

2023 CONVENOR RESOURCE PACK



KEY DUTIES OF A REGIONAL/DISTRICT CONVENOR

It is important that the Regional/District Convenor are in regular consultation with the Regional or District Sport Office. Most Regional Sport Offices have policies and procedures around duties of a convenor, please ensure all School Sport paperwork is completed prior to conducting any trial.

1. Promotion District/Regional Trials through school network
2. Ensure playing field is booked and will be properly marked
3. Ensure appropriately qualified referees are booked
4. Ensure appropriate First Aid/Medical is booked
5. Conduct Risk Assessment on venue and arrangements to meet CARA Guidelines
6. Liaise with QRU where necessary for support
7. Postponement procedure – contact your Regional or District Sport Office, match officials, venue
8. Collate all participant information including Parent & School Consent, Medical Details
9. Develop and manage trial day activities including program, draw
10. Oversee selection process so it meets selection policy



SAFETY

Curriculum Activities Risk Assessment (CARA) Guidelines

- This guideline is provided to support schools in implementing the [managing risks in school curriculum activities procedure](#)
- The [CARA planner](#) must be used for the specific school context in conjunction with this guideline considering additional risks, hazards and controls and including environmental, facility, equipment and student considerations.
- This guideline relates to participation in rugby union as an activity to support curriculum delivery [CARA Guideline Specific to Rugby Union](#)

Match Day Inspection

The [Match Day Inspection Checklist](#) is a good starting point for convenors/teachers to help identify safety concerns and record your actions on each match day to eliminate risks. Please pay particular attention to safe playing surface, appropriate post pads and that all spectators, tables, chairs etc are at least 5m away from the sideline.



SAFETY

Concussion Management

The most important consideration in the management of concussion or a potential concussion is the welfare and safety of the player. It is a requirement that all players who suffer a concussion seek the highest level of medical care reasonably available and follow Rugby Australia's return to play policy to ensure concussion is managed appropriately.

A concussion is a brain injury and must be taken seriously. A player suspected of having suffered a concussion will be shown a blue card by the match referee and will take no further part in the match.

[Rugby Australia's Concussion Procedure](#) reflects best practice for the management of concussion for rugby at the community levels of the game in Australia.

On The Day Of The Injury

RECOGNISE - REMOVE - RECORD – REFER

If a player has signs or symptoms of a potential head injury or concussion no person (eg. physio, coach, trainer, or doctor) can over-ride the requirement of a player to remain off the field.

The following documents must be provided to a player, or parent/guardian, on the day of the injury:

[Rugby Australia Head Injury Fact Sheet](#)

[Rugby Australia Referral & Return Form](#)

On The Days Following The Injury

REST - RECOVER - RECORD – RETURN

For any player is diagnosed as having concussion the stepwise graduated return to play (GRTP) process must be followed. The referral & return form must be completed.

If this isn't completed the player will be excluded indefinitely from full contact training and match play.



SAFETY

First Aid

Rugby AU Medical and First Aid Requirements have been developed in line with the Rugby AU Safety Policy and are designed to ensure that the game is as safe and enjoyable as possible for all participants. The following are mandatory requirements for any school/community rugby match;

- First Aid Attendant with Level 1 accreditation
- Suitably maintained First Aid Kit
- Ice
- Access to a Stretcher (preferably a scoop stretcher)
- Telephone
- Emergency vehicle access

For further information please [click here](#)

Dispensations

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 and in the age group one year above, 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](#). If you require support here please contact QLD Rugby Union.

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 in the Front Row Dispensation Form. Please note this is not required for 7s Rugby. The form is 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. This applies directly to the u11/12 State Championships.



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;

Scrum	Maul
Tackle	Restarts & Kicks
Ruck	Advantage
Offside in General Play	Foul Play
Quick Throw & Lineout	Other

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

COACHING RESOURCES

Rugby Xplorer Registration

Rugby Xplorer is the Rugby Registration system for all participants including players, coaches, supporters and provide information, news, highlights, fixtures, results and education/accreditation. All participants are required to register through the Rugby Xplorer App. [Click here](#) for step by step instructions

Rugby Coaching Pathway

[Click here](#) to access the QLD Rugby coaching pathway and learning experiences for all community coaches across the state.

Smart Rugby

Smart Rugby is Rugby Australia's flagship course for building coach and match official understanding of safety considerations both on and off the field. It is mandatory for all registered coaches to complete the course and should be renewed every 2 years. The course is designed to help build your understanding of the Smart Rugby principles: Introduction to Smart Rugby, Playing Smart - Tackle, Ruck and Maul, Playing Smart - Set Pieces and Blue Card procedure. Go to the Learning Centre in Rugby Xplorer to access the Smart Rugby Course

Coaching Resources

To assist coaches with player development, click [here](#) to access hundreds of free online coaching videos, plus a new pathway skills curriculum.



INTEGRITY

RA 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.

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

QSS Code of Conduct

The Queensland School Sport Code of Conduct ([Codes of Conduct](#)) applicable to team officials, team members, parents and spectators.

