

## **CLUB ADMINISTRATORS CHECKLIST**

IN PREPARATION FOR THE 2014 RUGBY SEASON......

WHAT YOUR CLUB NEEDS TO DO		ONE 🗸
1	Print out the Club's 2014 ARU Registration Forms, register all players and members through <a href="MyRugbyAdmin">MyRugbyAdmin</a> . Option to use Online Registration and Payment system more information available <a href="www.tryrugby.com.au">www.tryrugby.com.au</a> Visit <a href="www.rugby.com.au">www.rugby.com.au</a> to login or for further enquires call the MRA Helpdesk a <a href="myrugbyadmin@rugby.com.au">myrugbyadmin@rugby.com.au</a> or (02) 8005 5600.	,
2	Update your clubs contact details and information about sign-on days and training sessions through your 'organisations details' page on <a href="MyRugbyAdmin">MyRugbyAdmin</a> .  Visit <a href="https://www.rugby.com.au">www.rugby.com.au</a> to login or for further enquires call the MRA Helpdesk of (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.	S 🗆
4	Ensure your club's coaches and referees requiring SmartRugby have a current qualification and if not, discuss arrangements for attending a course.	t
5	Provide a copy SERIOUS INJURY PROTOCOL and REPORT to all coaches and managers within your Club.  Visit <a href="https://www.tryrugby.com.au/policies">www.tryrugby.com.au/policies</a> for further information.	d 🗆
6	Provide information on CODE OF CONDUCT and EXPECTATIONS OF BEHAVIOUS GUIDELINES to all coaches and/or managers within your Club and ensure it i promoted at your club for players, parents & spectators.  Visit <a href="https://www.tryrugby.com.au/policies">www.tryrugby.com.au/policies</a> for further information.	
7	Provide information on the 2014 LAWS OF THE GAME (Senior, U19 and Kid Pathway*) to your Club's Coaching Coordinator and relevant coaches and manager within your Club.  Visit <a href="https://www.tryrugby.com.au">www.tryrugby.com.au</a> for further information.	
8	CONTACT last year's participants and provide information on your upcoming season including registration days and location, club contact details.	9 🗆