

Rugby Xplorer – Senior Rugby Online Dispensation

This self-help guide will explain to RUGBY PARTICIPANTS and ASSOCIATION ADMINS the Senior Rugby online dispensation procedures.

MORE INFO: Senior Rugby Dispensation is available on our Player Dispensation webpage:
<https://australia.rugby/about/codes-and-policies/safety-and-welfare/player-dispensation>.

PLAYER CONSENT FORMS (SENIOR RUGBY DISPENSATION)

Consent Forms

NOTE:

- Rugby Xplorer Portal displays 'Consent Forms' for all participants - <https://myaccount.rugbyxplorer.com.au/>.
- 'Senior Rugby Dispensation' will display for all eligible participants aged over 16 years old.
- All participants must have a member record, i.e. the participant must have previously registered in Rugby Xplorer before they appear in this list.
- If you are a new participant in Rugby Xplorer, seeking Senior Rugby Dispensation you can register as a 'training only participant' for XVs to appear in this list and ensure you are covered by insurance.
- Players who have turned 18 before they register, will not be required to complete the Consent Form.
- Players can request Senior Rugby Dispensation before registering as a full season player. But must register as a full player before they can participate in any matches.
- Senior Rugby Club is a mandatory field and players must select the club they are wishing to register with.
- Junior Rugby Club is an optional field and will only appear if players have been registered in a previous season.

1. Rugby Xplorer Portal
→ Consent Forms
2. Click 'Senior Rugby Dispensation'
3. Select the player you are completing the consent form for (if multiple players are all linked, all eligible participants will appear for selection), click "Submit"
4. Read the consent form and click checkbox to accept
5. Mandatory field = Search for Senior Rugby Club (Club you are wishing to join this season) and select club
6. Optional field = Select Junior Rugby Club from (Club you have registered to in a previous season)
7. Click "Submit"
8. Note, this can only be submitted once.

*As of 21 January 2022

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CLUB APPROVAL	
<p>Senior Rugby Dispensation – Club Approval Email</p> <p>NOTE:</p> <ul style="list-style-type: none"> All Senior Rugby Club admins and Junior Rugby Club admins, if this field is selected by the player, will receive this email when a player has submitted a Senior Rugby Dispensation consent form. Club admins will need to review and approve a player's request before it is sent to association admins to begin the dispensation process. 	<p>Member Assessment</p> <p>The following player has requested a Senior Rugby dispensation.</p> <p>MyRugby ID: XXX</p> <p>Player Name: XXX</p> <p>Player DOB: XXX</p> <p>Senior Rugby Club: XXX</p> <p>Junior Rugby Club: XXX</p> <p>Please log into the admin portal to update the status of this Senior Rugby Dispensation request.</p> <p>This notification has been generated from Rugby Xplorer. Please do not reply to this email.</p> <p>Rugby Xplorer Team Your Rugby Connection</p>
<p>Club Admins Approving Senior Rugby Dispensation Consent Form</p> <p>NOTE:</p> <ul style="list-style-type: none"> If approved, Senior Rugby Dispensation process continues. If declined, Senior Rugby Dispensation is finalised. 	<ol style="list-style-type: none"> Admin Portal <ul style="list-style-type: none"> → Members → Member Assessments & Consent Forms All member assessments and consent forms will appear Click into 'Pending' and update status to 'approved' or 'declined' Add any notes Click "Update Consent Status"

