

# Rugby Xplorer – Front Row (Schedule B) Online Dispensation

This self-help guide will explain to RUGBY PARTICIPANTS and ASSOCIATION ADMINS the Front Row (Schedule B) online dispensation procedures.

MORE INFO: Front Row (Schedule B) Dispensation is available on our Player Dispensation webpage: <https://australia.rugby/about/codes-and-policies/safety-and-welfare/player-dispensation>.

NOTE: If a player submits this form, they cannot be selected in the positions of LHP (Loose Head Prop), H (Hooker) or THP (Tight Head Prop) in the Rugby Match Day app. An error appears saying "This player cannot be selected in this position without an approved Front Row Schedule B dispensation."

## PLAYER CONSENT FORMS (FRONT ROW (SCHEDULE B) DISPENSATION)

### Consent Forms

#### NOTE:

- Rugby Xplorer Portal displays 'Consent Forms' for all participants - <https://myaccount.rugbyxplorer.com.au/>.
- 'Front Row (Schedule B)' will display for all eligible participants.
- Players can only request Front Row (Schedule B) Dispensation once registered as a player.

- Rugby Xplorer Portal  
→ Consent Forms
- Click 'Front Row (Schedule B) 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"
- Select Registered Club
- Answer the questions- number of years played in front row, level of rugby played, did you play in the front row last year, did you miss any games due to injury and list any injuries
- Click "Submit"
- Note, this can only be submitted once.

## CLUB APPROVAL

### Front Row – Club Approval Email

#### NOTE:

- Club admins will receive this email when a player has submitted a Front Row (Schedule B) 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 a Front Row dispensation.

MyRugby ID: XXX

Player Name: XXX

Player DOB: XXX

Please log into the [admin portal](#) to update the status of this Front Row 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

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<p>Club Admins Approving Front Row Dispensation Consent Form</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>If approved, Front Row Dispensation process continues.</li> <li>If declined, Front Row Dispensation is finalised.</li> </ul>	<ol style="list-style-type: none"> <li>Admin Portal <ul style="list-style-type: none"> <li>→ Members</li> <li>→ Member Assessments &amp; Consent Forms</li> </ul> </li> <li>All member assessments and consent forms will appear</li> <li>Click into 'Pending' and update status to 'approved' or 'declined'</li> <li>Add any notes</li> <li>Click "Update Consent Status"</li> </ol>
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ASSOCIATION MEMBER ASSESSMENTS	
<p>Front Row Dispensation</p> <ul style="list-style-type: none"> <li>Association admins will receive an email once club admins have reviewed Front Row Dispensation consent forms.</li> </ul>	<p>Member Assessment</p> <p>The following player has requested a Front Row 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 <a href="#">admin portal</a> 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"> <li>Association admins can track the status of consent forms and if they have been approved by club admins.</li> <li>Association admins can view all consent forms (stored against a member's record).</li> </ul>	<ol style="list-style-type: none"> <li>Association admin <ul style="list-style-type: none"> <li>→ Members</li> <li>→ Member Assessments &amp; Consent Forms</li> </ul> </li> <li>All member assessments will appear, ensure Type = Front Row</li> <li>Consent Status = Approved, Status = In Progress <ol style="list-style-type: none"> <li>Two assessing coaches are required- assessing coach and Strength &amp; Conditioning Coach.</li> </ol> </li> </ol>

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	b. 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"> <li>Association admins assign an assessing coach to the consent form and the coach receives an email notification with a link to complete the assessment.</li> </ul>	<p>Member Assessment</p> <p>Dear [Coach],</p> <p>You have been assigned as the assessing coach for [Player] request for Front Row 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 <a href="#">here</a>.</p> <p>Club contact details Name: XXX Email: XXX</p> <p>Rugby Xplorer Team Your Rugby Connection</p>
<p>Strength &amp; Conditioning Coach Email Notification</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>Association admins assign a strength &amp; conditioning coach to the consent form and the coach receives an email notification with a link to complete the assessment.</li> </ul>	<p>Member Assessment</p> <p>Dear [Coach],</p> <p>You have been assigned as the strength &amp; conditioning coach for [Player] request for Front Row 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 Strength &amp; Conditioning Coach form here.</p> <p>Club contact details Name: XXX Email: XXX</p> <p>Rugby Xplorer Team Your Rugby Connection</p>

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<p>Online Assessing Coach Form</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>Both the assessing coach and strength &amp; conditioning coach are required to complete their online assessments.</li> <li>Once the form has been submitted the association admin will receive a notification email that this has been completed.</li> </ul>	<ol style="list-style-type: none"> <li>Coach clicks the Assessing Coach form link in the email they received</li> <li>Select the Dispensation from the list</li> <li>Select the player they are assessing from the dropdown box</li> <li>Complete the required fields</li> <li>Click "Submit"</li> </ol>
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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"> <li>Association admins receive a member assessment email when the assessing coach and strength &amp; conditioning coach have submitted their assessments.</li> </ul>	<p>Member Assessment</p> <p>A Front Row Dispensation assessment form has been submitted</p> <p>Player Name: XXX MyRugby ID: XXX Club: XXX</p> <p>Assessing Coach: XXX Strength &amp; Conditioning Coach: XXX</p> <p>Please review and add dispensations against the member's record.</p> <p>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"> <li>Association admins need to add the dispensation to a player's record.</li> <li>Player must be registered as a player before the dispensation can be added to their record.</li> </ul>	<ol style="list-style-type: none"> <li>Association admin <ul style="list-style-type: none"> <li>→ Members</li> <li>→ Member Management</li> </ul> </li> <li>Search for player</li> <li>Update Dispensation <ol style="list-style-type: none"> <li>Select Dispensation from the dropdown list</li> <li>Select if Dispensated or not</li> <li>Add Decision Notes</li> <li>Click Update</li> </ol> </li> <li>Player will receive email notification of the outcome</li> </ol>

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PLAYER DISPENSATION EMAIL UPDATE	
<p>Dispensation Update</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>Players will receive an email notification providing them details of the outcome of their dispensation request.</li> </ul>	<p>Dear [Player Name],</p> <p>A Front Row Trained Dispensation Assessment and decision has been completed for [Player Name] 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 <a href="#">Player Dispensation webpage</a>.</p> <p>Yours in Rugby, Rugby Xplorer Team</p>

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