



MEMORANDUM OF AGREEMENT (FUNDS BELOW \$1,000,000)

BETWEEN: Canadian Rugby Foundation (the "Foundation")

AND: xxxxxxxxxxxxxxxxxxxxxx Fund

WHEREAS: The Canadian Rugby Foundation is a Canadian Not-for-profit Corporation incorporated under the Canada Not-for-profit Corporations Act, registered with the Canada Revenue Agency as a public foundation, registration number 869159186, and has within its mandate the ability to create endowed funds or student award funds to promote and support rugby activities, including but not limited to, players, clubs, coaches, match officials and rugby organizations.

WHEREAS: The parties to this agreement agree to establish a fund within the Foundation mandate.

Now therefore, the parties agree as follows:

NAME OF FUND

1. The name of the fund shall be: xxxxxxxxxxxxxxxxxxxxxx Fund (the "Fund"), and together with all other funds created by the Foundation to promote rugby activities, shall be hereinafter collectively referred to as the "Funds".)

MINIMUM FUND TERM

2. Subject to Section 3 of this agreement, the monies accumulated in the Fund will be held for a minimum term of fifty years from the date of each gift and shall not be removed except as permitted in accordance with this agreement.

REMOVAL OF FUNDS

3. The monies accumulated in the Fund can be removed prior to the minimum term contained in Section 2 of this agreement on the following conditions: they are removed in accordance with this agreement.

DEMISE OF ORGANIZATION

4. Upon the demise of the organization which is a party hereto or the purposes of such organization no longer exist, the Fund may be transferred to an organization specified by the representative of the Fund with a rugby-related similar purpose consistent with the purposes of the Foundation and failing such designation may be transferred to the Unrestricted Fund within the Foundation.

MINIMUM FUND CAPITAL

5. The minimum accumulated contributions to the Fund will be \$20,000, excluding the Foundation "Matching Funds" referred to below. Funds with less than the minimum contribution must be actively continuing to receive additional contributions. For any Fund with total contributions less than the minimum required, and not receiving any new contribution in the past thirty-six months



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the accumulated balance in the Fund may be transferred to the Unrestricted Fund within the Foundation. The Foundation agrees to notify the representatives of the Fund in writing and giving them reasonable notice to solicit new contributions to the Fund, before transferring the accumulated balance of the Fund to the Unrestricted Fund under this section.

RETURNS FOR FUNDS BELOW \$1,000,000

6. The Foundation pools contributions to all Funds established within the Foundation for investment purposes. Annually the Foundation will allocate a portion of net returns after administration costs on investment from pooled funds to the Fund (the "Allocated Return"). The Allocated Return initially will be 3.5 percent of the total accumulated value of the Fund, including matching amounts. From time to time on an annual basis, the Allocated Return may be increased to 4.0 percent for assets over \$100,000 based on anticipated market returns and following Board approval. Interest is calculated quarterly based on the balance at the beginning of each quarter. Though it is the intention of the Foundation to pay 3.5 percent annually the Allocated Return may be subject to periodic adjustment to reflect the approximate average yield on investments of the pooled investments of the Foundation after all administrative expenses and an allocation to programs of the Foundation, provided any such allocation to the programs of the Foundation will only be made if the Allocated Return is a minimum of 3.5 percent.

MATCHING

7. Once the \$20,000 minimum Fund balance is reached, the Foundation will match donations with 25% of total donations, up to a maximum of \$20,000 (the "Matching Funds").
8. Changes in the market value of marketable securities together with income and dividends generated from investments, less distributions through the Allocated Return to all Funds and less expenses will be allocated to all Funds. In determining whether any increase in market value will be added to any Funds any matching grants will also be deducted until such time as the Foundation has recouped the amount of the matching grant. Accordingly, it is not expected to achieve any excess for this purpose for several years.

