in the Board of Directors document/admin depository;
6. Have custody of all records and documents of the Association and Board of Directors, except those to be kept by the Treasurer;
7. Have custody of the common seal of the Association;
8. Assist President with preparing the Agenda for General, Extraordinary and Board of Directors meetings;
9. Attending all Board of Directors meetings; and
10. Such other duties as may be detailed by the President.

**117- TERMS OF REFERENCE - TREASURER**

1. Responsible to: President

2. Responsible for:

1. Voting member of the Board of Directors and thus will be given Honorary member status by the Board of Directors;
2. Conduct themselves in a professional manner at all times in accordance with Westshore RFC’s code of values and ethics in Art 106 of this document
3. Assistance in the preparation of the annual budgets, monitoring financial results in comparison to the budgets;
4. Manage the various financial bank accounts through banking institutions for the Association. Deal with all creditors involved in the operation of the Association. While managing ledgers for each creditor ensuring payment in a timely manner where possible;
5. Liaison with insurance agency ensuring adequate annual liability coverage for Association and Westshore RFC requirements;
6. Liaison with lawyers and Ministry of Finance for submitting yearly financial statement to receive tax credits or grants each year;
7. Have custody and manage all financial records and documents of the Association and Board of Directors, keeping in the Board of Directors document/admin depository;
8. Present monthly financial reports at the monthly meetings, and in preparation for any meetings or AGM;
9. Liaison with other members and positions for the collection of revenues by various means and resources for the Association;
10. Ensuring that the Board of Directors are aware of the financial implications of any decision;
11. Attending all Board of Directors meetings; and
12. Perform such other duties as may be assigned by the President.

**118- TERMS OF REFERENCE - DIRECTOR OF MEMBERSHIP & REGISTRATION**

1. Responsible to: President

2. Responsible for:

1. Voting member of the Board of Directors and thus will be given Honorary member status by the Board of Directors;
2. Conduct themselves in a professional manner at all times in accordance with Westshore RFC’s code of values and ethics in Art 106 of this document;
3. Complete the duties of Club Registrar for all teams and players of all ages, ensure all players have registered through BCRU before playing in a sanctioned game while liaising with BCRU.
4. Complete annual administration of BCRU Board of Directors insurance on behalf of Association through BCRU;
5. Collect all annual and social club dues from members and players, payable to the Treasurer for deposit into the Associations financial coffers/accounts;
6. Maintain and coordinate all membership applications for eligibility, and annual register of members database/ list for Association and Westshore RFC for voting purposes;
7. Maintain and coordinate the Constitution or By-Laws for any submission of amendments for approval to the Board of Directors or a General Meeting for adaptation;
8. Coordinate all and any awards presented through the Association or Westshore RFC, including procurement of items, for any ceremony including the AGM’s and annual banquets;
9. Ensure proper parliamentary procedures are utilized during all meetings;
10. Attending all Board of Directors meetings; and
11. Such other duties as may be detailed by the President or Executive Director of Rugby Operations.

**119- TERMS OF REFERENCE – MEMBER AT LARGE**

1. Responsible to: Vice President or President

2. Responsible for:

1. Shall be a non-voting member of the Board of Directors;
2. Conduct themselves in a professional manner at all times in accordance with Westshore RFC’s code of values and ethics in Art 106 of this document;
3. Will be given Honorary member status by the Board of Directors;
4. Will be a member of the Board of Directors, but without a dedicated standard portfolio of responsibility;
5. Member may be directed to participate or be responsible for any tasking as directed by the Vice President or President. This allows the Association and/or Board of Directors the flexible manpower and resources to handle any issues encountered;
6. Member may be directed to participate and possibly chair a subcommittee on any topic as directed by the Vice President or President;
7. Attending all Board of Directors meetings; and
8. Such other duties as may be detailed by the Vice President or President.

