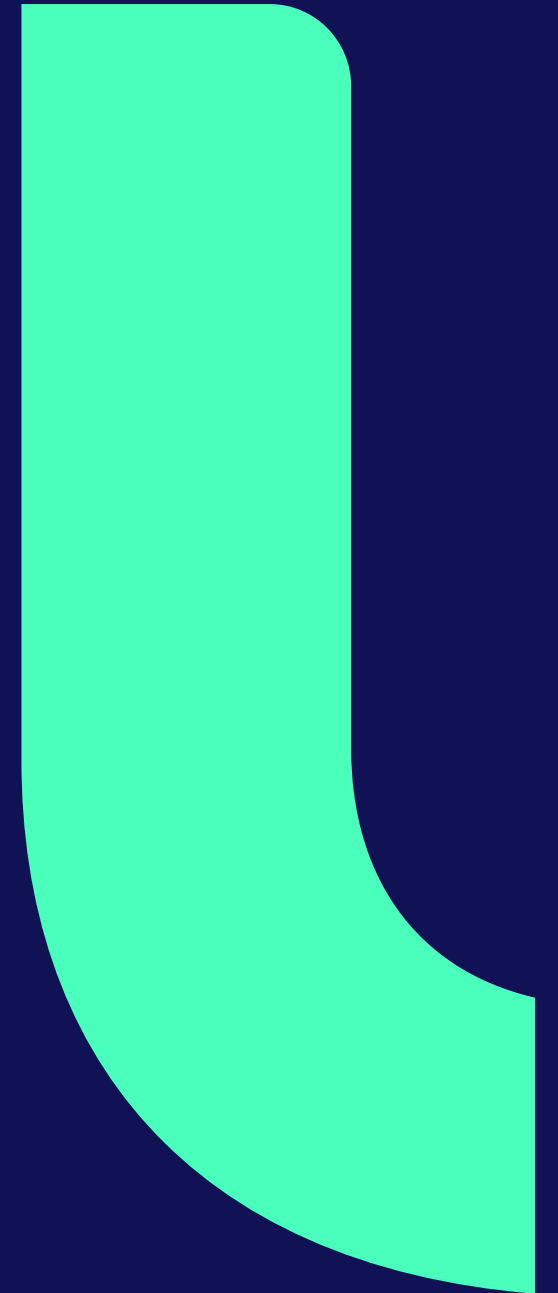




Club Admin Pack

2023 Season



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Safety

Concussion Management

The management of concussion involves the following steps; each step must be completed before moving to the next step.

ON THE DAY OF THE INJURY	ON THE DAYS FOLLOWING THE INJURY
1. Recognise	5. Rest
2. Remove	6. Recover
3. Record	7. Record
4. Refer	8. Return

At all times, players, parents/guardians, team officials, match officials, first aid attendants and medical staff need to act in the best interest of player safety and welfare by;

1. Taking responsibility for the recognition, removal and referral of players to a medical doctor
2. Ensuring concussion is appropriately managed as per this procedure.

Players aged 19 and over – the MINIMUM period before Return to Play is 12 days
Players aged 18 and under – the MINIMUM period before Return to Play is 19 days

Blue Card

In matches of U13 and older, when a player leaves the field due to signs and symptoms of concussion or suspected concussion, the referee may show the player a Blue Card. This card is a visual cue for team support staff, it must be recorded by team officials, and triggers an off-field medical process to begin. Rugby Australia has included the following Law change ‘a tactically replaced player may return to play to replace a player who has been shown a Blue Card.’

A player may be removed from the field by a person, other than the referee, due to suspected concussion. If this does occur the same off-field medical process applies. This off-field process (which applies to all rugby, not just U13s and older) is detailed in [Rugby Australia’s Concussion Management Procedure](#).

A3 Posters

From March 2023, Clubs can order A3 posters showing [Concussion Management and Injury Reporting](#) summary from the [Rugby Australia Club Shop](#) (free of charge).

Safety

Dispensations

U/7s Playing U/8s Procedure

Rugby Australia's starting position is that players turning 7 in that calendar year should play in the Under 7 Age Grade, however there are rare occasions where individual players may apply to participate in the Under 8 Age Grade by undertaking the Under 7s Playing U8s Procedure. The full policy and accompanying documents are available [here](#).

Age Grade Dispensation

Whilst the starting policy position is that a player may play in the age group he/she is turning in the relevant calendar year (Actual Age Grade) and in the age group one year above (Eligible Age Grade), the Size for Age Guidelines and Age Grade Dispensation Procedure allow players to play in the most suitable competition. The full policy and accompanying documents are available [here](#).