NO INVESTMENT PERFORMANCE REPRESENTATION

9. The Foundation makes no representation with respect to investment performance and the Fund accepts the risk associated with investments made by the Foundation. The Foundation will manage investments prudently in accordance with its investment policy from time to time.

FOUNDATION'S RIGHT TO ENCROACH ON CAPITAL

10. The Foundation reserves the right to encroach on invested capital of the Foundation as a whole, if necessary, to satisfy its CRA 3.5% disbursement requirement.

FUND REPRESENTATIVES

11. The Fund will appoint two representatives with full authority to act on behalf of the Fund and to communicate, jointly, with the Foundation for all matters related to the Fund. Notification in writing will be provided by the authorized individuals associated with the Fund if the representatives of the Fund are to be changed.



FUND MERGER

12. With the mutual agreement of the parties in writing, acting reasonably, the Fund may be combined with other Funds. If the Foundation does not give approval for a particular request by the representatives of the Fund, it shall provide such representatives with written reasons why such request was denied, and the Foundation and Fund representatives will use their best efforts to rectify the request to meet the requirements of the Foundation and Fund.

INVESTMENT POLICY

13. The Fund acknowledges receiving a copy of the most current investment policy of the Foundation. The Foundation agrees to provide any updated Investment policy to the fund within 15 business days. The Foundation acknowledges that the investment policy is a part of this agreement.

FUND PURPOSE AND RELATED DISBURSEMENTS

14. Disbursements from the Fund, once permitted, shall be for legal purposes consistent with the objectives of Rugby Canada and the Foundation, permitted under CRA regulation and subject to Rugby Canada and Foundation approval, which shall not be unreasonably withheld. If the Rugby Canada or the Foundation does not give approval for a particular disbursement requested by the representatives of the Fund, it shall provide such representatives with written reasons why such request was denied, and Rugby Canada and the Foundation and Fund representatives will use their best efforts to rectify the request for disbursement to meet the requirements of Rugby Canada and the Foundation.

15. The stated intentions of the Fund are as follows on Schedule A and form part of this agreement. The name and contact information for the representatives for the Fund will likewise be provided on Schedule A and form part of this agreement and will be updated from time to time, as necessary.

16. Any changes in the intended purpose of the Fund will be provided in writing and be subject to Foundation approval, acting reasonably.

17. Annual payouts may be made on request, to a maximum of the 3.5% returns to the Fund. As the payment will be made by Rugby Canada, the Foundation's "qualified donee", the Fund Representative will submit a "Grant Request" form to Rugby Canada for the amount required and providing the grant amount and the intended use of the grant. The complete details on the process for disbursing funds are in the "Grant Manual" included as Schedule C.

In the event that Rugby Canada relinquishes its role as qualified donee for the Foundation, or it is no longer a qualified donee with the CRA, the Foundation shall appoint a replacement qualified donee, on similar business terms as the current arrangements, and in any event, not detrimental to the Fund.

FUND REPORTING

18. The Foundation will provide an updated Fund balance every quarter within 30 days of the period end, and an annual report following the year-end within 60 days.



UPDATES TO MEMORANDUM OF AGREEMENT

19. The Foundation may from time to time, acting reasonably, require amendments to this Memorandum of Agreement in order to update the Memorandum of Agreement to the then-standard terms of the Foundation. Any such changes shall not affect the calculation of the Allocated Return. Amendments will require the mutual agreement of the parties in writing, acting reasonably. If the Fund does not give approval for a particular request by the representatives of the Foundation, it shall provide such representatives with written reasons why such request was denied, and the Foundation and Fund representatives will use their best efforts to rectify the request to meet the requirements of the Foundation and Fund. Any such changes shall not affect the calculation of the Allocated Return. Notice of updates must be sent to the listed contacts for the Fund at least 30 days prior to any amendments being enacted.

