

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 in the 2021 season.

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 | |
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| <p>Player Registration</p> <p>NOTE:</p> <ul style="list-style-type: none"> 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. | <ol style="list-style-type: none"> Rugby Xplorer app or https://myaccount.rugbyexplorer.com.au/ Follow the standard registration process, noting that junior players are required to enter their height and weight 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 |
| <p>Member Assessment Email (Height AND Weight falls outside guidelines)</p> <p>NOTE:</p> <ul style="list-style-type: none"> Player email notification sent to registering Player. This is a <u>mandatory</u> dispensation assessment. | <ul style="list-style-type: none"> When a player registers online and falls outside the height <u>and</u> weight guidelines, they receive the following email notification: <p>Dear [Player],</p> <p>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.</p> <p>Please complete a Size for Age consent form, found here.</p> <p>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.</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> |

*As of 17 November 2020

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. • 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 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>Dispensation Update Email</p> | <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] Reason: [reason] Notes: [notes]</p> <p>If you have any questions, please contact your Competition Manager directly.</p> |

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| PLAYER CONSENT FORMS | |
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| <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"> Rugby Xplorer email notification or https://myaccount.rugbyexplorer.com.au/ 'Consent Forms' Click the link for the consent form Select the player you are completing the consent form (if multiple players are all linked, all consent forms will appear for selection) Read the consent form and click checkbox to accept Click "Submit" This can only be submitted once |

| ASSESSING COACH FORMS | |
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| <p>Assessing Coach Email Notification</p> | <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].</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>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 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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| ADMIN PORTAL - MEMBER ASSESSMENTS | |
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| <p>Member Assessments</p> <p>NOTE:</p> <ul style="list-style-type: none"> • Association admins can track consent forms and if they have been completed in the admin portal. • Association admins can view all consent forms (stored against a member’s record). • Association admins assign an assessing coach to the consent form and the coach receives an email notification with a link to complete the assessment. • Once the Assessing Coach Form has been completed, association admins receive an email notification with the recommendation. | <ol style="list-style-type: none"> 1. Association admin <ul style="list-style-type: none"> → Members → Member Assessments 2. All member assessments will appear with a status of ‘in progress’ or ‘completed’ 3. In progress <ol style="list-style-type: none"> a. Assign an assessing coach b. NOTE: assessing coach must be registered in your state so that you can find them and send them the link. The default is your own association coaches first. 4. Completed <ol style="list-style-type: none"> a. When assessing coach has submitted their coach assessment form (email notification will be sent) 5. Add dispensations as required against the player’s record in Member Management |
| <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. | <ol style="list-style-type: none"> 1. Club/ Association admin <ul style="list-style-type: none"> → Administration → Reports → Size for Age Dispensation Report 2. Select Season 3. Click “Email Report” |

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