

This Rugby Xplorer self-help guide will assist ASSOCIATION ADMINS add dispensation(s) against a player's record. This will then allow the player to be allocated into squads and teams outside of their eligible ages and/ or competitions.

NOTE: Players must be registered in a Club, under the association prior to being dispensed. Players need to be dispensed in all competitions where they will be playing outside of their eligible ages.

DISPENSATIONS

<p>Dispensations</p> <p>NOTE:</p> <ul style="list-style-type: none"> Dispensations need to be added onto a player's record before they can be added into a squad outside of their eligible ages. 	<ol style="list-style-type: none"> Association admin <ul style="list-style-type: none"> → Members → Member Management Search for player with MyRugby ID and/ or name. NOTE: only players registered in your association will appear. Click on player's name Select 'Dispensation Type' <ul style="list-style-type: none"> • Age Grade • Senior Rugby • Mixed Gender • Disability • Gender Identity • Front Row Trained Select Yes/ No from Dispensated <ul style="list-style-type: none"> • Age Grade – if yes, select up 2 years or down 1 year • Disability – if yes, select down 1 year or down 2 years Enter 'Decision Note' Click "Update" Dispensation table will be updated with a reason, decision note, date and time of this action
<p>Dispensation Report</p> <p>NOTE:</p> <ul style="list-style-type: none"> Dispensation will only show CURRENT SEASON dispensations, as they are reset with each season rollover. 	<ol style="list-style-type: none"> Association admin <ul style="list-style-type: none"> → Administration → Reports → Player Dispensation Report Select Season = current season Click "Email Report" The system will generate your report and email you a download link. Click "Download Report" in the email you receive from Rugby Xplorer

*As of 18 November 2020

For more information, visit <https://australia.rugby/participate/rugby-administration/club-administration> or contact Rugby AU Team – runningrugby@rugby.com.au.