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ASSOCIATION MEMBER ASSESSMENTS	
<p>Senior Rugby Dispensation</p> <ul style="list-style-type: none"> Association admins will receive an email once club admins have reviewed Senior Rugby Dispensation consent forms. 	<p>Member Assessment</p> <p>The following player has requested a Senior Rugby dispensation and club admins have reviewed the request.</p> <p>MyRugby ID: XXX</p> <p>Player Name: XXX</p> <p>Player DOB: XXX</p> <p>Consent Status: [approved/declined]</p> <p>Senior Rugby Club: XXX</p> <p>Junior Rugby Club: XXX</p> <p>Please log into the admin portal to assign assessing coach if approved. This request has been finalised if declined.</p> <p>This notification has been generated from Rugby Xplorer. Please do not reply to this email.</p> <p>Rugby Xplorer Team Your Rugby Connection</p>
<p>Member Assessments</p> <p>NOTE:</p> <ul style="list-style-type: none"> Association admins can track the status of consent forms and if they have been approved by club admins. Association admins can view all consent forms (stored against a member's record). Players turning 18 in the calendar year, and on a date after they have registered, will only need to complete the consent form and have it approved by club admins. Players turning 17 in the calendar year require an assessment with an assessing coach assigned to their record by their association admin. Players turning 16 in the calendar year require an assessment with an assessing coach assigned to their record by Rugby Australia. 	<ol style="list-style-type: none"> Association admin <ul style="list-style-type: none"> → Members → Member Assessments & Consent Forms All member assessments will appear, ensure Type = Senior Rugby Consent Status = Approved, Status = Completed <ol style="list-style-type: none"> No assessing coach is required Senior Rugby Dispensation can be added to member's record. Consent Status = Approved, Status = In Progress <ol style="list-style-type: none"> An assessing coach is required. NOTE: assessing coach must be registered in your association so that you can find them and send them the link.

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ASSESSING COACH FORMS	
<p>Assessing Coach Email Notification</p> <p>NOTE:</p> <ul style="list-style-type: none"> Association admins assign an assessing coach to the consent form and the coach receives an email notification with a link to complete the assessment. 	<p>Member Assessment</p> <p>Dear [Coach],</p> <p>You have been assigned as the assessing coach for [Player] request for Senior Rugby dispensation.</p> <p>If there is not a scheduled time to complete this assessment, please contact the parent/ guardian to arrange a suitable time.</p> <p>Please complete the Assessing Coach form here.</p> <p>Club contact details Name: XXX Email: XXX</p> <p>Rugby Xplorer Team Your Rugby Connection</p>
<p>Online Assessing Coach Form</p> <p>NOTE:</p> <ul style="list-style-type: none"> Once the form has been submitted the association admin will receive a notification email that this has been completed. 	<ol style="list-style-type: none"> Coach clicks the Assessing Coach form link in the email they received Select the Dispensation from the list Select the player they are assessing from the dropdown box Complete the required fields <ol style="list-style-type: none"> Level of experience Physical development & fitness Skill development Player and safety recommendations Click "Submit"

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ASSOCIATION ADMINS ADDING DISPENSATIONS TO PLAYER RECORD	
<p>Member Assessment (Association Admins)</p> <p>NOTE:</p> <ul style="list-style-type: none"> Association admins receive a member assessment email when the assessing coach has submitted their assessment. 	<p>Member Assessment</p> <p>A Senior Rugby Dispensation assessment form has been submitted</p> <p>Player Name: XXX MyRugby ID: XXX Club: XXX Coach Assessor: XXX</p> <p>Please review and add dispensations against the member's record.</p> <p>Rugby Xplorer Team Your Rugby Connection</p>
<p>Member Management</p> <p>NOTE:</p> <ul style="list-style-type: none"> Association admins need to add the dispensation to a player's record. Player must be register as a player before the dispensation can be added to their record. 	<ol style="list-style-type: none"> Association admin <ul style="list-style-type: none"> → Members → Member Management Search for player Update Dispensation <ol style="list-style-type: none"> Select Dispensation from the dropdown list Select if Dispensated or not Add Decision Notes Click Update Player will receive email notification of the outcome

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PLAYER DISPENSATION EMAIL UPDATE	
<p>Dispensation Update</p> <p>NOTE:</p> <ul style="list-style-type: none"> Players will receive an email notification providing them details of the outcome of their dispensation request. 	<p>Dear [Player Name],</p> <p>A Senior Rugby Dispensation Assessment and decision has been completed for [Player Name] at [Club] on [Date, Time].</p> <p>Your dispensation decision was:</p> <p>Dispensated: XXX Notes: XXX</p> <p>You are eligible to play in matches within the competition associated with this dispensation.</p> <p>If you have any questions, please contact your Competition Manager directly.</p> <p>For further information please visit Player Dispensation webpage.</p> <p>Yours in Rugby, Rugby Xplorer Team</p>

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