

# Rugby Xplorer – Competition Cases

This self-help guide will assist RUGBY ASSOCIATION ADMINS manage their competition cases (incidents and injury cases plus forfeits and disputed matches).

The Competition Cases page includes two buttons:

- 'All Competitions' allows admins to select all competition cases with one click.
- 'Case without Competition' displays all cases that have been created by admins that are not related to a competition fixture.

NOTE: CLUB ADMINS can also add injury cases that happened in training and/ or other activity and can view all their competition cases.

## ADMIN PORTAL – COMPETITION CASES (INCIDENT & INJURY)

Updating Competition Cases for incidents and injuries

NOTE:

- When the available date has passed there is an automatic overnight process that checks for any player who is now available. This will then allow the player to be selected on team sheets, prior to this date, a warning will appear to notify the team manager the player is suspended or excluded, and they will be unable to be added to a team sheet.
- There is no default available date for competition cases. Association admins can access competition cases from previous seasons and update availability as required.
- Signs and Symptoms is a new field in 2022 season that can be added using the paper form submitted by the player/club.

1. Association admin  
→ Competition Management  
→ Competition Cases
2. Select Competition(s) - can add one or multiple comps, or select 'all competitions'
3. Cases will appear (red cards, blue card(concussions) and serious injuries)
4. Click on the case
5. Add 'Signs and Symptoms' by selecting one from the dropdown list, continue adding all signs and symptoms listed on the paper form. If 'other' is selected, a free text field will appear and you can add additional information
6. Update the 'outcome' (confirmed, resolved, guilty, not guilty)
7. Add in any case notes as required
8. Click "Update Details"
9. Update available date (when the player can return to the field)
10. Click "Update Player"

## ADMIN PORTAL – COMPETITION CASES (FORFEITS & DISPUTES)

Updating Competition Cases for forfeits and disputed matches

NOTE:

- There is a link directly to the match, which will assist association admins checking and updating the match status and result.
- Forfeits submitted by the team admin will automatically update the match status to 'forfeit' in the admin portal.

1. Association admin  
→ Competition Management  
→ Competition Cases
2. Select Competition(s) - can add one or multiple comps, or select 'all competitions'
3. Cases will appear (forfeits and disputed)
4. Click on the case
5. Update the 'outcome' (confirmed or resolved,)
6. Add in any case notes as required
7. Click "Update Details"

# Rugby Xplorer – Competition Cases

ADMIN PORTAL – ADDING CLUB COMPETITION CASES (INJURY)	
<p>Adding Competition Cases for injuries (Club admin)</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• Club admins can add injury cases for training and/ or other activity injuries</li> <li>• When entering blue card (concussion) select 'confirmed' as outcome</li> <li>• Outcomes = <ul style="list-style-type: none"> <li>○ Pending = the status of a case when its created</li> <li>○ Unresolved = awaiting further information on the case</li> <li>○ Confirmed = concussion was confirmed, and player needs to complete the return to play protocol</li> <li>○ Resolved = case has been finalised and just awaiting player to become available on given date</li> <li>○ Guilty = judicial hearing found player guilty</li> <li>○ Not guilty = judicial hearing found player not guilty</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>1. Club admin <ul style="list-style-type: none"> <li>→ Competition Management</li> <li>→ Competition Cases</li> </ul> </li> <li>2. Click "Add Competition Case"</li> <li>3. Select 'Scene' <ol style="list-style-type: none"> <li>a. Training</li> <li>b. Other sport or activity</li> </ol> </li> <li>4. Select 'Type' = Injury</li> <li>5. Select 'Injury Type' <ol style="list-style-type: none"> <li>a. Serious injury</li> <li>b. Blue card/ concussion</li> </ol> </li> <li>6. Select 'Competition' or 'Club' <ol style="list-style-type: none"> <li>a. If 'Competition' selected, pick competition, team, and name from dropdown</li> <li>b. If 'Club' selected, select name from dropdown</li> </ol> </li> <li>7. Select 'Available' <ol style="list-style-type: none"> <li>a. Yes</li> <li>b. No</li> </ol> </li> <li>8. Enter 'Date of Injury'</li> <li>9. Select 'Outcome' <ol style="list-style-type: none"> <li>a. Pending</li> <li>b. Unresolved</li> <li>c. Confirmed</li> </ol> </li> <li>10. Add any 'Case Notes' as required</li> <li>11. Click "Save"</li> </ol>

