# CLUB ADMINISTRATORS CHECKLIST

**IN PREPARATION FOR THE 2013 RUGBY SEASON……**

| WHAT YOUR CLUB NEED TO DO | | DONE ✓ |
|---|---|---|
| 1 | **Print out the Club's 2013 ARU Registration Forms, register all players and members through MyRugbyAdmin.**<br><br>**Visit www.rugby.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.**<br><br>**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.**<br><br>**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.**<br><br>**Visit www.tryrugby.com.au/policies for further information.** | ☐ |
| 7 | **Provide information on the 2013 LAWS OF THE GAME (Senior, U19 and Kids Pathway*) to your Club's Coaching Coordinator and relevant coaches and managers within your Club.**<br><br>**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.** | ☐ |