

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

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

PLAYER CONSENT FORMS (AGE GRADE RUGBY DISPENSATION)

Consent Forms

NOTE:

- Rugby Xplorer Portal displays 'Consent Forms' for all participants - <https://myaccount.rugbyxplorer.com.au/>.
- 'Age Grade Dispensation' will display for all eligible participants. Note, if players have submitted a 'Size for Age Dispensation' they cannot also submit a consent form for 'Age Grade'.
- Players can only request Age Grade Rugby Dispensation once registered as a player.

- Rugby Xplorer Portal
→ Consent Forms
- Click 'Age Grade Dispensation'
- 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"
- Read the consent form and click checkbox to accept
- Mandatory field = Select Junior Rugby Club from (Club you have registered to)
- Click "Submit"
- Note, this can only be submitted once.

CLUB APPROVAL

Age Grade Dispensation – Club Approval Email

NOTE:

- Club admins will receive this email when a player has submitted an Age Grade Dispensation consent form.
- Club admins will need to review and approve a player's request before it is sent to associations to begin the dispensation process.

Member Assessment

The following player has requested an Age Grade dispensation.

MyRugby ID: XXX

Player Name: XXX

Player DOB: XXX

Club: XXX

Please log into the [admin portal](#) to update the status of this Age Grade Rugby Dispensation request.

This notification has been generated from Rugby Xplorer. Please do not reply to this email.

Rugby Xplorer Team
Your Rugby Connection

**As of 20 October 2021*

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

<p>Club Admins Approving Age Grade Dispensation Consent Form</p> <p>NOTE:</p> <ul style="list-style-type: none"> If approved, Age Grade Dispensation process continues. If declined, Age Grade 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>Age Grade Dispensation</p> <ul style="list-style-type: none"> Association admins will receive an email once club admins have reviewed Age Grade Dispensation consent forms. 	<p>Member Assessment</p> <p>The following player has requested an Age Grade 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>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). 	<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 = Age Grade 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 Age Grade 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 Physical 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>An Age Grade 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. For further information please visit Player Dispensation webpage.</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 registered 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>An Age Grade 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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