**120- TERMS OF REFERENCE – DIRECTOR OF FACILITIES & EQUIPMENT**

1. Responsible to: President and Executive Director of Rugby Operations

2. Responsible for:

1. Shall be a voting member of the Board of Directors;
2. Conduct themselves in a professional manner at all times in accordance with Westshore RFC’s code of values and ethics in Art 106 of this document;
3. Will be given Honorary member status by the Board of Directors;
4. Liaise as point of contact with recreation center for all field issues and/or scheduled usage. Including both playing and practice field’s maintenance schedules and issues. Ensuring fields are lined and properly marked for rugby games for all rugby games;
5. Field’s safety equipment, such as post pads, benches, sideline rope and score board equipment, ETC… setup properly for all home games with Executive Director;
6. Storage lockers or containers responsibility and issues for all rugby equipment at both practice and playing fields, including keys;
7. Liaise as point of contact with recreation center for all clubhouse issues or usage;
8. Any and all issues with regard to changing rooms;
9. Regular inspection of the clubhouse building, property and grounds for cleanliness, public safety and the preparation of work orders/requisitions for general maintenance and repairs through the community center;
10. Oversee the inventories of all training property, equipment and resources; including furniture, fixtures and equipment through the applicable team managers and coaches;
11. Oversee or manage the club’s bus/vehicle operations (If the club has one);
12. Attending all Board of Directors meetings; and
13. Such other duties as may be detailed by the President and/or Executive Director of Rugby Operations.

**121- TERMS OF REFERENCE – WEBMASTER AND SOCIAL MEDIA MANAGER**

1. Responsible to: President

2. Responsible for:

1. Shall be a non-voting member of Board of Directors;
2. Conduct themselves in a professional manner at all times in accordance with Westshore RFC’s code of values and ethics in Art 106 of this document;
3. Will be given Honorary member status by the Board of Directors;
4. Overall management and direction of any and all social media for the entire Association and/or Westshore RFC. This includes any application or program used that is labeled with the words Westshore RFC, Velox, Valhallians or Valkyries;
5. Oversee and maintain all official websites with relevant content and updates for all teams, events and informational requirements (may be delegated to someone else for action);
6. Oversee and maintain the BLOG/newsletter located at www.westshorerfc.com with relevant content and updates for all teams, events and informational requirements (may be delegated to someone else for action);
7. Attending all Board of Directors meetings; and
8. Such other duties as may be detailed by the President or Executive Director.

**122- TERMS OF REFERENCE - SOCIAL/ENTERTAINMENT CHAIRPERSON**

1. Responsible to: Vice President

2. Responsible for:

1. Shall be a non-voting member of the Board of Directors;
2. Conduct themselves in a professional manner at all times in accordance with Westshore RFC’s code of values and ethics in Art 106 of this document;
3. Will be given Honorary member status by the Board of Directors;
4. Recommending entertainment (dances, dinners, themed parties, etc.) at meetings. All recommended entertainment shall include a breakdown of the cost of the proposed function including possible financial charges to be levied against teams/members attending the function;
5. All official, private and approved associated entertainment/functions of the Association shall be coordinated through the Social/Entertainment Chairperson at all times.
6. Preparing an annual entertainment budget for presentation at meetings for adoption;
7. Presentation of a semi-annual entertainment forecast at the meetings and make motions for required funds to help defray the cost of such entertainment;
8. Ensuring that a member or members of the Entertainment Committee (if formed) is in attendance at, and supervises at each entertainment functions;
9. Ensures notification to all members of all planned entertainment, in conjunction with the Webmaster and Social Media Manager;
10. Accounting for all funds expended for entertainment, ensuring that expenditures do not exceed the amounts allotted, and submit a report to the Board of Directors;
11. Informing the Facilities & Equipment Manager of planned entertainment in sufficient time to arrange for additional equipment, set-up, assistance and staff, as required by the recreation center;
12. Attending all Board of Directors meetings; and
13. Such other duties as may be detailed by the Vice President.

**123- TERMS OF REFERENCE - ADVERTISING/ SPONSORSHIP CHAIRPERSON**

1. Responsible to: Executive Director and Vice President

2. Responsible for:

1. Shall be a non-voting member of the Board of Directors;
2. Conduct themselves in a professional manner at all times in accordance with Westshore RFC’s code of values and ethics in Art 106 of this document;
3. Will be given Honorary member status by the Board of Directors;
4. All material related to advertising, including posters and advertisement sheets for all Westshore RFC events, both internally and in the community, and as liaison with recreation center;
5. Canvass businesses in the community for sponsorship or donations for assisting in funding the Association or Westshore RFC teams or programs;
6. Canvass businesses in the community for donations of received items other than financial for assisting in the Association or Westshore RFC teams or programs;
7. The presentation of a Semi-Annual Sponsorship forecast at meetings, and make motions for required sponsorship funds received to help defray the cost of possible events;
8. All funds received will be provided to the Treasure for deposit into the Association financial coffers/accounts, to be used as per the direction/decision of the Board of Directors.
9. Maintaining adequate records to ensure that support and sponsorships are kept within the budget allocated, and retaining and administering a Sponsorship/Donation Log; and
10. If the Advertising/Sponsorship Chairperson position is vacant, it will be filled by the Executive Director; including gaming grant items, generating revenue and sponsorships;
11. May attend all Board of Directors meetings; and
12. Such other duties as may be detailed by the Vice President.

