

RUGBY AUSTRALIA

REGISTRATION REGULATIONS

PREAMBLE

Background

This document seeks to provide guidance to all Australians involved with Rugby on the requirements of the registration, regulation and insurance system; each key to the growth and success of Rugby in Australia.

Registration and Rugby Link

All Players must pay applicable fees, including the National Participant Insurance Levy (**NPIL**), National Participant Registration Fee (**NPRF**), and Member Union Participant Registration Fee¹ (**MUPRF**), based on tiered national registration categories. Players must be registered in Rugby Link and pay the NPIL, NPRF and applicable MUPRF to be covered under the Australian Rugby Insurance Plan. The NPIL is payable irrespective of whether a separate or additional insurance may already be in place for the individual or team.

Rugby Link is Australian Rugby's national online player registration, payment and competition management platform. Rugby Link provides a simple and easy tool for player registration and payment. Players who register for their Rugby club through Rugby Link will be able to complete both online registration and payment of their NPIL, NPRF, other Member Union, Competition and Rugby Club registration fees in one simple transaction.

Event Sanctioning

Rugby Australia is encouraged by the growth of different formats and configurations of Rugby Union events, tournaments, and matches. Event sanctioning and special event insurance can be obtained for Rugby Union events, tournaments, and matches conducted outside regular approved Competitions and/or representative matches/programs. These may include Sevens Rugby, 10s, short tournaments, carnivals and other game variants. Event sanctioning guidelines, application forms and costs are available at [Running Rugby](#).

Entity Teams

Associations, incorporated entities, organisations or groups of persons (referred to as 'Entity Teams') who wish to play and train but not necessarily form, or be part of, a Club, regular Competition or Sanctioned Event, may obtain insurance provided that they meet certain requirements related to safety and professionalism. Entity Team sanctioning guidelines, application forms and costs are available at [Running Rugby](#). If that Entity Team wished to take part in a Competition or create a Sanctioned Event, the registration and sanctioning processes would then apply in addition.

Further Information

For further information, visit [Running Rugby](#), [Rugby Link](#) and/or [Policy Register](#).

¹ Member Union Participant Registration Fee (MUPRF) will vary for individual Member Unions.

Definitions

1. DEFINITIONS

For the purpose of these Regulations the following definitions shall apply:

“Affiliated Union” means a body so named in, or admitted pursuant to, the Rugby Australia Constitution as being an affiliated union;

“Rugby Australia” means the Rugby Australia Ltd;

“Competition” means any: match played as part of (i) a structured competition or series including a trial match, a friendly match, or representative match involving a Rugby Body; or (ii) a Sanctioned Event;

“Entity Team” means an association, incorporated entity, organisation, team or group of persons registered pursuant to the ‘Entity Team Sanctioning Guidelines’ found at [Running Rugby](#) who wish to play and train but not necessarily form, or be part of, a Club, regular Competition or Sanctioned Event;

“Event Organisers” means organisations authorised pursuant to the Rugby Australia Event Sanctioning Guidelines found at [Running Rugby](#) to conduct Rugby Union programs, events, tournaments, and/or matches in Australia;

“Insurer” means the insurance provider of the Australian Rugby Insurance Plan;

“International Rugby Body” means a Rugby Union, Rugby Club, or other body based in and affiliated with an International National Rugby Union (i.e. outside Australia);

“Laws of the Game” mean the laws and regulations of Rugby as published by World Rugby, or variations authorised by Rugby Australia;

“Member Union” means an Australian state or territory union in membership of the Rugby Australia

“Participant” means a Player; a referee, touch judge or other match official; a selector, coach, trainer, manager or other team official; or, an individual involved in the organisation, administration or promotion of Rugby including a director, other officer or employee of a Rugby Body;

“Player” means a player of the game of Rugby;

“Registered” means a Player and/or non-playing Participant who has completed effective registration, and paid all applicable fees and levies, in accordance with clause 4;

“Registration Period” means the time period for which a Participant is registered to participate in a particular Competition or Entity Team. Such period will ordinarily be set to the full calendar year, subject to the game type, registration category, location and seasonality of Competitions that the Participant wishes to participate in;