Front Row Dispensation

If a player wishes to participate in an age group outside their Eligible Age Grades and play in the Front Row (prop or hooker) they must complete the Schedule B – Exception for Front Row Dispensation Form. Please note this is not required for 7s Rugby. This form is available [here](#).

Gender Identity Dispensation

Rugby Australia is committed to supporting a player's participation in the gender with which they identify, provided that it is safe for them and other participants. The full policy and accompanying documents are available [here](#).

Senior Rugby Dispensation

Any competition involving players over 18 years of age is classified as a Senior Rugby competition. A player is automatically eligible to participate in Senior Rugby once they have turned 18 years of age. If the participant is turning 18 during the calendar year only a parent/guardian consent form is required to participate in Senior Rugby. For participants turning 16 or 17 in the calendar year there are additional requirements to determine eligibility. The full policy and accompanying documents are available [here](#).

Disability Dispensation

Players with a physical and/or intellectual disability that meet the requirements of the Disability Dispensation Procedure can play down either one or two age grades. This procedure is applicable to all registered players participating in an age grade competition and does not apply to non-contact forms of rugby. The full policy and accompanying documents are available [here](#).

Mixed Gender Dispensation

Boys and girls may participate in mixed gender rugby up to and including the calendar year (1 January - 31 December) in which they turn 12 years of age. A girl over 12 years of age may, subject to meeting the requirements of the dispensation procedure, play in a mixed gender team in the Under 13, Under 14 and Under 15 age groups where no other opportunity to play regular Rugby exists. The full policy and accompanying documents are available [here](#).

Safety

Injury Reporting

Rugby Australia classifies injuries as 'serious' or 'non-serious'. A serious injury is defined as:

- 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. Note: admission refers to player being admitted to hospital by the hospital registrar for ongoing treatment and/or follow-up, this does not include players taken to an Emergency Department and allowed home from there.

In the event of a suspected spinal injury or fatality the club or school must call the Serious Injury Case Manager (SICM) on 1800 036 156 in the first instance.

For further information on injury reporting or Serious Injury Management please click [here](#).

A3 Posters

From March 2023, Clubs can order A3 posters showing [Concussion Management and Injury Reporting](#) summary from the [Rugby Australia Club Shop](#) (free of charge).

First Aid and Medical

The following are mandatory requirements at Community Rugby matches:

Smart Rugby

- All active coaches and referees must have and maintain a Smart Rugby qualification.

First Aid Requirements

- First Aid Attendant with Kids Rugby Accreditation (U/12 matches and below)
- First Aid Attendant with Level 1 Accreditation (U/13 matches and above)
- First Aid Kit, Ice, Stretcher and Telephone
- Emergency Vehicle Access

Policies and Procedures

- In the event of a suspected serious injury the Serious Injury Protocol must be followed
- Coaches, players and Match Officials must be aware of the Mayday Call Procedure Flowchart
- In the event of a head injury or suspected concussion the Concussion Management Procedure must be followed

For further information please click [here](#).

Match Day

The [Match Day Inspection Check List](#) is a good starting point for clubs to help identify safety concerns and record your actions on each match day to eliminate risks.

Please pay particular attention to ensuring all spectators, tables, chairs, tents etc. are at least 5m away from the sideline.

The following are best practice protocols for ensuring that rugby remains safe in all conditions:

[World Rugby Heat Guidelines](#)

[World Rugby Lightning Safety Guidelines](#)

[Sports Lighting - Australian Standard](#)

For all other information regarding Match Day Safety please click [here](#).

Registration

Participants

All players, non-playing members, and match officials are required to register for coverage under the National Risk Management and Insurance Programme. In 2023, Clubs and Associations must adhere to the following registration regulatory requirements:

- Online self-registration for ALL players, non-playing members (committee members and team officials - coaches, managers, first aid/medical staff etc.) and match officials; and
- Online payment for ALL Players (full or part payment).

Clubs/Associations are unable to de-register any player or member. Additional information about re-registration and refunds can be found in the [Rugby Australia Registration webpage](#).

Refunds

Players are now able to request a refund/credit through their Rugby Xplorer Portal. This is then reviewed on a case-by-case basis and all 4 entities (Club, Association, State and National) will approve/decline. If any of the 4 entities 'approve' the request, the player's registration status will change from 'active' to 'inactive'.

Rugby Xplorer

The [Help webpage](#) contains many knowledge articles which you can search against.

The [Club Administration webpage](#) contains self-help guides, videos and online webinar recordings.

All Rugby Xplorer administrators will receive regular electronic communications with helpful reminders and the latest updates on new functionality.

Match Day App

Our Rugby Match Day app enables team managers to complete all their match day tasks in an easier, more efficient manner. Rugby Match Day app is now available to download at the Apple App Store and Google Play Store.

