



## Capilano Fall 2020 Non Contact Session Registration

BCRU has officially approved the Capilano Rugby Football Club to move forward with implementing the “Rugby Re-engage – Phase 2” program. Registration for the 12 week no-contact session is now open and below is how you can register. **First training session will be Tuesday, September 8<sup>th</sup>** (time TBC).

### **Please note the following before registering:**

- Registration will be for the 12 week program, starting the first day of training. There will be NO partial memberships available. (ie: if you join in week 4 you will be paying the full amount)
- Refunds can only be processed within 2 weeks of registration through the online sportlomo system. If you step on the field and participate you are no longer eligible for a refund. (Extenuating circumstances will be subject for approval by the board.)

### **How to register:**

1. Visit <https://rugbycanada.sportlomo.com/>
  - a. Select BC Region -> Capilano RFC (this will prompt you to sportlomo)
2. Log into your Sportlomo account (if you have previously played in BC you should already have an account), if you do not have an account please create one.
3. Select Registration Category
  - Fall 2020 Senior Player = \$50
  - 2020/2021 BC Volunteer: \$0
  - 2020/2021 Team Manager/Admin= \$52
  - 2020/2021 Coach = \$73.04
4. Follow the prompts to fill in information and complete registration payment.
  - **Membership Start Date:** where the player who is registering enters the start date of the program that they are participating in. This **MUST be September 8<sup>th</sup>, 2020**. For example: a player registers on August 20<sup>th</sup> but the program begins on September 8<sup>th</sup>. The player would enter September 8<sup>th</sup> as the membership start date.

The screenshot shows a registration form with the following fields:

- Emergency Contact First Name
- Emergency Contact Last Name
- Emergency Contact Phone Number (with a red arrow pointing to the area code)
- Emergency Contact Relation to Participant
- Parent / Guardian First Name
- Parent / Guardian Last Name
- Parent / Guardian Phone (with a red arrow pointing to the area code)
- Parent / Guardian E-mail
- Are you of ethnic descent
- List any health concerns that the participant may have (ie allergies or medical conditions) that we should be aware of.
- Membership Start Date** (highlighted with a red arrow pointing to the date field)

The date field is currently set to 6 August 2020.



If you are new to Capilano and previously played at another rugby club you **MUST** go through the transfer process.

### **Transfer Policy**

Coaches and managers are the first point of contact for players new to the club, and are in the best position to know who is new and needs to be cleared to play. They are also best placed to inform players who are leaving the club of the steps they need to complete in order to play elsewhere.

Coaches should be informing players they know will be leaving to play at other clubs, or returning to the club (e.g. players on the Stormy Exchange), that it is the player's responsibility to ensure that they are cleared by to play.

### **Incoming International Clearances**

Players new to Canada or players who have most recently played in another country must be cleared by their current union and Rugby Canada before they may play for Caps. This process can take up to two weeks, and as such, needs to be initiated by the player at least two weeks before they expect to play.

As soon as new players arrive, they should be asked if they have been cleared by their current union. If they advise that they have, please ask them to forward their approved clearance form to myself, so that I can confirm they are cleared. Please do not accept the player's assurance that they are cleared.

If the player has not been cleared, please forward them the appropriate clearance form, and inform them they must fill it out and send it to their previous club. Generally these forms need to be approved by their previous club, then their previous union (often both local/provincial and national unions). The forms are then sent by their national union to Rugby Canada, then to BC Rugby, then to us to confirm the player is cleared to play for us.

Players should be informed immediately upon arrival (or earlier if we know they are coming) that it is their responsibility to begin this process, that it may take up to two weeks, and that they may not play until we have received their clearances.

### **Outgoing International Clearances**

Players leaving Canada to play elsewhere need to complete the same process. They must fill out the Rugby Canada outgoing player clearance form (also attached), and send to myself, who can pass it on to BC Rugby, or directly to [registration@bcrugby.com](mailto:registration@bcrugby.com). In order for the player to be cleared, we must be able to confirm to BC Rugby that the player is in good standing with Caps. This generally just means that they have paid their club dues.

As such, players should be informed that if they do not pay their full club dues, they may not be released and may not be permitted to play elsewhere. This includes international players who wish to return to their home countries and play there.

### **Domestic Transfers – THIS INCLUDES UNIVERSITY PLAYERS**

Currently the process differs depending whether the player has played since Rugby Canada has used the Sportlomo registration system.

1. For players that have played most recently for another club in Canada, and have been registered in the Sportlomo system, they must log into their Sportlomo account and follow the transfer request process set out here:



<https://reg.sportlomo.com/registration/member-registration/content-page/10033125>

Their transfer request will then be sent to their home club, who will have one week to approve or reject the transfer. If they have not responded in one week, BC Rugby will automatically approve the transfer. As such, transfer requests should be made at least one week before the first game players wish to play in.

Once transfer requests are approved, the player should be able to register through the Capilano system.

2. For players that do not have a Sportlomo account (generally players who have not played in a couple of years), transfer requests would have to be made by email, and players will just need to create new Sportlomo accounts and register normally through the Capilano registration site.

While it does not appear that BC Rugby currently has a way to track players not currently registered with Sportlomo, and I know that other clubs have not strictly complied with transfer requirements, I suggest that we do so.

New domestic players who have not played recently should email their previous club, or inform myself of their previous club, and I can email the club and request the transfer, copying Louise Wheeler from BC Rugby on the email. If there is no response within five days I would suggest emailing Louise and asking that she approve the transfer.

For any questions about registration, please contact your team manager and/or Samantha Westhaver ([swesthaver@anthemproperties.com](mailto:swesthaver@anthemproperties.com))