“Regulations” means these Rugby Australia Registration Regulations, as amended from time to time;

“Rugby” means rugby union football;

“Rugby Body” means Rugby Australia, any Member Union or Affiliated Union of Rugby Australia, or any Rugby Union, Club or other body in membership with or affiliated with Rugby Australia, a Member Union or an Affiliated Union;

“Rugby Club” or “Club” means any club affiliated with a Member Union or an affiliated Rugby Body;

“Rugby Link” means Rugby Australia’s online player registration and competition management system, accessible at <http://www.rugbyaustralia.com.au/runningrugby/RugbyLink.aspx> .

“Sanctioned Events” means events, tournaments, and/or matches conducted by an authorised Event Organiser that have received formal approval.

2. APPLICATION OF REGULATIONS

- 2.1. These Regulations set out the minimum standards and procedures that apply to registration of Participants for approved or authorised:
 - 2.1.1. Competitions conducted under the jurisdiction of Rugby Australia and Member Unions; and
 - 2.1.2. Entity Teams,from 1 January 2018.
- 2.2. All Member Unions, Rugby Bodies, Rugby Clubs, Participants, Registered Players, authorised Event Organisers and Entity Teams are bound by these Regulations.
- 2.3. These Regulations may be amended from time to time.

3. ELIGIBILITY TO PLAY IN AN RUGBY AUSTRALIA SANCTIONED COMPETITION OR TEAM

- 3.1. Only a Registered Player shall be permitted to participate for a Rugby Club, Rugby Body or Entity Team.
- 3.2. No Rugby Club, Rugby Body or Entity Team may lawfully play in a Competition or participate unless all of the players fielded by that Club/Rugby Body/Entity Team, including reserves/substitutions are Registered Players.
- 3.3. Where a Rugby Club, Rugby Body or Entity Team allows the participation of a non-Registered Player, the Club/Rugby Body/Entity Team/Event Organiser (as applicable) will be subject to the penalties outlined in clause 10.

4. EFFECTIVE REGISTRATION

- 4.1. A Competition Player will be deemed to have completed effective registration where the Player has registered online through Rugby Link to join a Rugby Club, Rugby Body or Entity Team in for the Registration Period, and paid all applicable fees and levies relating to such registration online, including the NPIL, NPRF, applicable MUPRF, and applicable Competition fee in accordance with national registration categories.

- 4.2. A Player in a Sanctioned Event will be deemed to have completed effective registration when the organiser or registrar of the Sanctioned Event has complied with the registration requirements set out in the 'Event Sanctioning Guidelines' found [Running Rugby](#).
- 4.3. A Player in an Entity Team will be deemed to have completed effective registration when the organiser or registrar of the Entity Team has complied with the registration requirements set out in the 'Entity Team Sanctioning Guidelines' found at [Running Rugby](#).
- 4.4. A non-playing Participant will be deemed to have completed effective registration when the non-playing Participant is registered in Rugby Link and their membership/registration status is referenced in RugbyLink as 'registered'.

5. NATIONAL PARTICIPANT REGISTRATION CATEGORIES

Registration Categories

- 5.1. A Player is required to register with the national registration category for the Competition for which they will participate. For 15 a side Rugby (including the Junior Player Pathway) the following categories apply:
 - 5.1.1. **Junior 5-7yrs Player Registration** – A Player playing in a junior 'non-contact' Competition for U7 years and below;
 - 5.1.2. **Junior 8-12 Player Registration** – A Player playing in a junior Competition from U8 to U12 years. This category includes a player playing in an Under 8 Competition, even if that the Player is younger than 8 years old and also a Player over the age of 12 who may receive dispensation to play in an U12 Competition;
 - 5.1.3. **Youth 13-18yrs Player Registration** – A Player playing in a junior Competition from U13 to U18 years. This category includes a player playing in an Under 13 Competitions, even if that the Player is younger than 13 years old and also a Player over the age of 18 who may receive dispensation to play in an U18 Competition;
 - 5.1.4. **Senior Player Registration** – A Player playing in a senior Competition (Men's/Women's) 18 years and over, including colts, U19's, U20's and open age Competitions. This category includes a player playing in a senior Competition even if that player's age is lower than 18 years where dispensation for youth players to play senior rugby has been received.
 - 5.1.5. **Casual Senior Player Registration** – A Player playing in a senior Competition (see 5.1.4 above for examples) on a per game basis ***Casual Senior player registration can only be activated 'online' and will only last for one game.*** Players will be required to register as a Casual Senior each week and they will be liable for fees (including NPIL, NPRF and MUPRF) for each week played.
 - 5.1.6. **Veteran Player Registration** – A Player playing in a veteran competition (Men's/Women's) 35 years and over playing under Rugby Australia Vets laws; and

