

# OPERATIONAL POLICY

Item – reference	Date of revision / change	Changes	Endorsed / accepted (date and by whom)
Entire document	6 December 2022	Wordsmithing to update language to align	
4.	6 December 2022	Update strategic pillars	
Player grading system	6 December 2022	Removal of player grading system. Formerly number 9 in the policy	
12b and c	6 December 2022	Amendment to minimum required playing numbers	
14d and e	6 December 2022	Amendment to minimum accreditation for player support (Smart Rugby and Administration)	
Annex B	6 December 2022	Inclusion of Compliance decision tree (NEW)	
Annex A	6 December 2022	Changes to: <ul style="list-style-type: none"> <li>• Community level club changed to 'Championship level club'</li> <li>• 2.1 Addition of Colts or Women's</li> <li>• 2.2 Registration date change due to earlier start date. Women's community grade = 12 players</li> <li>• 3.1 Junior requirements by Seasons end</li> <li>• 3.3 Removal of rugby roos</li> <li>• 4.3 Minimum safety equipment required</li> <li>• 7.1 Minimum requirements 'Smart Rugby' for all coaches</li> </ul>	

## Definitions:

Foundation club: A club fielding one team only in either the Championship or Community Grade Competition only.  
 Championship club: A club fielding more than one team across the Championship and Community Grade competition.  
 Premier club: A club fielding all required teams and competing in the Premier Grade competition.  
 Minor breach: A Breach of the WAC2 document, deemed a minor compliance breach by the RugbyWA executive.  
 Major breach: A Breach of the WAC2 document, deemed a major compliance breach by the RugbyWA executive.

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## GENERAL INFORMATION\*

Lead Area:

Rugby Operations

Lead Policy Title:

**GUIDELINES FOR AFFILIATION FOR ALL RUGBY CLUBS WITH RUGBYWA**

Date last modified:

Dec 2022

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## SCOPE OF RESPONSIBILITY

1. The following guideline provides direction for all clubs wishing to participate in the main Rugby Union Competitions as conducted in WA. It has been endorsed by RugbyWA.

## BACKGROUND

2. The Rugby WA constitution requires RugbyWA to “Foster and Control Rugby in WA”. Therefore, Rugby WA supports initiatives that grow rugby participation and rugby talent in Western Australia.
3. Growth of the game is a shared responsibility between clubs, schools, affiliated bodies and Rugby WA. For rugby to be truly successful in growing the game all parties must work together.
4. One of Rugby WA’s strategic pillars is to deliver leading competitions and teams by providing quality and robust competitions to the local Rugby Community. Rugby WA aims to do this by developing junior participation, providing quality competitions and governance, while building capacity in clubs to ensure the best possible club environment for players, coaches, administrators, volunteers and supporters.

## GENERAL CLUB GUIDELINES

5. Key to building capacity at our clubs and to providing the best possible environment for all in the Rugby Community is the holistic combination of a club’s structure, its membership and playing base, how it fosters a pathway through the club and its overall facilities. Our clubs also need to support the growth and development of players. As such Rugby WA have set the below guidelines that all clubs should be aspiring towards to ensure that they are providing the best possible environment for Rugby operations at their club.
6. The guidelines that are listed in Annex A to this document cover all these key facets. In addition, they are structured in a way that assists clubs to see a pathway from a smaller ~~function~~ club and building up to the highest level of structure for a club to be classed as “Premier” status. The key overall criteria are listed below with specific details in Annex A.
7. **Facilities.** A club’s facilities enable the game to be played at all levels and support the broader commercial operations that assist in financially sustaining a club. The facilities

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criteria listed at Annex A are designed to ensure that a club can operate in a model that is safe and fit for all to participate no matter age, grade or gender.

