AUSTRALIAN RUGBY UNION POLICY

ARU Functional Area	**Community Rugby**
Policy Title	**Charity Request Policy**
Policy Reference	**COM003**
Policy	The ARU support charities and rugby affiliated organisations through a number of methods including the donation of signed memorabilia, tickets, merchandise, posters and stickers as well as collections at matches. Requests are to be assessed in the following priority order. **First Priority** - The ARU will support those within the rugby community who are in greatest need through injury or hardship. **Second Priority** - The ARU will support activities which provide direct assistance to the rugby community. Such assistance is prioritised according to the nature and type of request. **Third Priority** - The ARU will support general community requests outside the above priorities to be dealt with on a case by case basis relating to whether they are a national or state charity, previous assistance received and type of request. Only one charity activity per club, school or charity per year is permitted and will be granted on a rotational basis **Memorabilia Requests** • Request for signed items for individuals **<u>is not</u>** permitted. • For rugby clubs (senior and junior) the request must come from the club signed by the president, secretary or general manager. For schools the request must come from the principal or sports master. Requests from individual teams cannot be approved. **Ticket Requests** • ARU will donate a maximum of 10 tickets to all Test matches in Australia for Charity requests. **Collections** • Requests for clubs / schools for fundraising at ARU controlled matches should not be sanctioned as priority setting is an emotive issue that should be avoided. • In the event of a major State / National disaster eg bushfire, flood etc the ARU should naturally support collections in line with Governments requesting such assistance. • Only one Charity collection will be permitted at a Test match. • If more than one charity wish to collect at a Test Match, preference will be given to the first request. • The ARU will not promote the collection either through the video

	screen, announcements or other forms of promotion. • General Community requests **will not** be supported. **Merchandise, Posters, Stickers etc** • Requests will be supported on a case by case basis pending availability of material
Process	• All applications for support must be received in writing and addressed to **General Manager - Community Rugby** these may be in the format of a letter, fax or email. • The application must include details of the organisation being represented, what level of support is being requested, and full contact details. • A summary of all requests will be placed on Public Folders (EXCO/Community Rugby/Charity Requests) every week along with recommendations for the level of support the ARU should provide. • Once these recommendations have been approved Community Rugby will action requests for memorabilia, merchandise, posters and stickers, Events and Operations will action requests for tickets and collections. • All applications in writing will be responded to in writing, successful or otherwise.
Policy Objectives & Rationale	This policy aims to create consistency in the administration of charity requests across the organisation.
Impacted Parties	Member Unions, Charity Organisations, Rugby Clubs
Contributors	Community Rugby, Events and Operations
Communications Strategy Outline	Email to all ARU staff once the policy has been approved. Policy to be posted to public folders.
Related Policies	
Approved By	EXCO
Date (Approved)	**23 February, 2005**