Rugby Season Starter Information

The Rugby Season Starter information has been designed to support Clubs with your start of season activities by providing relevant information and resources to club administrators on the following area, including:

- **Rugby Administration,**
- **Safety and Education Information, and**
- **Retention and Recruitment of Members.**

Please read the information below and distribute to relevant club officials. Click to find a club administrators checklist provided for reference to see what your club need to do for the upcoming Rugby season.

RUGBY ADMINISTRATION

Running Rugby - Club Administration Resources

Running Rugby has been designed to assist clubs with the administrative and operational side of running a rugby club, and provides club administrators and volunteers with a variety of factsheets, templates and resources on the following topics, including:

- Getting Ready for Another Season
- My Club Volunteers
- Effective Meetings and Being on a Committee
- My Club Finances
- Club Fundraising, Sponsorship and Grants
- Rugby Services

For more information on Running Rugby visit www.tryrugby.com.au/runningrugby

"Find a Club" Tool

You may be aware that www.rugby.com.au includes an online club search function – Find a Club – so that people who are interested in playing Rugby can easily find details about their nearest Rugby club.

To make sure this tool is accurate for the start of the Rugby season, we're encouraging all clubs to update their contact details and information about their sign-on days and training sessions. These details can be updated through the online management system MyRugbyAdmin.

For more information on 'Find a Club' tool visit www.tryrugby.com.au

Registration Information

All Rugby clubs are responsible for the registration of their players and members, which is a necessity for coverage under the ARU National Insurance Scheme.
In 2014, Clubs and Associations have the option to setup Online Registration and Payment, for more information click here.
If your organisation would prefer the paper based method the registration process includes:

- Club Registrar logs into MyRugbyAdmin (MRA) and downloads the clubs registration forms, either
  - a blank ARU registration form for new players/members (it may be easier to print one and photocopy),
  - a pre-filled ARU registration form with last year's registered players and member details
- Players and other relevant club members complete or update and sign their membership form (parent/guardian must sign if member is less than 18 years of age).
- Club Registrar collects completed registration forms, logs into MyRugbyAdmin and registers the players and members; including updating any personal information included on the membership form.

Please note, all individual Rugby participants must be registered prior to participating in Rugby, including before playing any match, trials or training.

Insurance information

The ARU Insurance Plan consists of four coverage areas:

- Sports Personal Injury
- Sports Public and Products Liability policy
- Sports Professional Indemnity policy
- Club Management Liability policy for clubs

In February 2014, Gow-Gates, the ARU's insurance broker will send your club's tax invoice for the ARU Sport Injury and Insurance Plan via e-mail and mail-out an insurance information pack to each club, which includes copies of the Rugby Insurance brochures and club administrator's sports insurance manual.

If your club contact has changed your insurance contact details since last season, you will need to notify your new contact details to Gow-Gates on (02) 8267 9999 or 1800 811 371.

For more information on Rugby Insurance and your Certificate of Currency visit www.gowgatessport.com.au/rugby

Online Administration

The Australian Rugby Union provides three (3) online systems for Rugby administrators: one to manage registrations and accreditations, one to manage competitions and one to administer free websites. These online systems have been developed to assist and enhance the Rugby administration process and they are available free of charge.

MyRugbyAdmin

MyRugbyAdmin (MRA) is Australian Rugby's online administration system that improves the efficiency of registrations, accreditations and membership communication for everyone involved in Rugby. It is important to enter your club's player registration details as soon as possible.

For new or existing MyRugbyAdmin administrators who want to refresh their skills for the 2014 season, take a look through the MyRugbyAdmin Procedures Manual located in the Support section of MyRugbyAdmin.

You can log into MyRugbyAdmin by visiting the TryRugby site and using the link on the top right hand side of the page. (Enter your username and password.)

Competition Management System

The ARU's Competition Management System is designed to manage draws, results and ladders for club, school and national Rugby competitions in Australia. Click here for more information or contact your Competition Manager.

Club Websites

The ARU provides clubs, State and Sub-Unions, and Referee Associations with access to administer their own **free** website.

For more information visit www.rugby.com.au/myrugbyadmin

ARU Policy Register

The Australian Rugby Union have developed a number of policies to provide players, administrators and any other entities involved in Rugby an additional reference for issues, that are outside the scope of the Laws of the Game and in addition to the IRB Regulations. These ARU policies are in the areas of:

- Code of Conduct
- Anti-Doping
- Member Protection
- Age Grade / Senior Rugby
- Game Regulations
- Operation Health and Safety
- Miscellaneous

For more information on ARU policies visit www.tryrugby.com.au/policies

ARU Code of Conduct

The ARU Code of Conduct seeks to establish standards of performance and behaviour to ensure that participants act in a professional and proper manner and to ensure that the game is played and conducted with disciplined and sporting behaviour.

All Participants and Rugby Bodies are bound by the ARU Code of Conduct, which seeks to deter all on-field and Rugby-related conduct that could damage the game of Rugby by impairing public confidence in the honest and orderly conduct of matches and competitions or in the integrity and good character of participants.

Further, the Code of Conduct outlines procedures for monitoring and disciplining breaches of the Code.

