

Rugby Xplorer – Size for Age Online Dispensation

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

MORE INFO: Size for Age Guidelines is available [here](#) and is also available on our Player Dispensation webpage: <https://australia.rugby/about/codes-and-policies/safety-and-welfare/player-dispensation>.

PLAYER REGISTRATION – EMAIL NOTIFICATIONS

Player Registration

NOTE:

- All junior players will be required to enter their height and weight into their registration each year, these fields will be reset at the beginning of every season.
- Size for Age Guidelines are checked against a player's age (10-15), gender, height and weight.

1. Rugby Xplorer app or <https://myaccount.rugbyxplorer.com.au/>
2. Follow the standard registration process, noting that all junior players are required to enter their height and weight
3. Players whose age, gender and corresponding height and weight falls outside the guidelines will receive an email linking them to a consent form and/ or mandatory assessments

Member Assessment Email (Height AND Weight falls outside guidelines)

NOTE:

- Player email notification sent to registering Player and club admins.
- This is a mandatory dispensation assessment.

- When a player registers online and falls outside the height and weight guidelines, they receive the following email notification:

Dear [Player],

Your registration indicates that you fall outside of the **height and weight** guidelines for your gender and age. You must undertake a **MANDATORY ASSESSMENT** by an Independent Qualified Assessing Coach to determine your appropriate age grade under the Age Grade Dispensation Procedure.

Please complete a Size for Age consent form, found [here](#).

Once the consent form is received by your competition manager an assessing coach will be assigned to you. They will be in touch directly to arrange a time for the assessment.

For additional information regarding Size for Age Policy please visit our Player Dispensation webpage = <https://australia.rugby/about/codes-and-policies/safety-and-welfare/player-dispensation>.

Yours in Rugby,
Rugby Xplorer Team

**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.

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<p>Member Assessment Email (Height OR Weight falls outside guidelines)</p> <p>NOTE:</p> <ul style="list-style-type: none"> • Player email notification sent to registering Player and club admins. • This is a <u>voluntary</u> dispensation assessment. 	<ul style="list-style-type: none"> • When a player registers online and falls outside the height <u>or</u> weight guidelines, they receive the following email notification: <p>Dear [Player],</p> <p>Your registration indicates that you fall outside of the height or weight guidelines for your gender and age.</p> <p>At this point, you are NOT REQUIRED to undertake a mandatory assessment by an Independent Qualified Assessing Coach to determine your appropriate age grade under the Age Grade Dispensation Procedure, however you be may require to do so by your competition manager.</p> <p>If you wish to undertake a VOLUNTARY DISPENSATION ASSESSMENT please complete a Size for Age consent form, found here.</p> <p>For additional information regarding Size for Age Policy please visit our Player Dispensation webpage = https://australia.rugby/about/codes-and-policies/safety-and-welfare/player-dispensation.</p> <p>Yours in Rugby, Rugby Xplorer Team</p>
<p>Member Assessment Email (Height AND Weight no longer falls outside guidelines)</p> <p>NOTE:</p> <ul style="list-style-type: none"> • Player email notification sent to registering Player and club admins. • If height and weight has been updated (by player/ club admin), the size for age guidelines are recalculated and player may no longer require any assessment. 	<ul style="list-style-type: none"> • When a player registers online and updated their details (post-registration) and their height <u>and</u> weight no longer falls outside the guidelines, they receive the following email notification: <p>(Player's height & weight has been updated and no longer falls outside the guidelines)</p> <p>Dear [Player],</p> <p>Your updated height and weight in your Rugby Portal indicates you no longer fall outside the height and/or weight guidelines for your gender and age.</p> <p>You are not required to undertake any size for age assessments (mandatory or optional). This assessment has been removed from the system.</p>

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PLAYER CONSENT FORMS (SIZE FOR AGE DISPENSATION)	
<p>Consent Forms</p> <p>NOTE:</p> <ul style="list-style-type: none"> Junior players who receive a size for age dispensation email will be directed to a consent form in the email and can also access this via their Rugby Portal (https://myaccount.rugbyexplorer.com.au/) 	<ol style="list-style-type: none"> 1. Rugby Xplorer Portal → Consent Forms 2. Click 'Size for Age 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. Click "Submit" 6. Note, this can only be submitted once.

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ASSOCIATION MEMBER ASSESSMENTS	
<p>Member Assessments</p> <p>NOTE:</p> <ul style="list-style-type: none"> Association admins can track the status of consent forms in the admin portal. Association admins can view all consent forms (stored against a member's record). If players have received a MANDATORY ASSESSMENT dispensation email, there is a system block on the player being added into the squad list until association admins have added a dispensation to their member record (yes/no). 	<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 = Size for Age Consent Status = N/A, Status = Pending Consent <ol style="list-style-type: none"> Player needs to submit their consent form to begin the process. Consent Status = N/A, Status = In Progress <ol style="list-style-type: none"> Player has submitted their consent form and needs an assessing coach to be assigned to them. NOTE: assessing coach must be registered in your association so that you can find them and send them the link. Consent Status = N/A, Status = Completed <ol style="list-style-type: none"> Size for Age Dispensation process has been completed by player completing their consent form and assessing coach completing their assessment.
<p>Size for Age Dispensation Report</p> <p>NOTE:</p> <ul style="list-style-type: none"> This report will detail all players who have received a size for age online dispensation email notification (mandatory and/ or optional emails) and the status of their assessment and dispensation. Report has been updated to include whether height and weight is over or under, plus whether the player received a mandatory or voluntary assessment email. 	<ol style="list-style-type: none"> Club/ Association admin <ul style="list-style-type: none"> → Administration → Reports → Size for Age Dispensation Report Select Season Click "Email Report"

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ASSESSING COACH FORMS	
Assessing Coach Email Notification	<ul style="list-style-type: none"> When an association admin assigns a registered coach as the assessing coach for a player, they will receive the following email notification: <p>Dear [Coach],</p> <p>You have been assigned as the assessing coach for [player] for Size for Age 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>A Size for Age 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 Email</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. 	<ul style="list-style-type: none"> When the assessing coach has completed their assessment and the association admin has added the dispensations against a member's record the player will receive the following email notification: <p>Dear [Player],</p> <p>An Age Grade Dispensation Assessment and decision has been completed for [Player] on [Date, Time].</p> <p>Your dispensation decision was:</p> <p>Dispensated: [outcome = Yes/ No] Dispensated: [reason] Notes: [notes]</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. For further information please visit Player Dispensation webpage.</p> <p>Yours in Rugby, Rugby Xplorer Team</p>

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