CLUB ADMINISTRATORS CHECKLIST

IN PREPARATION FOR THE 2012 RUGBY SEASON……

WHAT YOUR CLUB NEED TO DO		DONE ✓
1	**Print out the Club's 2012 ARU Registration Forms, register all players and members through MyRugbyAdmin.** **Visit www.tryrugby.com.au to login or for further enquires call the MRA Helpdesk on (02) 8005 5600.**	☐
2	**Update your clubs contact details and information about sign-on days and training sessions through your 'organisations details' page on MyRugbyAdmin.** **Visit www.tryrugby.com.au to login or for further enquires call the MRA Helpdesk on (02) 8005 5600.**	☐
3	**Notify Gow-Gates Insurance Brokers if your club's INSURANCE CONTACT DETAILS have changed since last season by calling (02) 8267 9999 or 1800 811 371.**	☐
4	**Ensure your club's coaches and referees requiring SmartRugby have a current qualification and if not, discuss arrangements for attending a course.**	☐
5	**Provide a copy SERIOUS INJURY PROTOCOL and REPORT to all coaches and managers within your Club.** **Visit www.tryrugby.com.au/policies for further information.**	☐
6	**Provide information on CODE OF CONDUCT and EXPECTATIONS OF BEHAVIOUR GUIDELINES to all coaches and/or managers within your Club and ensure it is promoted at your club for players, parents & spectators.** **Visit www.tryrugby.com.au/policies for further information.**	☐
7	**Provide information on the 2012 LAWS OF THE GAME (Senior, U19 and Kids Pathway*) to your Club's Coaching Coordinator and relevant coaches and managers within your Club.** **Visit www.tryrugby.com.au for further information.**	☐
8	**CONTACT last year's participants and provide information on your upcoming season including registration days and location, club contact details.**	☐