AUSTRALIAN RUGBY UNION

EVENT SANCTIONING APPLICATION

FOR RUGBY UNION

To be read in conjunction with ARU Event Sanctioning Guidelines available at www.rugby.com.au/policies

Applications must be submitted for sanctioning approval to State/Territory Union 30 days prior to event.

Event Details

1. Event Name:

2. State/Territory where event is to be conducted:

3. Event Category & Estimated No. Of Teams:

a.	Seniors (Men)	☐	Est. No of Teams	☐☐
b.	Seniors (Women)	☐	Est. No of Teams	☐☐
c.	Juniors/Schools (Boys)	☐	Est. No of Teams	☐☐
d.	Juniors/Schools (Girls)	☐	Est. No of Teams	☐☐
e.	Other	☐		

4. Event Type:

a.	15 a side competition	☐
b.	10 a side competition	☐
c.	7 a side competition	☐
d.	Gala Day	☐
e.	Other (eg Beach Rugby)	☐

5. The Event Duration and Event Date/s:

			Day	Month	Year
a.	One off match only:	☐	☐☐	☐☐	☐☐
			Day	Month	Year
b.	Multiple matches single day	☐	☐☐	☐☐	☐☐
c.	Multi day tournament	☐	Number of event days: ☐		
			Day	Month	Year
		Start Date:	☐☐	☐☐	☐☐
			Day	Month	Year
		End Date:	☐☐	☐☐	☐☐

Event Organiser

6. Name of the Event Organiser:

Postal Address

Suburb | State/Territory | Postcode

7. Names & Contacts of Event Organiser

Contact 1

Position

Phone (Wk) (Mob)

Email

Contact 2

Position

Phone (W/M) (Mob)

Email

8. The Event Organiser is:

a. A Rugby Body . . . . . .

b. Other Legal Entity. . . . . .

For b only, attach a current certificate of registration / incorporation.

Copy Attached

9. The Event Organiser has a valid Certificate of Currency providing a minimum $20m public liability insurance appropriate to the event it is conducting.

Yes No

Please attach copy of a current Certificate of Currency. Copy Attached

Note: If the Event Organiser is an Affiliated Australian Rugby Body insured under the ARU National Insurance Plan public liability insurance is included in your cover.

Event Venue(s)

10. Primary Venue

Field / Oval Name

Street Address

Suburb | State/Territory | Postcode

Additional Venue(s)

Field / Oval Name

Street Address

Suburb | State/Territory | Postcode

If there are additional venues, list these separately as an attachment.

11. The venue(s) will be safe and suitable for the event being conducted, including: Yes ☐ No ☐

a. Adequately prepared playing area including field of play markings and field dressing (goal post pads, flag posts), as per IRB Law 1 – The Ground.

b. A playing enclosure clearly set out (roped off or enclosed) with a perimeter area not less than 5 metres, where practicable.

c. A playing surface clear of obstacles and safe for matches and training, including appropriately covered cricket pitches and watering systems.

d. Adequate facilities including change rooms, showers, and toilet facilities to cater for participating teams and officials.

e. Emergency vehicle access for Ambulance.

f. Lighting standards adequate for conducting of night matches (if applicable).

Medical and Safety Requirements

		Yes	No
12.	**The Event Organiser will ensure all medical and safety requirements will be met including:**	☐	☐

a. Coaches have minimum current SmartRugby qualification

b. Trained medical support (minimum qualified first aid certification or higher) for all matches

c. Onsite provision of first aid room, tent or similar

d. Provision of stocked first aid kit

e. Ice for injuries

f. Stretcher (preferable scoop) for use by trained personnel

g. Emergency contacts for nearest hospital, doctor, dentist.

h. Telephone for use in emergency

13. The organisation providing medical support is:

Organisation Name: ☐

Contact Name: ☐

Position: ☐

Phone: (Wk) ☐ (Mob) ☐

Email: ☐

		Yes	No
14.	**The local Ambulance Service has been advised of the event dates and venue(s).**	☐	☐

The name and location of this service is listed below.

Name: ☐

Location: ☐

		Yes	No
15.	**The local hospital has been advised of the event and the dates the event is being conducted.**	☐	☐

The name and location of this service is listed below.

Name: ☐

Location: ☐

16. The Event Organiser will ensure the following requirements are adhered to, including: Yes ☐ No ☐

a. Match Day Checklist completed prior to each match day
b. ARU Serious Injury Report, as per reporting requirements
c. ARU Serious Injury Protocol in the event of a spinal injury or fatality, including notification to the Serious Injury Hotline (1800 036 156)

Tournament Rules

17. Tournaments Rules have been submitted with this application for approval by the Sanctioning Union, including, but are not limited to: Yes ☐ No ☐

a. Laws of Game
b. Compliance with all ARU Policies
c. Registration of Teams and Participants
d. Rules [inc. draw, points, ladders, forfeits, postponed/abandoned matches, disputes resolution, etc]
e. Judicial Procedures

Model Tournaments Rules are available from your State/Territory Union.