**124- TERMS OF REFERENCE - MALE/FEMALE TEAM REPRESENTATIVES**

1. Responsible to: Executive Director and President

2. Responsible for:

1. Shall be a non-voting member of the Board of Directors;
2. Conduct themselves in a professional manner at all times in accordance with Westshore RFC’s code of values and ethics in Art 106 of this document;
3. A male representative from the men’s teams and a female representative from the women’s teams. If there is an active playing ordinary member already sitting on the Board of Directors, they may act as the de facto representative for that team;
4. Present any men’s/women’s respective team issues as they relate to ordinary members through the Executive Director for the Board of Directors consideration;
5. Inform their respective teams of topics, discussions and decisions of the Association and Westshore RFC;
6. May attend all Board of Directors meetings; and
7. Such other duties as may be detailed by the Executive Director or President.

**125- TERMS OF REFERENCE - HEAD COACH**

1. Responsible to: Executive Director and Applicable Director of Rugby Operations

2. Responsible for:

1. Shall be a non-voting member when present at Board of Directors meetings;
2. Will be given Honorary member status by the Board of Directors;
3. Conduct themselves in a professional manner at all times in accordance with Westshore RFC’s code of values and ethics in Art 106 of this document:
4. Supervision and employment of all assistant coaches, managers and trainers for their allotted team of responsibility;
5. Oversee the Team Manager for the management and administration of their allotted team of responsibility. And for maintaining inventories of all training property and equipment for their allotted team of responsibility of Westshore RFC assets;
6. Running structured practices, including training and conditioning for their allotted teams of responsibility;
7. Assisting applicable Director of Rugby Operations with overseeing seasonal schedules, including setting short- and long-term goals for their allotted team of responsibility;
8. Provide a list of requirements to the Executive director and/or applicable Director of Rugby Operations for supplies and equipment for their allotted team of responsibility;
9. Establishing an athletic development program for players for their allotted team of responsibility, including high performance aspects;
10. Attend Board of Directors meetings when required or invited; and
11. Such other duties as may be detailed by applicable Director of Rugby Operations.

**126- TERMS OF REFERENCE - TEAM MANAGER**

1. Responsible to: Head Coach, Applicable Director of Rugby Operations

2. Responsible for:

1. Shall be a non-voting member when/if present at a Board of Directors meeting;
2. Conduct themselves in a professional manner at all times in accordance with Westshore RFC’s code of values and ethics in Art 106 of this document;
3. Will be given Honorary member status by the Board of Directors;
4. Supervising the management and administration for their allotted team of responsibility through the Head Coach, including completed game sheets with registered players sent to BCRU within 1-2 days of scheduled game;
5. Controlling field access for games and training sessions, including supporting documents and administration duties, along with any training aids or equipment.
6. Ensure proper team jerseys and equipment are ready and available prior to games for their allotted team of responsibility, including travelling considerations;
7. Ensure team jerseys and equipment are properly cleaned and accounted for after all games or usage for their allotted team of responsibility, including travelling considerations;
8. Drafting and compiling a list of requirements to the Head Coach for supplies and equipment for their allotted team of responsibility when required;
9. Maintaining inventories of all training property and equipment for their allotted team of responsibility of Westshore RFC assets;
10. Such other duties as may be detailed by the Head Coach or applicable Director of Rugby Operations.

**127- TERMS OF REFERENCE - HEAD TRAINER**

1. Responsible to: Executive Director of Rugby Operations

2. Responsible for:

1. Will be given Honorary member status by the Board of Directors;
2. Conduct themselves in a professional manner at all times in accordance with Westshore RFC’s code of values and ethics in Art 106 of this document;
3. Responsible for the management and administration of all trainers at Westshore RFC for various applicable individual teams;
4. Ensure proper schedule and allocation of trainers to each Westshore RFC team, for all practices and games, including travelling considerations;
5. Ensure the proper training of all trainers;
6. Compiling a list of requirements and **l**iaison with the Executive Director of Rugby Operations for supplies and equipment,including medical orders for budgeting purposes;
7. Ensure inventories for team medical equipment, or portable medical kits are properly maintained and stocked for all practices and games, including travelling considerations; and
8. Such other duties as may be detailed by the Head Coach or Executive Director of Rugby Operations.