

SEASON STARTER CLUB CHECKLIST

The checklist actions outlined below are provided to assist the Club meet their obligations and requirements relating to policies, procedures and practices associated with registration, competition management and accreditation.

IN PREPARATION FOR THE 2018 RUGBY SEASON..... WHAT YOUR CLUB NEEDS TO DO

STEPS	ACTIONS	✓
1	REVIEW <ul style="list-style-type: none"> i. Club information, setup, competition rules & regs for Season 2018 i. Rugby AU Registration Regulations 2018, Registration, Insurance and Policies webpages 	<input type="checkbox"/> <input type="checkbox"/>
2	UPDATE <ul style="list-style-type: none"> i. Rugby Link users (e.g. Team Managers) i. Registration Products and create NEW registration form(s) <p>NOTE: Remember to ensure your Club has provided the correct Bank details to Rugby AU for collecting online payments.</p>	<input type="checkbox"/> <input type="checkbox"/>
3	EDUCATE <ul style="list-style-type: none"> i. Team Officials and/or members are required to hold the appropriate accreditation for their role. Courses can be accessed through the Rugby AU Learning Centre https://rugby.force.com/rugbyportal ii. Accreditation records for your Club can be viewed in the Accreditation Manager. <p>NOTE: Accreditation records take 24 hours to update in Rugby Link after completion through the Learning Centre.</p>	<input type="checkbox"/> <input type="checkbox"/>
4	COMMUNICATE <ul style="list-style-type: none"> i. Registration Forms Links to members – this can include social media. ii. Accreditation requirements for Team Officials and/or members. <p>*NOTE: Check the National Registration, Competition Management & Accreditation Regulations 2018 to see a summary of the standards.</p>	<input type="checkbox"/> <input type="checkbox"/>

Further detail can be found at <http://www.rugbyaustralia.com.au/runningrugby/home.aspx>

**As of 1 March 2018*