



ILLAWARRA DISTRICT RUGBY UNION

Junior Registration Process 2013

For All Participants

Registration Information as per ARU – Rugby Website

The process of Registration, Insurance and MyRugbyAdmin are interlinked.

All Participants (Players, Coaches, Match Officials, Club Volunteers/Officials, etc) must be registered with the ARU in order to obtain coverage under the ARU National Insurance Scheme.

The following is an outline of the essential requirements of ARU registration:

1. A Participant (or their parent/guardian, if under 18 years of age) must register with the ARU on the prescribed ARU Registration Form (either hardcopy or via MRA online renewal) and agree to accept and abide by all of the Terms of Registration as outlined on the ARU Registration Form.
2. Players must be registered prior to participation in rugby, including before playing any match, trials or training. Coaches, Match Officials, Club Volunteers/Officials, Team Management etc. must be registered on acceptance of a position or appointment.
3. The Participants registration information from the prescribed ARU Registration Form must be entered into the MyRugbyAdmin (MRA) database by the elected Club/Association registrar. No Participant should be entered or renewed on MRA unless they have registered on the prescribed ARU Registration Form.
4. A Participant who is not registered on MRA is not insured.

It is the club's responsibility to ensure the original hard copies of the ARU Registration forms are stored securely for seven (7) years.



ILLAWARRA DISTRICT RUGBY UNION

Junior Registration Process 2013

For All Participants

Registration Process:

1. All participants returning from previous years and new to the district must complete a 2013 ARU Membership Form from the club that they are proposing to register with.
 - a. Player Transfers (Domestic or International) must have completed the ARU Transfer paperwork. Domestic does not include Club to Club within the Illawarra Union.
2. Forms are available on MYRUGBYADMIN (MRA). Pre-Printed forms have been provided from NSW Rugby and are available from the Illawarra District Junior Rugby Administration Alternatively clubs can print prefilled and blank forms from MRA
3. All players must complete an IDJRU Code of Conduct Form. A recommended sample document is available on the Illawarra District Website (<http://www.illawarrarugby.com.au/>),
4. **Digital Photographs** – It is a requirement in Junior Rugby that a Photo ID is available at all Junior matches. A new feature on the Myrugbyadmin (MRA) website is the ability to upload Player Photos to the Player's Registration details on MRA. Team/Player Photo Sheets can be produced as a Report from MRA.
 - a. A passport style digital photo is to be taken of each new player. It is recommended to save each photo as a JPEG file with a file name with ARU number, players surname, players given names. E.g. 123456 – SMITH, John William.

This will assist in being able to file search for relevant files
5. All player details must be processed onto MyRugbyAdmin as soon as possible after the completion of the ARU Membership Form. This should include the Player Photo so as to avoid missing photos.
6. Proof of age is required for all players and a copy should be kept on file with the Players Records



ILLAWARRA DISTRICT RUGBY UNION

Junior Registration Process 2013

For All Participants

- a. Acceptable Proof of Age Documents are; Birth Certificate, Current Passport, Drivers License, or RTA Proof of Age ID Card.

The Club Registrar is to sight the original copy "Proof of Age" document.

7. A Player Information Sheet is to be completed for all players. These sheets are to be kept on file at each club and kept up to date by the club Registrar. A sample can be found on the website and can be forwarded upon request. (IDRU Junior Information Sheet – 2013.xls)

8. **Validation by IDRU Junior Registrar** – In 2013 Registration Paperwork will not be officially validated by the IDRU Junior Registrar. It is the Club's responsibility to ensure the Registration of Participants in Junior Rugby is maintained and archived for the required 7 years.

The IDRU Junior 2013 Competition will be managed using the ARU Competition Management System. As the Competition Management System (CMS) is interlinked with the MRA Registrations, a player must be properly registered before that player is able to be entered onto the CMS Teamsheet.

As per item 2 on the ARU Detail above, a player must be registered before participation in Rugby.

Audits of Club Registration Records for 2013 will be conducted during the course of the season by the Zone Registrar. Failure by Clubs to maintain adequate Registration Records or administer registrations on MRA may be subjected to penalties ranging from Loss of Competition Points to sanctions by the Illawarra Rugby Board.

- a. Clubs should ensure as a minimum the documents kept on file for each Club Participant, with particular emphasis on Players are:
 - i. 2013 ARU Membership Form – signed by both Parent/Guardian (Players Only) and the Club Registrar.



ILLAWARRA DISTRICT RUGBY UNION

Junior Registration Process 2013

For All Participants

- ii. Copy of Proof of Age document. (Players Only)
- iii. Signed Code of Conduct (in the prescribed format)
- iv. For Coaches, Match Officials, Club Volunteers/Officials, Team Management etc. a signed Working With Children Declaration form.

9. Audit Process

- a. The IDRU Junior Registrar (or delegated representative) will review the documents in comparison to the information recorded on the Myrugbyadmin database.
- b. Clubs are to ensure that all information is made available when requested by the IDRU Junior Registrar
- c. Clubs will be given the opportunity to address minor administrative breaches and will be required to do so within a time nominated by the Auditor, at which time a re-audit will be undertaken.
- d. If there are major administrative breaches determined from an undertaken audit, then the matter will be referred to the Illawarra Rugby Board

IDRU Junior Registrar & Competition Manager

David Gilmour

davidg@totalconstruction.com.au

(M) 0419 690 509 (H) 4275 1110