DISPUTE RESOLUTION

20. In the event that a dispute arises as to the interpretation of this agreement or determination of any manner herein, and after the parties have made good faith efforts to resolve such dispute through direct negotiation, and where possible, non-binding mediation, such dispute shall be resolved by a single arbitrator, if the parties can agree upon one; or failing agreement, by three arbitrators, one selected by the moving party, one selected by the responding party, and a 3rd to be selected by two aforesaid arbitrators, and a decision of a majority of them shall be binding.

LIABILITY INSURANCE

21. The Foundation will provide proof of Directors and Officers liability insurance in an amount equal to or greater than the largest individual Fund balance under the Foundation's administration and will provide written notice 60 days in advance of any changes to the policy or coverage. The Foundation will, at all times, maintain adequate Directors and Officers liability insurance, as determined by a licensed, independent insurance broker on an annual basis.

Dated on (month/day/year): _____

For the Foundation:

For the Fund:

Executive Director or Chair

Authorized signature:

Email:
Mailing Address:
709 Yates St.
P.O. Box 8003
Victoria, BC
Canada
V8W 3R7

Email:
Mailing Address:



SCHEDULE A.

FUND PURPOSE:

(Optional text to customize):

The xxxxxxxxxxxx Fund is intended to provide funding from its endowment and from capital withdrawals that continue the objects of xxxxxxxxxxxx (Fund Sponsor) and are consistent with the broad objects and purposes of Rugby Canada and the Canadian Rugby Foundation to develop and grow rugby across Canada, and that meet CRA requirements.

The following are examples of the kinds of projects or uses for which a grant may be approved. (This list is appropriate for rugby club operations)

A. OPERATING EXPENSES including any of the following:

Facilities

- Field rent
- Field maintenance
- Clubhouse rent
- Clubhouse maintenance
- Utilities (water, hydro/electricity, gas, telephone, Internet)
- Equipment rental

Labour expense

- Salaries and benefits or Honoraria for staff
- Outsourced labour contracts
- Stand-by ambulance service, medical practitioners

Member services

- Communications, newsletters, website
- Player kit (jerseys, shorts, socks, cleats, bag)
- Player and coach sportswear, e.g., jacket, cap, toque, bag, water bottle, T-shirts, etc.
- Player safety equipment, e.g., headgear, mouth guards, shoulder pads,
- Beverage bottles, bottle carriers, etc.
- Player, coach and volunteer awards and recognition

Administration

- Media, marketing, advertising, sales
- Insurance (liability, auto if applicable, property & casualty)

Competitions

- Travel (mileage, bus, train, air)
- Accommodations
- Meals and refreshments
- Officials' fees and hospitality
- Medical and athletic training supplies and equipment, e.g., tape, first aid, training tables
- Visiting team hospitality (beverages, snacks)



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- Announcer(s), A/V equipment rental Awards
- Awards for rugby participants (players, coaches, officials, volunteers)
- Athletic Financial Awards (AFAs)

Miscellaneous

- Other incidental expenses required for the growth and development of rugby at the amateur level amongst all ages, genders, and socioeconomic demographics.

B. CAPITAL EXPENDITURES including any of the following:

- Facilities equipment purchase, e.g., dome, turf watering equipment, spectator stands, fencing, lighting, electrical system
- Strength & conditioning equipment, e.g., weights, benches
- Training equipment, e.g., scrum machine, cones, balls, tackle dummies or bags, tackling pads, hit shields
- Land and clubhouse purchase, development or long-term lease, turf installation, landscaping, and clubhouse renovation or construction all in accordance with CRA-approved guidelines (NOTE: a stand-alone Foundation Capital Fund would be more appropriate for major multi-year capital projects such as these.

Other Information:

- Fund goals
- Measures of success
- Plans to solicit donations and grow the Fund

Designated Fund Representatives: (Name, Email)

1. _____

2. _____



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SCHEDULE B.

INVESTMENT POLICY

Canadian Rugby Foundation Investment Policy received

SCHEDULE C.

GRANT MANUAL

Rugby Canada - Canadian Rugby Foundation Grant Manual received