- 5.1.7. **Trial Player Registration** – A new Player wishing to train as part of a trial prior to playing. This trial player registration should ordinarily be no longer than two weeks. When a Player decides to play, they must register in one of the above categories.
- 5.2. Additional national player registration categories apply for other Competition game types, for example, Sevens and Touch 7s.
 - 5.2.1. **Sevens** – two registration categories apply:
 - 5.2.1.1. 7s Junior; and
 - 5.2.1.2. 7s Senior
 - 5.2.2. **Touch 7s** - only one registration category applies: Touch 7s
- 5.3. Information on Event Sanctioning and Entity Team guidelines, application forms and costs are available at [Running Rugby](#).
- 5.4. Once a player is registered in a certain category, they cannot change registration types retrospectively or mid-season. For example, if a player registers as a Senior Player, this will remain for the duration of the season. Similarly, if a player registers as a Casual Senior Player, this will remain for the duration of the relevant season.

6. FEES AND LEVIES

Fees and Levies – General Provisions

- 6.1. The fees and levies associated with participation as a Player include:
 - 6.1.1. The National Participation Insurance levy (NPIL);
 - 6.1.2. The National Participant Registration Fee (NPRF);
 - 6.1.3. The Member Union Participant Registration Fee (MUPRF); and
 - 6.1.4. The Competition Fee (where applicable).
- 6.2. The NPIL, NPRF and MUPRF:
 - 6.2.1. are each payable on a per player basis;
 - 6.2.2. differ for each registration category. Rates can be found at [Registration](#);
 - 6.2.3. differ for other events and Entity Teams depending on the type and nature of the event or Entity Team and will be notified upon application for Event Sanctioning or Entity Team registration;
 - 6.2.4. are to be paid online via Rugby Link when registering for the Club, Rugby Body, Entity Team or Event Organiser.
- 6.3. A transaction fee of 1.88% will apply to online payments via Rugby Link with such fee amount subject to annual adjustment.

Invoicing and Collection

- 6.4. The NPIL is collected through online payment via Rugby Link will be distributed to the Insurer.
- 6.5. In exceptional circumstances where registration is allowed off-line, or in circumstances where Players who have not paid the NPIL, the Insurer will invoice

Rugby Clubs, Rugby Bodies, Entity Teams and Event Organisers (as applicable). Invoicing is done on bi-monthly basis, commencing in the first quarter of the calendar year.

- 6.6. Member Unions will invoice Rugby Clubs, Rugby Bodies, Entity Teams and Event Organisers (as applicable) for Players who have not paid the NPRF and MUPRF through online payment via Rugby Link. Rugby Australia recommends that invoicing is done on a bi-monthly basis, but the Member Union may, at its discretion, invoice on a shorter timeframe (i.e. monthly).
- 6.7. Event Organisers will be invoiced as appropriate in relation to the scheduling of their particular Sanctioned Event.
- 6.8. Entity Teams will be invoiced as appropriate in relation to their applicable registration period.
- 6.9. Payments for the NPIL, NPRF and MUPRF must be made (in full) by invoice deadline to be eligible for continuing participation in Competitions. Rugby Clubs, Rugby Bodies, Entity Teams and Event Organisers (as applicable) that fail to meet payment deadlines in accordance with this clause 6 will be subject to the penalties outlined in Section 10.