These facility guidelines should also assist clubs in engaging with and working with local councils who are often the “owners” of key facilities for clubs. Note that specific criteria including change room numbers, match officials change facility are all as detailed in the Competition Participation Agreement (Annex A) for the specific competition that club’s wish to play in

8. **Participants:** Players and participants at clubs are the life blood of the operations of a club. Key criteria in this section includes encouraging clubs to build and develop all the way through from Junior’s age grade through to the “Golden Oldies” (SCRUM). It also includes wider categories of including and encouraging volunteers, qualified coach’s, team managers and social; memberships and playing a variety of formats of the game including non-contact Touch Rugby 7s. The larger and wider the active participation base of a club the more opportunities there are to enable the many volunteers and players required to support the necessary team numbers for participation in the various competitions.
9. **Coaching and Match Officials.** All clubs are encouraged to actively build their registered and qualified communities in each of these key roles that facilitate the game. Coach’s and Match Officials should be evolving and following through with the various education and development programs that are enabled via the National body and supported by Rugby WA and the Referee Association. This also ensures that minimum safety and compliance standards for currency in such qualifications as “Smart rugby” are maintained across all levels of our game. All coaches and managers will be required to complete and maintain a current Rugby Australia’s “Smart Rugby” free online accreditation to be eligible to be added to team sheets.  
  
Noncompliance with smart rugby accreditation will result in the following sanctions:  
1<sup>st</sup> instance – warning.  
2<sup>nd</sup> instance – loss of competition points for the team involved.  
3<sup>rd</sup> instance – breach notice to entire club  
Junior clubs will be issued 2 warnings before a breach to the club is issued.
10. **Governance, Planning and Management.** All Clubs are encouraged to ensure that core levels of governance for the club are maintained to the benefit of all members. This also includes the supporting governance associated with being a member or affiliated Association of Rugby WA. Key in this criterion is having a fully appointed club leadership and management team (Committee/Board) that enables all the key functional roles of leadership and operations for President through to Treasurer, Secretary and any other positions a club operates. The leadership group shall endeavor to seek training and education in the role and functions of “not for profit director responsibilities”. This criterion also seeks to ensure a club operates in a financially responsible and viable way to the benefit of all its members. Clubs are required to provide key club contacts to RugbyWA to be added to the contact database a minimum of 6 weeks prior to the start of the season or upon request.

## PREMIER CLUB CRITERIA 2023 transition year 1

11. These guidelines identify the criteria that are used to establish the capacity for maintaining Premier and Champion Club status.
12. **Participants and Club Members.**

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- a. Playing numbers that demonstrate capacity to field a squad of at least 20 players per team. Premier grade clubs will require 3 teams (across Premier, 2<sup>nd</sup> and 3<sup>rd</sup> grade) consisting of 20 players. Community Grade will require one team of 20 players.
  - b. Playing numbers that demonstrate capacity to field a squad of at least 20 players for a colts (U21) team; or
  - c. Playing numbers that demonstrate capacity to field a premiership or community Women's grade team of 12 or 20 players (pending 10's or XV competition).
  - d. Wider registered club members or volunteers to assist in facilitating all the volunteer roles required at a club (including but not limited to) social, canteen operations, grounds maintenance/marketing, home game set up and management support.
13. **Management Capability.** A fully manned leadership team that covers all the specific roles required of a functional management and governance body. Evidence and documentation that verifies Policy and Procedures that enable the effective operation of the club will be provided to RugbyWA upon request.
14. **Playing participant support.** This includes but is not limited to:
  - a. Head Coach with appropriate Level of coaching accreditation Level 3 or working towards (enrolled and actively participating in the course during the year). With the expectation to complete prior to 2023 season commencement.
  - b. Support Coach's for all teams with accreditations (and or in the process of achieving these).
  - c. Medical and sport trainer support to facilitate player welfare on match day and in season training.
  - d. Team managers with relevant Rugby Explorer training.
  - e. All coaches with minimum 'Smart Rugby'.
15. **Revenue.** Demonstrates the club has streams of revenue to support 3 senior grades and an academy and a Colts or Women's grade team in 2023. Evidence to support this must include:
  - a. A clear financial plan and models that demonstrate capacity to sustain the club and meet its fiscal obligations.
  - b. Letters or references/commitments from relevant supporters, partners and sponsors.
  - c. Any other relevant material that assists in verifying the fiscal robustness of the club.