Support

We have a customer support team available to assist with inquiries. You can contact them on runningrugby@rugby.com.au or 02 8005 5600.

Events

All Rugby Union events, tournaments, and matches conducted outside approved regular competitions, pre-season trials, inter association and/or other representative matches/programs must receive formal sanctioning approval.

Member Unions will sanction events, tournaments and matches which are conducted within their respective jurisdictions through Rugby Xplorer events.

Rugby Xplorer manages all sanctioned events. Click [here](#) for information on setting up your Event in Rugby Xplorer.

Special Event Guidelines and Application information can be found [here](#).

Registration

Insurance

All participants (Players, Coaches, Officials) must be registered with Rugby Australia in order to obtain coverage under the National Risk Management and Insurance Programme. Participation in the National Risk Management and Insurance Programme is compulsory for all Clubs competing in competitions managed by Rugby Australia and/or Member Unions, and a National Participant Insurance Levy is payable by participants upon registration. Whilst the National Risk Management and Insurance Programme provides basic levels of cover for players and others participating in Rugby, it is not all encompassing (this is necessary to keep the cost of insurance affordable for all players) and does not seek to replace the need for other insurances. Rugby Australia encourages all players and officials to take out their own private health insurance and consider additional insurance cover to suit their individual circumstances e.g. income protection.

In 2023 onwards, there is a change under the Public Liability Policy where coverage for Relevant Organisations will exclude erection of temporary structures by the insured (e.g. elevated platforms/scaffold erected by a Club). The recommendation is all temporary structures (e.g. elevated platforms/scaffold) are erected and signed off by a licenced external third party.

A very brief summary of cover benefits under the National Risk Management and Insurance Programme is below; full details are available [here](#).

Component	Cover Benefits	
Personal Accident	Non-Medicare Medical expenses up to \$3000 (\$100 excess).	Weekly benefit up to \$300 per week if unable to work (28 day excess).
	Other benefits available to assist with expenses incurred (e.g. travel).	Capital benefits provided in the event of death or permanent disability.
Public and Products Liability	Coverage for losses which a person or entity must pay on account of personal injury or property damage.	
Professional Indemnity	Coverage for a breach of professional duty in the sport by reason of an act, error or omission.	
Management Liability	Coverage for the Club, its Directors, Officers etc. for any wrongful act whilst carrying out their duties on behalf of the club.	

For information on how to make an insurance claim click [here](#).

A Certificate of Currency can be downloaded on the My Club page in Rugby Xplorer.

Registrations

Clearances

International Clearances

A Player leaving their current Union to play in another Union shall not be registered or eligible to participate in competitions organised, recognised or sanctioned by that new Union until they have an endorsed International Clearance.

Players wishing to play within another International Union must obtain clearance from:

- The Club they are currently registered with;
- The corresponding State Union; and
- Rugby Australia.

Clearance should be obtained prior to departure from the player's current Union and can take up to 10 days for the process to be completed.

All players applying for an international clearance are required to complete the Rugby Australia International Clearance [Form](#).

For Incoming International Clearances (players arriving in Australia), please contact the Union the player was previously registered with to understand their International Clearance process and obtain their current application form.

Domestic Clearances

A player with an active registration who wishes to play for another club in the same season is required to request a domestic clearance through Rugby Xplorer. This request needs to be reviewed and approved by the relevant club and association admins before the player can re-register for the new club.

Tour Applications

The Rugby Australia Tour Application Form is required to be submitted to gain approval to tour overseas. This applies to all Clubs, Teams and Schools.

The application must include a complete Tour itinerary outlining all matches to be played including age grade of touring team, opposition team/s, dates and venues. Rugby Australian Touring Terms and Conditions can be found on page 5 of the Rugby Tour Application available [here](#).

Rugby AU will then contact the respective National Union(s) within whose territory such match, tour or series of matches is due to take place and request for 'Permission to tour'. When approval is received, Rugby AU will notify this approval direct to the club/team/school.

Please note this process will take some time so provide as much notice as possible. If approval to tour is not received prior to arrival in a host country, the National Union may not sanction games to be played in their union.

For travel advice from the Department of Foreign Affairs and Trade, visit [Smart Traveller](#).