Judicial Procedures

18. All matches must have appropriate judiciary procedures in place for dealing with the following disciplinary matters, including: Yes ☐ No ☐

a. When a Player is Ordered Off the playing enclosure;
b. When a Player is cited for an act or acts of Illegal and/or Foul Play;
c. When an act or acts of Misconduct may have been committed by a Participant, Team Official or other person/s.

Model Judicial Procedures are available from your State/Territory Union.

Team Registration

19. All participating teams will complete a Team Registration Form prior to participation in the event, including: Yes ☐ No ☐

a. Team Name
b. Participant details (First Name, Surname, DOB, Registered Rugby Club / Rugby School)
c. Coaches (including SmartRugby qualifications)
d. Manager / Team Contact

Participant Registration

		Yes	No
20.	**All participants will be registered with one of the following:**	☐	☐

a. An Australian affiliated rugby club

b. An Australian school rugby team

c. An approved overseas touring team (school/club)

d. Australian Rugby Union on prescribed ARU Registration Form

Insurance

		Yes	No
21.	**The Event Organiser will affect Special Event Insurance for all Participating Teams prior to participation in a sanctioned event.**	☐	☐

A compulsory Per Team levy will be charged to Event Organisers for all sanctioned events.

Event Organisers must contact the ARU's Insurance Broker direct and provide copy of the completed Sanctioning Application to arrange Special Event Insurance cover -

Gow-Gates Insurance Brokers

Rugby Insurance Department

T: (02) 8267 9999 or 1800 811 371

E: rugbyins@gowgates.com.au

W: www.gowgatessport.com.au/rugby

Referee Appointments

		Yes	No
22.	**All referees to be utilised throughout the tournament will be suitably qualified for the age and standard of the matches they are appointed.**	☐	☐
23.	**Do you require the State/Territory Union to provide support in appointing referees?**	☐	☐

If Yes, please provide copy of Draw. ☐ Copy attached

If No, please provide details of the referee appointing authority.

Referee Body:	
Contact Name:	
Position:	
Phone:	
E-mail:	

Application Checklist - The following documentation has been provided with application.

Copy attached	State/Territory Union Use Only
☐ Completed Event Sanctioning Application	☐ Y ☐ N
☐ Certificate of Registration/Incorporation (non-Rugby Body)	☐ Y ☐ N
☐ Current Certificate of Currency insurance	☐ Y ☐ N
☐ Tournament Rules (including Judicial Procedures)	☐ Y ☐ N
☐ Evidence of Special Event Insurance cover	☐ Y ☐ N
☐ Draw should referee appointments be required.	☐ Y ☐ N

Event Organiser Sign-Off

The persons listed below are authorised signatories of the Event Organiser, and warrant that all details provided within this application are true and correct.

Name:

Position:

Date:

Signature:

Name:

Position:

Date:

Signature:

State/Territory Union Approval

Sanctioning approval is provided on the basis of the information provided within this application is true and correct, special event insurance has been arranged, and all events, tournaments and matches will be conducted in accordance with the regulations of the International Rugby Board, and the policies of the Australian Rugby Union.

Name:

State Union:

Position:

Date:

Signature:

State/Territory Union must provide a copy of formal sanctioning approval to the Australian Rugby Union – c/o Dale Roberson (dale.roberson@rugby.com.au).

Application Lodgement

The Event Organiser is to forward the completed Event Sanctioning Application together with all attachments to the respective State/Territory Union.

Brumbies Rugby
PO Box 3865
Manuka ACT 2603
t: 02 6260 8588
f: 02 6260 8591
e: info@brumbies.com.au
w: www.brumbies.com.au

NSW Rugby Union
Locked Bag 1222
Paddington NSW 2021
t: 02 9323 3300
f: 02 9323 3370
e: enquiries@nswrugby.com.au
w: www.waratahs.com.au

NT Rugby Union
PO Box 41937
Casuarina NT 0811
t: 08 8945 1444
f: 08 8945 2060
e: ntru@optusnet.com.au
w: www.ntrugby.com.au

Queensland Rugby Union
PO Box 205
Kelvin Grove DC QLD 4059
t: 07 3354 9333
f: 07 3856 6333
e: rugby@qru.com.au
w: www.redsrugby.com.au

South Australian Rugby Union
PO Box 43
North Adelaide SA 5006
t: 08 7070 6940
f: 08 8231 8066
e: info@sarugby.com.au
w: www.sarugby.com.au

Tasmanian Rugby Union
GPO Box 915
Hobart TAS 7001
t: 03 6230 8198
f: 03 6228 0855
e: admin@tasrugbyunion.com.au
w: www.tasrugbyunion.com.au

Victorian Rugby Union
Visy Park, Grand Parade
North Carlton VIC 3054
t: 03 9221 0780
f: 03 9221 0789
e: vru@vicrugby.com.au
w: www.vicrugby.com.au

Rugby WA
PO Box 146
Floreat WA 6014
t: 08 9387 0700
f: 08 9387 2945
e: info@rugbywa.com.au
w: www.rugbywa.com.au

Event Sanctioning Guidelines, Application and Special Event Insurance

The following documents are available to view/download from www.rugby.com.au/policies

- Event Sanctioning Guidelines,
- Event Sanctioning Application and
- Special Event Insurance – Summary of Cover.