For more information on the ARU Code of Conduct visit www.tryrugby.com.au/policies

Expectations of Behaviour

The expectations of behaviour guidelines are a simple outline for parents, teachers, coaches and players to ensure everyone is given the opportunity to maximise their enjoyment of the game. Rugby has always been a game that prides itself on fair play and enjoyment for all, so please adhere to these guidelines to ensure this continues.

For more information on the Expectations of Behaviour visit www.tryrugby.com.au/policies

Laws of the Game - 2014

The Laws of the Game are formulated by the International Rugby Board (IRB) and circulated by the Australian Rugby Union in the Laws of the Game, and include:

- Laws of the Game (Senior Laws)
- Seven-A-Side Law Variations
- Australian U19 Law Variations
- Kids Pathway (U6-U12) Law Variations

For more information on the Laws of the Game visit www.tryrugby.com.au/laws

SAFETY AND EDUCATION INFORMATION

Smart Rugby

SmartRugby is Australia's Rugby occupational health and safety program for participants and is mandatory requiring qualification every two years. It is a compulsory minimum requirement for every coach and referee participating in Rugby where there is a tackling component.

The SmartRugby program, therefore, focuses on correct body position and correct technique in performing skills in a range of contact situations. These include Tackle, Ruck & Maul, Scrum, Lineout and Restart.

For more information on SmartRugby program and courses visit www.tryrugby.com.au/smartrugby

ARU Medical and Safety Recommendations

The Australian Rugby Union (ARU) and International Rugby Board (IRB) encourage clubs and schools to take recommended measures to ensure that the game of Rugby is both safe and enjoyable to play. The following medical and safety recommendations are in the interest of player safety.

For more information on ARU Medical and Safety Requirements visit www.tryrugby.com.au/policies

ARU Concussion Guidelines

The **ARU Concussion Guidelines** ensure that players who suffer concussion are managed effectively to protect the short and long term health and welfare of players.

The Concussion Guidelines are designed to be used by Medical Practitioners and other, Healthcare Professionals, team management, teachers, parents, referees and players.

For more information on ARU Concussion Guidelines, Concussion Poster, Pocket Concussion Recognition Tool, SCAT 3 Sports Concussion Assessment Tool, and Age Specific Concussion Graduated Return to Play Protocols, visit www.tryrugby.com.au/concussion.

ARU Serious Injury Protocol & Report (available online in 2014)

The **Serious Injury Protocol** outlines the steps a club/school is to follow in the event of a serious injury to a player's head or neck (i.e. suspected spinal injury) or fatality, including notifying the **ARU Hotline on 1800 036 156**.

The protocol ensures that each stakeholder is aware of their responsibility and is underpinned by the appointment of the ARU Serious Injury Case Manager to provide support for the injured player, their family and club/school during these difficult times.

A **Serious Injury Report** must be completed for the following match or training related injuries:

- ANY HEAD OR NECK INJURY THAT RESULTS IN A PLAYER BEING TREATED AT AN EMERGENCY DEPARTMENT, HOSPITAL OR AFTER-HOURS MEDICAL CENTRE, OR
- ANY INJURY THAT RESULTS IN THE ADMISSION OF A PLAYER INTO HOSPITAL.

It is the responsibility of the team coach, manager, or designated club nominee to accurately record details on the Serious Injury Report and e-mail or fax within 48 hours of the time of the incident to the ARU and their State Union.

For more information and to submit a Serious Injury Report online visit www.rugby.com.au/seriousinjury.

RETENTION AND RECRUITMENT ACTIVITIES

Tips and Tools

The retention and recruitment of members is critical for all Rugby clubs. A planned approach in addressing retention and recruitment is essential, and the following includes some excellent tips and tools to assist clubs in this important function.

Detailed information on tips & tools will be available shortly.

Media and Marketing

There are many opportunities for you to use media, public relations and marketing activities to help assist your Club with your start of season activities.

For information on PR and Marketing visit www.tryrugby.com.au

Contacting Schools

There are many opportunities for your club to let schools in your local area know about the Rugby season ahead and your club's sign-on day details.

For information on contacting schools visit www.tryrugby.com.au

Rewards Program

The Australian Rugby Union has established a Rewards Program to provide a range of opportunities for players, coaches, teachers, volunteers and the wider community to interact with our flagship team – the Qantas Wallabies – as well Super Rugby, Sevens and Australian Barbarian teams.

In its seventh year this program is going from strength to strength. On the back of the International 2013 season including the very successful British and Irish Lions tour, we will host France for a three test series in June before the Castrol Edge Rugby Championship matches against our Southern Hemisphere rivals.

More details will be released during February re these exciting opportunities... STAY TUNED!

There are many ways for you to live the experience. Check out how you get involved.

For information on what is happening in the 2014 visit www.tryrugby.com.au/kidsrugby/rewardsprogram

CLUB ADMINISTRATORS CHECKLIST

IN PREPARATION FOR THE 2014 RUGBY SEASON……

WHAT YOUR CLUB NEEDS TO DO		DONE ✓
1	**Print out the Club's 2014 ARU Registration Forms, register all players and members through MyRugbyAdmin. Option to use Online Registration and Payment system, more information available www.tryrugby.com.au** **Visit www.rugby.com.au to login or for further enquires call the MRA Helpdesk at myrugbyadmin@rugby.com.au 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 MyRugbyAdmin.** **Visit www.rugby.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 2014 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.**	☐