Integrity

Child Safety

We commit to making sure that everyone involved with delivering rugby in Australia, from club administrators, volunteers, parents and participants, understand the important responsibilities that they have in relation to child safety. The Safeguarding Children Policy document is not only our commitment to child safety but best practice on how to create child safe environments across the game and must be applied in conjunction with all applicable legislation within your respective State/Territory in relation to protecting children. The Policy is available [here](#) and an outline of areas covered are below:

Expected Standards of Behaviour

- Positive Guidance
- Adhere to professional boundaries
- Use of language and tone of voice
- Supervision
- Use of electronic communications
- Giving gifts/rewards
- Photographs and video recordings of children
- Physical contact with children
- Change room arrangements
- Alcohol or drug use, possession and supply
- Transporting children

Child Safety Resources

The [Rugby Learning Centre](#) hosts a range of courses and resources to assist coaches, officials, players, parents and spectators in preventing and dealing with discrimination, harassment, child safety, inclusion and integrity in sport.

For further resources to support your club creating a child-safe environment click [here](#).

Working with Children Checks

Working with Children Check requirements vary across Australia, you can view the State and Territory requirements [here](#). The website also details further information, including the forms required to complete a Working with Children Check in each State and Territory.

Child Safety Reporting

Reports relating to child protection concerns will be made through Rugby AU's independent reporting platform – Speak Up. This platform is independently managed by our integrity partners, Core Integrity, who are experienced in dealing with complex and sensitive disclosures and allegations. You may also remain anonymous through this platform if you wish. All other concerns will be referred to your State/Territory Member Union representative and manager of the competition that you select from the drop-down menu.

To report a concern, click [here](#).

Integrity

Member Protection

The Rugby Australia Member Protection Policy outlines our commitment to eliminate discrimination, harassment, harm or risk of harm. The policy incorporates recommendations from Sport Integrity Australia and seeks to ensure that everyone involved in rugby is aware of their rights and responsibilities. The policy is available [here](#).

Any breaches of the requirements of the Policy shall be dealt with under the provisions set out in the Code of Conduct. Each organisation (e.g. Club, Association) needs to have an Appointed Person for the purposes of dealing with complaints covered by the Code of Conduct. The Appointed Person should be formally appointed by the organisations President or Chair and knowledgeable of the provisions within the Code of Conduct.

An Appointed Person should complete the Rugby AU Member Protection and Inclusion module and Rugby AU Code of Conduct module located in the online learning centre. The learning centre can be accessed via Rugby Xplorer, available [here](#).

Code of Conduct

The Rugby Australia Code of Conduct sets out the behaviours that are expected of all those involved in rugby, including players, coaches, administrators, employees, contractors, directors, volunteers, parents and spectators in order to ensure that a safe, fair and inclusive environment is provided for all.

The Code also seeks to deter conduct that could damage the image and integrity of rugby by impairing public confidence in the sport or its Participants and sets out a harmonised approach to the handling and resolution of complaints, including the administration of a disciplinary process and the implementation of sanctions for Prohibited Conduct at all levels of the game in Australia.

To view the Code of Conduct click [here](#).

Disciplinary Rules

Rugby Australia in consultation with the State/Territory Member Unions have developed the Rugby Australia Disciplinary Rules to ensure a uniformed approach is administered for foul play, citing and judicial hearings. Players have an obligation to ensure that they do not cause injury to their opponents, therefore any conduct which is proscribed by World Rugby Law 9 (Foul Play) merits a sanction.

The Rules apply to all formats, competitions, tournaments and matches within Australia including games which don't count points such as pre-season and tour matches with interstate or overseas teams.

However, the Rules do not apply to World Rugby matches, Super Rugby matches, the Australian Sevens Series or Oceania Sevens who have their own disciplinary rules.

For more information and to view the Disciplinary Rules click [here](#).

General

Game Management Guidelines

The purpose of these guidelines is to ensure that all participants at the community level are aware of the areas of the game that require more specific coaching and/or consistency of refereeing. The areas covered are:

1. Scrum
2. Tackle
3. Ruck
4. Offside in general play
5. Quick throw and lineout
6. Maul
7. Restarts and kicks
8. Advantage
9. Foul play
10. Other

To access the Game Management Guidelines or any other information relating to the Laws of the Game click [here](#).

Smart Rugby

Smart Rugby is a **minimum requirement** for every coach, referee, and referee coach participating in rugby where there is a tackling component. Smart Rugby requires re-accreditation every two (2) years through online course completion via the [Rugby Learning Centre](#).

Contacts

For further information on anything outlined in this document or other matters relating to the administration of your club or association – the following options are available to you:

Websites

[Rugby Australia](#)

[ACT and Southern NSW Rugby](#)

[NSW Rugby](#)

[Northern Territory Rugby](#)

[QLD Rugby Union](#)

[Rugby Union SA](#)

[Rugby VIC](#)

[Rugby WA](#)

[Tasmanian Rugby](#)

Email

Rugby Australia - runningrugby@rugby.com.au

Phone

Rugby Australia - 02 8005 5600



*To all our hard-
working Rugby
Administrators,*

THANK YOU