



**TO / À:** Rugby Canada - Member Unions  
**FROM / DE:** Bob Kreasul  
**CC:** Myles Spencer, Senior Manager, Operations  
**DATE:** February 21, 2013  
**SUBJECT/OBJECT:** Rugby Canada – Player Transfer Policy

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Dear Member Unions,

The purpose of this memo is to provide clarification on the policy for Domestic Player Transfers only.

With the decision to move to an online registration system there have been a number of questions from Provincial Unions regarding player transfers and how they will be treated under the new system.

From a policy and functional standpoint, transfers will not change under the new system. Provincial Unions and clubs will still handle the movement of players. Rugby Canada will only interject when a dispute arises, or if there has been no response on a transfer request. Rugby Canada will continue to work on this important function as the online registration system rolls out.

### Requesting a Transfer

To conduct a player transfer, the club administrator searches the online registration system by the members name; clicks "Select all"; all people with the same name appear with "Select or Transfer" beside the name. Click on the transfer button. A message is sent to the original club president, branch president and provincial administrator with a notification that another club has requested a player transfer. Once the transfer has been granted, the player may participate in sanctioned rugby activities with the new club.

### Approving a Transfer

Once you have received an email indicating a transfer has been requested you can review the player information to ensure good standing with the union/old club before approving the transfer. The Transfer approval will make the player record available to the requesting organization. **Please note the season that a transfer has been requested.**

### Registration Dues Scenarios – *When must a member pay dues when transferring domestically?*

Recently questions have arisen surrounding the transfer of players between seasons and Provincial Unions and the payment and collection of Rugby Canada registration and insurance dues. Below is a review of the various scenarios and when the collection of dues will take place.

#### Scenario 1 – Transfer to BC

The Member registers in the summer season, and then transfers to BC for their fall/winter season. In this scenario the member will pay their Rugby Canada dues to the Provincial Union that they have registered to for the summer rugby season. At the end of that season, if the member transfers to BC, the member will not be required to pay the Rugby Canada dues for this season. Rugby Canada acknowledges that members who transfer into the BC season may participate in the BC premierships once their insurance would

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have expired. Rugby Canada has worked with Marsh, our insurance broker, to extend the insurance coverage of these members so that they may participate in the BC playoffs. If the member returns to their home Province and registers for the next summer season the member will once again be required to pay Rugby Canada registration dues.

### Scenario 2 – Transfer from BC

The Member registers in BC fall/winter season, and transfers to Summer Season. The member will pay Rugby Canada dues to BC for the fall/winter season. At the end of the season the member transfers to the Summer Season in another Provincial Union. At this point the member will be required to pay Rugby Canada registration dues again to play in this season. The member will be required to pay their dues again because the BC season is considered a year behind that of the other Provinces and the member will need to be registered in the current year for insurance purposes. When the member returns to BC they will not be required to pay Rugby Canada dues as they have insurance coverage for this season.

As Rugby Canada continues to move towards the enhanced online registration and payment system, we will continue to work with the Provincial Unions to find the best possible solution with regards to registration and insurance. Should you have any questions on the Player Transfer Policy on the registration system please feel free to contact Bob Kreasul (905) 707-8998, ext. 237 / [bkreasul@rugbycanada.ca](mailto:bkreasul@rugbycanada.ca) at your convenience.

Sincerely,  
**RUGBY CANADA**

Bob Kreasul,  
Insurance, Registration

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