Secondary Registrations and Fee Discounts

- 6.10. Competition Participants can benefit from fee discounts associated with their NPIL and NPRF when registering more than once within the same registration period (Jan 1 -Dec 31). Player fees and levies in connection with secondary registration for Competitions within the same Registration Period are calculated dependent upon the nature of the secondary registration i.e. category, club, association, State/Territory and format of Competition. For further detail visit [Registration](#).

For example, a Player who is registered for a city Club within a particular state and returns home to the country (within the same state) during university holidays and plays for their local club would not be charged for Insurance (NPIL) or state fees (NPRF & MUPRF) again. Similarly, a Player who plays 15 a side rugby for a particular Club and then plays in a 7 a side or Touch 7s Competition will not be liable for NPIL or NPRF.
- 6.11. Discounts for Sanctioned Events are not available, irrespective of whether the Player may be also registered for a Competition/s. All registrations are treated as PRIMARY for such events.
- 6.12. Additional fees will be payable if an Entity Team wishes to join a Competition (including a Sanctioned Event).
- 6.13. For a Casual Senior Player, each registration is treated as PRIMARY and discounting is therefore not available for multiple Casual Senior Player registrations.

7. INSURANCE

- 7.1. Rugby Australia has arranged the Rugby Australia Sports Injury and Liability Insurance Plan (the "Plan") on behalf of all Rugby Bodies, Rugby Clubs, Participants and

Registered Players on the following basis:

- 7.1.1. A Rugby Body affiliated with the Rugby Australia and/or Member Union will be covered under the Plan annually, subject to payment of levies (in full) and subject to clause 7.1.3;
 - 7.1.2. A Player must have effective registration (see clause 4) in order to obtain coverage under the Plan;
 - 7.1.3. The event that the Participant participates in must be a Sanctioned Event;
 - 7.1.4. The Entity Team has been duly authorised and has paid levies (in full); and
 - 7.1.5. Non-playing members (Officials, Coaches, Committees, Volunteers acting in an official capacity on behalf of their Clubs and/or Rugby Bodies) registered in Rugby Link are provided coverage under the Plan, at no additional cost.
- 7.2. The NPIL is payable for all Players irrespective of whether the Rugby Body or individual may have separate insurance(s).
- 7.3. Insurance can be obtained for: (i) Rugby Union events, tournaments, and matches conducted outside regular approved Competitions and/or representative matches/programs; and (ii) associations, incorporated entities, organisations or groups of persons that may wish to train and play Rugby but not necessarily form a Club or play in a Competition. Insurance will only be available in circumstances where the relevant event or relevant group/team (as applicable) meets the approval criteria to be a Sanctioned Event or Entity Team (as applicable). Sanctioned Entity Teams are required to affect insurance for all Rugby activities through Rugby Australia's Insurance Plan.
- 7.4. The Event Organiser is required to affect 'Special Event Insurance' for all participating teams prior to participation in a Sanctioned Event. A player participant levy will be charged to ALL Event Organisers, and will be invoiced either on a per player or team basis.

8. SANCTIONED EVENTS AND ENTITY TEAMS

8.1. Approval

- 8.1.1. It is important that rugby training and events, tournaments and matches played in Australia are conducted in a safe and professional manner, and comply with the respective World Rugby Laws of the Game & Regulations, and Rugby Australia Law Variations, Registration Regulations and By-Laws & Policies. In order to conduct a rugby union event or create and/or operate an Entity Team, appropriate approval must be obtained. Event Sanctioning and Entity Team guidelines, application forms and costs are available at [Running Rugby](#).
- 8.1.2. Where an Entity Team wishes to create a Sanctioned Event, or participate in a Competition, approval and registration processes apply in addition to the Entity Team approval and registration process.

9. PLAYER CLEARANCES

9.1. Domestic Player Clearances

- 9.1.1. Registered Players who wish to move Rugby club, either to a Club within their Competition, to a Club in a new Competition within the same state/territory, or to a Club in new Competition in a different state/territory, must initiate this player clearance through their new Club via Rugby Link. Player clearances shall be subject to appropriate approvals process with Rugby Link.
- 9.1.2. A Registered Player shall ordinarily not be required to pay additional NPIL, NPRF or MUPRF within a current season if they move to a Club within the same state/territory. Where a Player moves to a different state/territory, an additional NPRF and MUPRF will be applicable. Club and competition registration fees may be applicable as determined by new Club and Competition manager. Clubs will be liable for such costs if not collected from player.
- 9.1.3. A Player that moves from a Rugby Club to an Entity Team must initiate a clearance. Fees and levies apply in accordance with these Regulations.