# Rugby Xplorer – Competition Cases

ADMIN PORTAL – ADDING ASSOCIATION COMPETITION CASES (INCIDENT & INJURY)	
<p>Adding Competition Cases for injuries (Association admin)</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>Association admins can add injury cases for training and/ or other activity injuries plus incidents such as red cards, citing or code of conduct breach. These cases can be created with or without a fixture attached.</li> <li>When entering blue card (concussion) select 'confirmed' as outcome.</li> </ul>	<ol style="list-style-type: none"> <li>Association admin → Competition Management → Competition Cases</li> <li>Click "Add Competition Case"</li> <li>Select 'Scene' <ol style="list-style-type: none"> <li>Match</li> <li>Training</li> <li>Other sport or activity</li> </ol> </li> <li>Select 'Type' <ol style="list-style-type: none"> <li>Injury</li> <li>Incident</li> </ol> </li> <li>Select 'Injury/ Incident Type' <ol style="list-style-type: none"> <li>Serious injury</li> <li>Blue card/ concussion</li> <li>Red card</li> <li>Citing</li> <li>Code of Conduct Breach</li> </ol> </li> <li>Select 'Competition' <ol style="list-style-type: none"> <li>If other sport or activity selected, you can choose club, which removes the need for selecting a competition, round, match and team</li> </ol> </li> <li>Select 'Round', 'Match' (if match selected as scene)</li> <li>Select 'Team'</li> <li>Select 'Name'</li> <li>Select 'Available' <ol style="list-style-type: none"> <li>Yes</li> <li>No</li> </ol> </li> <li>Enter 'Date of Incident'</li> <li>Select 'Outcome' <ol style="list-style-type: none"> <li>Pending</li> <li>Unresolved</li> <li>Confirmed</li> <li>Resolved</li> <li>Guilty</li> <li>Not guilty</li> </ol> </li> <li>Add any 'Case Notes' as required</li> <li>Click "Save"</li> </ol>

# Rugby Xplorer – Competition Cases

ADMIN PORTAL – REPORTS	
<p>Competition Cases Report</p> <ul style="list-style-type: none"> <li>Provides all information regarding cases created (red card, blue card (concussion) and serious injuries).</li> </ul>	<ol style="list-style-type: none"> <li>Club/ Association admin → Competition Management → Competition Cases Reports</li> <li>Select Season</li> <li>Select Competition(s) – if you leave this blank, it will download ALL competitions</li> <li>Click “Email Report”</li> <li>The system will generate your report and email you a download link.</li> <li>Click “Download Report” in the email you receive from Rugby Xplorer</li> </ol>
<p>Incident &amp; Injury Summary Report</p> <ul style="list-style-type: none"> <li>Totals the number of red cards, yellow cards, blue card (concussions) and serious injuries for all players</li> </ul>	<ol style="list-style-type: none"> <li>Association admin → Administration → Reports → Incident &amp; Injury Summary Report</li> <li>Select Season</li> <li>Click “Email Report”</li> <li>The system will generate your report and email you a download link.</li> <li>Click “Download Report” in the email you receive from Rugby Xplorer</li> </ol>
<p>Incident &amp; Injury Detail Report</p> <ul style="list-style-type: none"> <li>Provides all information regarding incidents and injuries (red card, yellow card, blue card (concussion) and serious injuries)</li> </ul>	<ol style="list-style-type: none"> <li>Club/ Association admin → Administration → Reports → Incident &amp; Injury Detail Report</li> <li>Select Season</li> <li>Select Competition(s) – if you leave this blank, it will download ALL competitions</li> <li>Click “Email Report”</li> <li>The system will generate your report and email you a download link.</li> <li>Click “Download Report” in the email you receive from Rugby Xplorer</li> </ol>
<p>Match Disputed Report</p> <ul style="list-style-type: none"> <li>Provides detail on all disputed matches</li> </ul>	<ol style="list-style-type: none"> <li>Association admin → Administration → Reports → Match Disputed Report</li> <li>Select Season</li> <li>Select Competition(s) – if you leave this blank, it will download ALL competitions</li> <li>Click “Email Report”</li> <li>The system will generate your report and email you a download link.</li> <li>Click “Download Report” in the email you receive from Rugby Xplorer</li> </ol>

## Rugby Xplorer – Competition Cases

<p>Match Forfeit Report</p> <ul style="list-style-type: none"> <li>Provides detail on all forfeited matches</li> </ul>	<ol style="list-style-type: none"> <li>Association admin <ul style="list-style-type: none"> <li>→ Administration</li> <li>→ Reports</li> <li>→ Match Forfeit Report</li> </ul> </li> <li>Select Season</li> <li>Select Competition(s) – if you leave this blank, it will download ALL competitions</li> <li>Click “Email Report”</li> <li>The system will generate your report and email you a download link.</li> <li>Click “Download Report” in the email you receive from Rugby Xplorer</li> </ol>
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ADMIN PORTAL - SEND OFF REPORTS	
<p>Send Off Reports (Referees)</p>	<ol style="list-style-type: none"> <li>Rugby Portal</li> <li>Referee <ul style="list-style-type: none"> <li>→ Appointments</li> </ul> </li> <li>Option to complete ‘send-off’ reports on Historical appointments.</li> </ol>
<p>Send Off Reports (Association Admins)</p>	<ol style="list-style-type: none"> <li>Association Admin <ul style="list-style-type: none"> <li>→ Competition Management</li> <li>→ Send Off Reports</li> </ul> </li> <li>Ability to search for send-off report on player’s name or team</li> <li>Click into report</li> <li>Option to “View Competition Case” or Download PDF</li> </ol>