A letter from an auditor / accountant may be required by RugbyWA to prove financial viability. Failure to prove financial viability upon request would constitute a breach notice to the club. All clubs are responsible for providing audited accounts post relevant AGM.
16. **Local Community Support.** The form that this takes is variable but should include evidence of support from at least the Local Council, particularly in relation to security of tenure/access to facilities and ground support/availability.

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## CONCLUSION

17. This operational Procedure is designed to assist all club's with understanding the parameters that facilitate a strong and supportive Rugby environment for all participants and Clubs.

## ANNEXES:

- A. Rugby WA – Club Category & Assessment Criteria.
- B. Compliance decision tree

## ANNEX A:

### RUGBY WA – CLUB CATEGORY & ASSESSMENT CRITERIA

- Purpose:** The purpose of this table of criteria is to define the parameters that apply to how Rugby clubs in WA (Metro Competition) should develop and structure their operations in order to qualify to play at specific levels in the Rugby in WA Competition structures for the 2022 season. The consequences of non-compliance with these targets and achievements equates to the loss of Premier Club status and the ability to play in that level of competition, the equivalent voting rights under the Rugby WA Constitution and/or hosting rights for home matches (Facilities criteria) in particular, as per the competition rules.
- Legend:** A Green square indicates that these criteria are required at the Club Grading level listed per column. Where additional quantity/numbers are listed this indicates a specific target number to be achieved at that grading level.
- Note that all criteria for community Rugby will continue to be reviewed in an ongoing fashion as targets are achieved or other implications and/or consequences result from these criteria and requirement.

Ref	Description of Requirements	Foundation Level Club	Championship Club	Premier Club	Remarks
1	<b>Club Governance - How the club operates for both members and with Rugby WA Constitution.</b>				
1.1	Up to date Constitution.				Failure to meet all obligations equates to non-compliance with competition rules - therefore under the rules voting rights are curtailed at General meetings.
1.2	Attendance at AGM - with appropriate number of voting reps for club status.				
1.3	Attendance at General Meetings. As and when held during the year.				
1.4	Full Club Management Body with minimum key appointments of; President, Vice President, Secretary, Treasurer, Registrar				This should be a statement from an accountant or similar qualified financial professional.
1.5	Submission of annual report including audited financial report or a general financial statement as to their "going concern" status to RugbyWA.				
1.6	Executed Participation agreement with Rugby WA.				Agreement as agreed with clubs.

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Ref	Description of Requirements	Foundation Level Club	Community Level Club	Premier Level Club	Remarks
1.7	Fully financial and up to date with all financial obligation between Rugby WA and club and other key stakeholders - e.g. Council. No outstanding debts by calendar year end.				Failure to meet this criterion already negates voting rights at Annual or General Meetings.
2	<b>Competition - How the club operates as a club, participates and the level of player capability in the Rugby WA competition levels.</b>	<b>Note this criteria is not related to Competition Structure or models for how the competition may operate (e.g. Div. 1, 2 or any other combination).</b>			
2.1	<ul style="list-style-type: none"> <li>Number of players registered on Xplorer matching the number of team nominations Premised on Premier Competition requiring 3 x senior men's teams (1st, 2nd &amp; 3rd Grade equivalent) as the standard to compete, with the addition of a Colts or Women's side.</li> </ul>		20 per team*	60(20 per team)*	Note for insurance purpose all players must register for training only as a minimum in order to have insurance cover from 1 Jan each year.  Major
2.2	Minimum numbers of fully registered players on Xplorer for senior club final confirmation of all teams to compete in season - 3 weeks prior to season start (25 <sup>th</sup> of February). 50% full registration; 50% registered training only (insurance product) as a minimum. <u>Failure to have registered player levels <b>will result in a show cause notice and potentially lead to expulsion from the competition.</b></u>		20 per team*	60	<b>Must transfer to full registration for trial matches to be sanctioned by RugbyWA</b>  <b>women's community grade (12)</b>
3	<b>Development - Program engagement that brings new participants into the game and as participants at the club in general.</b>				
3.1	Minimum number of 5 separate Junior Age Grade teams (multi age) by 2023 season end.  Age Brackets 1.) U/6-U/8, 2.) U/9-U/12		2023 1 - 3.) - 2 Tms  2025 1 - 3.) - 4 Tms	2023 1.) - 2 Tms 2.) - 2 Tms 3.) - 1 Tms  2025 1.) - 3 Tms 2.) - 3 Tms	Staged review process of this target system.