9.2. International Player Clearances

International player clearances will be subject to World Rugby International Player Clearance approvals process

A player who wishes to transfer either 'to' or 'from' an International Rugby Body must initiate this clearance through their Rugby Club by completing the *International Clearance Form* (available at <http://www.rugbyaustralia.com.au/runningrugby/PolicyRegister.aspx>)

10. SANTIONS FOR NON-COMPLIANCE

- 10.1. A Player who has not paid the required NPIL, NPRF and/or MUPRF by the applicable deadlines will be subject to cancellation of registration in Rugby Link. No insurance cover will be provided under Rugby Australia's Insurance Plan on cancellation of a Player's registration.
- 10.2. A Rugby Club, Rugby Body, Event Organiser and/or Entity Team who has not paid all outstanding NPIL, NPRF and/or MUPRF by invoice deadline will not be eligible for continuing participation in sanctioned Competitions or continued operation as an Entity Team, and shall be suspended from participating, until such time as all outstanding payments are finalised. A Rugby Club, Rugby Body or Entity Team may in addition also be subject to suspension and/or termination of membership or other such penalties as determined by an Affiliate Union, Member Union, Rugby Australia and/or authorised Event Organiser.
- 10.3. A Rugby Body who permits continued participation in Competition by a Rugby Club, Rugby Body or Entity Team with outstanding NPIL, NPRF and/or MUPRF debts will be subject to suspension of membership to the Member Union and/or Rugby Australia,

and such other penalties as the Member Union and/or Rugby Australia deems appropriate.

11. REFUND/REVERSAL OF PARTICIPANT FEES & LEVIES

11.1. Eligibility for Refund/Reversal

NPIL, NPRF and/or MUPRF (or parts thereof) for a Registered Player are generally not refundable, other than in the following exceptional circumstances:

- 11.1.1. A Registered Player (other than a Registered Player in an Entity Team) that has not played in a Competition match (including trials, cancellation of competition or program) or not appeared on a match record for his or her Rugby Club, Rugby Body or Entity Team, and has not sustained an injury that will require an insurance claim, in the current year, shall be eligible for refund of NPIL, NPRF and MUPRF (if applicable); and
- 11.1.2. Any Registered Player may be eligible for a refund of applicable NPRF and/or MUPRF (or parts thereof), as required by state/federal consumer protection laws.

An application for refund will be as per Procedure for Refund 11.2 below.

The following exclusions and conditions apply:

- 11.1.3. A Registered Player (other than a Registered Player in an Entity Team) that has played in a Competition match (including trials) or appeared on a match record for his or her Rugby Club, Rugby Body or Entity Team, shall not be eligible for refund of NPIL;
- 11.1.4. Refunds shall not apply to a Registered Player moving between Clubs, Rugby Bodies or Entity Teams and/or Member Unions in the current year;
- 11.1.5. Transaction fees associated with Rugby Link Online Payment Gateway are non-refundable;
- 11.1.6. Refunds may incur an administrative fee as determined by Member Union before any fees are refunded to the Rugby Club, Rugby Body or Entity Team; and
- 11.1.7. Rugby Australia and Member Union reserve the right to audit any application for a refund made by a Registered Player and/or Rugby Club, Rugby Body, Entity Team, Event Organiser to satisfy itself that the player is eligible for a refund.
- 11.1.8. The application for refund must be received by the appropriate reconciliation date contained in [Eligibility for a Refund of Participation Fees](#), which will generally be 1 October for many Competitions and 1 February for summer Competitions. Sanctioned Events and Entity Teams will have reconciliation dates dependent upon the timing of their Event or Entity Team participation.