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	3.) U/13-U/18.			3.) – 2 Tms OR 1 Tm + Jnr Dev Acad	
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Ref	Description of Requirements	Foundation Level Club	Community Level Club	Premier Level Club	Remarks
3.2	Club Academy program that assists in developing a number of players to graduate to senior Rugby, that operates in conjunction with age grade teams and clear alignment with core Rugby WA standards of coaching and playing operations.				<p>The criteria and model for an academy is focused on a small number of players aligned to the club's goals.</p> <p>Clubs must demonstrate that their academy:</p> <ol style="list-style-type: none"> <li>1. Has an Individual rather than a team focus.</li> <li>2. Demonstrates a developmental and progressive plan.</li> <li>3. Prepares junior players for progression into higher levels or rugby and eventually senior rugby.</li> <li>4. Provides opportunities for boys and girls to progress in rugby.</li> </ol> <p>Clubs may need to provide an outline of academy structure for approval by RugbyWA.</p>
3.3	<p>Club to provide proof of engagement / participation events including:</p> <p>Developing and bringing new players to the game.</p> <p>or</p> <p>Club run Touch 7s - non-Contact - welcoming all age new players to the game. Social, Event, Season or conduct &amp;/or attendance at tournament per year.</p>		1	2	Number of events or programs conducted at each club.
3.4	Club Rugby Coordinator who liaises and works with Rugby WA staff for program implementation. Coaching, Education, Competition matters.			1	
4	<b>Facilities - Club facilities to host and operate match events at the club.</b>				

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4.1	Minimum number of changerooms in Club facilities with Unisex Changing/Shower facilities		Ongoing	Ongoing	
4.2	Clubhouse with Canteen &/or Bar facilities available all homes games				
4.3	Medical Area allocated within the club facilities on match or tournament events. All clubs to present audit of required mandatory safety equipment				
4.4	Match Officials suitable change room within Club Facilities				
5	<b>Match Officials</b>				
5.1	Clubs sponsoring annual conduct of MO accreditation courses with adults participating and completing process.			1	
5.2	Club must provide qualified Assistant Referee per senior grade team (less Premier Grade).				
6	<b>Education &amp; Training - Development, Education and engagement in the overall coaching pathway in the state.</b>				
6.1	Engagement by the club in actively seeking to conduct, host or promote education and development activities/courses at the club. Per Year.			1	

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Ref	Description of Requirements	Foundation Level Club	Community Level Club	Premier Level Club	Remarks
7	<b>Coaching - Standards and qualifications of club appointments.</b>				
7.1	Safety Standards. Number of coaches per team entered with Smart Rugby current and actively coaching at the club. *Note Rugby Australia and Rugby WA compliance for all active coach's is 100% safety and insurance compliance purposes.		All active coaches		
7.2	Club Representative attends Coaching Seminar		1	1	
7.3	Minimum Level 2 qualified Head Coach		1		
7.4	Minimum Level 3 qualified Head Coach			1	
7.5	Minimum Level 2 qualified Academy Coach/Director of Rugby			1	

RELEASED UNDER AUTHORITY OF RUGBYWA BOARD

PRESIDENT J. WELBORN

CRITERIA CORRECT AS AT: 5<sup>th</sup> December 2022

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## ANNEX B: RUGBYWA COMPLIANCE DECISION TREE

### RugbyWA WAC2 Non-Compliance Process