11.2. Procedure for Refund/Reversal

Where a Rugby Club, Rugby Body, Entity Team or Event Organiser (as applicable) is eligible for the refund/reversal of NPIL, NPRF and/or MUPRF for a Registered Player under clause 11.1, the following steps apply:

11.2.1. Registered Player that has not played, and has paid (via Online Payment)

- (i) Club, Rugby Body, Entity team, Event Organiser Registrar to complete a [refund request](#) and submit to the Member Union/Rugby Australia for the Registered Player and reversal of registration liabilities.
- (ii) Member Union/Rugby Australia to review request for refund and satisfy itself that the Registered Player is eligible for a refund, and provide confirmation to the Club, Rugby Body, Entity Team, Event Organiser of approval (or decline) of refund, including reversal of Player registration liabilities.
- (iii) On approval by Member Union/Rugby Australia, the Registered Player is de-registered in Rugby Link removing all registration liabilities.
- (iv) Rugby Club, Rugby Body, Entity Team, Event Organiser to provide full refund to the Registered Player, when refund approval is confirmed by Member Union/Rugby Australia, less transaction fees, associated with Rugby Link Online Payment Gateway.
- (v) Member Union/Rugby Australia (Insurer) to reconcile approved full refunds within the tax invoice issued to the Rugby Club, Rugby Body, Entity Team, Event Organiser. The amount payable by the Rugby Club, Rugby Body, Entity Team, Event Organiser will be reduced by the approved refund amount that has been settled by the Club, Rugby Body, Entity Team, Event Organiser. In instances where no tax invoice is issued, the Rugby Club, Rugby Body, Entity Team, Event Organiser will redeem the respective refund amount of the NPIL, NPRF and MUPRF from the Rugby Australia and Member Union.
- (vi) Clubs, Rugby Body, Entity Team, Event Organiser and Competitions will refund their portion of participant registration fees, in accordance with their respective refund policies.
- (vii) Rugby Australia to advise Insurer of refunds, including Rugby Club, Rugby Body, Entity Team, Event Organiser and Player.

11.2.2. Registered Player that has not played, and not paid

- (i) Club, Rugby Body, Entity team, Event Organiser Registrar to complete a [refund request](#) and submit to the Member Union/Rugby Australia for the Registered Player and reversal of registration liabilities.

- (ii) Member Union/Rugby Australia to review request for refund and satisfy itself that the Registered Player is eligible for a refund, and provide confirmation to the Club, Rugby Body, Entity Team, Event Organiser of approval (or decline) of refund, including reversal of Player registration liabilities.
- (iii) On approval by Member Union/Rugby Australia, the Registered Player is de-registered in Rugby Link removing all registration liabilities.

11.2.3. **Registered Player that has played (regardless of payment status)**

- (i) Club, Rugby Body, Entity team, Event Organiser Registrar to complete a [refund request](#) and submit to the Member Union/Rugby Australia for the Registered Player and reversal of registration liabilities.
- (ii) Member Union to review request for refund and satisfy itself that the Registered Player is eligible for a refund, and provide confirmation to the Club, Rugby Body, Entity Team, Event Organiser of approval (or decline) of refund, including any amounts of fees to be refunded by the Club, Rugby Body, Entity Team, Event Organiser to the Registered Player.
- (iii) On approval by Member Union, the Registered Player remains registered in Rugby Link as the NPIL liability is not refundable.
- (iv) Rugby Club, Rugby Body, Entity Team, Event Organiser (where applicable) provides the Registered Player the approved partial refund amount, when refund approval is confirmed by Member Union.
- (vi) Member Union will reconcile approved refunds within the tax invoice issued to the Rugby Club, Rugby Body, Entity team, Event Organiser. The amount payable by the Club, Rugby Body, Entity Team, Event Organiser will be reduced by the approved refund amount that has been settled by the Club, Rugby Body, Entity Team, Event Organiser. In instances where no tax invoice is issued, the Rugby Club, Rugby Body, Entity Team, Event Organiser will redeem the respective refund amount of the NPRF and MUPRF from the Member Union.
- (i) Clubs, Rugby Body, Entity Team, Event Organiser and Competitions will refund their portion of participant registration fees, in accordance with their respective refund policies.