

**RUGBY AUSTRALIA**  
**ENTITY TEAM SANCTIONING GUIDELINES**  
**FOR RUGBY UNION**



**1. Introduction**

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.

- 1.1. All Entity Teams, outside of Rugby Bodies (as that term is defined in Rugby Australia Registration Regulations) must receive formal sanctioning approval from Rugby Australia.
- 1.2. Entity Team Sanctioning Guidelines ensure that all Entity Teams training, playing and participating in rugby union 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](#).
- 1.3. The purpose of this document is to provide detailed information about the requirements for sanctioning, what is required to satisfy the guidelines and how an Entity Team goes about meeting these standards.

**2. Safety**

- 2.1. The safety and well being of players is the overriding influence on how rugby union training, matches, events and tournaments are to be conducted in Australia. Whilst organisational and administrative arrangements are important, player safety and player welfare must remain paramount at all times.

**3. Requirements for Sanctioning**

- 3.1. There are a number of basic requirements that must be met as part of the sanctioning process. These include, but are not limited to:
  - a. A governance structure and policies/procedures deemed appropriate by Rugby Australia. Rugby Australia will have the right to request any information (including any constituent documents and operating policies) to assist in its assessment of suitability of governance;
  - b. All coaches must have a current Rugby Australia national coaching qualification aligned with the age/level of the players, as per [required qualifications](#).
  - c. A safe and suitable venue(s) for all training and playing.

- d. Appropriate Medical and Safety Requirements are adhered to, as per [Rugby Australia Medical and Safety Recommendations](#).
- e. Compliance with, the [World Rugby Laws of the Game & Regulations](#) and [Rugby Australia Law Variations, By-Laws & Policies](#) that govern the game of Rugby Union.
- f. A documented list of **Participant Registrations** (players, coaches and support staff).
- g. **Insurance** cover that provides adequate protection for all Participants (as further outlined under section 8).
- h. Adherence to Judiciary Procedures to deal with circumstances or conduct requiring investigation and or decision.
- i. Referee appointments to include suitably qualified and accredited rugby Match Officials.

#### **4. Application Process**

- 4.1. The Entity Team is to forward the completed [Entity Team Sanctioning Application](#) together with all attachments to Rugby Australia 30 days prior to the start date of the training, match, event or tournament.
- 4.2. Rugby Australia will review and assess each application and provide formal sanctioning approval, or a request for additional information, in writing to applicants within 10 business days of receipt of application. Rugby Australia must provide a copy of formal sanctioning approval to the State/Territory Union.
- 4.3. The Entity Team shall be responsible for providing any additional information/documentation requested by Rugby Australia in a timely manner. Sanctioning approval will not be provided until Rugby Australia is satisfied all criteria have been adequately addressed.
- 4.4. Rugby Australia and/or State/Territory Union reserves the right to charge fees/levies associated with sanctioning to Entity Teams that are proposing to conduct rugby union matches, events or tournaments and for commercial gain. Applications received from “not for profit” organisations associated with rugby union may have such fees/levies waived.

#### **5. Venue**

- 5.1. The training/playing venue/s must be safe and suitable and adhere to requirements listed under event venue of Rugby Australia Event sanctioning guidelines.

#### **6. Medical & Safety Requirements**

- 6.1. Training and matches meet the requirements as outlined in the [Rugby Australia Medical and Safety Recommendations](#), including but not limited to:

- a. Coaches must have a minimum current SmartRugby qualification
- b. Trained medical support (minimum qualified first aid certification or higher) including knowledge of first aid skills and procedures for all matches
- c. First aid kit
- d. Ice for injuries
- e. Stretcher (preferable scoop stretcher) for use by trained personnel
- f. Emergency contacts for nearest hospital, doctor, dentist, etc
- g. Telephone (for use in emergency)
- h. Emergency vehicle access for Ambulance providing clear entry

6.2 There are adequate onsite provisions for treating injuries at the venue, as a minimum, this is to include a first aid room, tent or similar.

All serious injuries are reported via [Rugby Australia Serious Injury Report](#) to Rugby Australia and State/Territory Union, including:

- Any head or neck injury that results in a player being treated at an emergency department, hospital or after-hours medical centre, or
- Any injury that results in the admission of a player into hospital.

6.3 [Rugby Australia Serious Injury Protocol](#) is followed in the event of a spinal injury or fatality, including notification to the Serious Injury Hotline (1800 036 156).

## 7. Participant Registration

7.1 All Participants must register;

- a. Player
- b. Non-Playing Member

7.2 All registered participants must adhere to Rugby Australia Registration Regulations

## 8. Insurance

8.1 **Sanctioned Entity Teams are required to affect Insurance for all Rugby Activities through the Rugby Australia Insurance Plan.** A levy will be charged to all Entity Teams and calculated on the following variables such as: participation in more than one game type – 7s, 10s and 15s; competition category – senior, junior, senior & junior; number of players; and how many times participants train. Where an Entity Team participating in a Rugby Australia Sanctioned Event incurs an entry fee, the cost should include an additional insurance levy component.

Note it is recommended that all participants;

- a. Take out private health insurance, salary contingency insurance and life insurance, as required for their individual circumstances, as cover is limited to non-Medicare medical expenses;

- b. Not covered by Medicare (including non-residents of Australia) take out medical insurance covering those costs that would otherwise covered by Medicare.

8.2 Upon payment of the appropriate levy, participants of an approved Entity Team are afforded cover under Rugby Australia National Insurance Plan for Rugby, including official training & trials during a registration period. Where this Entity Team participates in a Sanctioned Event conducted by an authorised Event Organiser, coverage will be provided for participating in the Sanctioned Event through the Event Organiser. Additional fees will apply.

Further information on the Rugby Australia National Insurance Plan is available at

Gow-Gates Insurance Brokers

Rugby Insurance Department

T: (02) 8267 9999 or 1800 811 371

E: [rugbyins@gowgates.com.au](mailto:rugbyins@gowgates.com.au)

W: [www.gowgatessport.com.au/rugby](http://www.gowgatessport.com.au/rugby)

## 9. Judicial Procedures

9.1 All trial matches must have appropriate judiciary procedures in place for dealing with the following disciplinary

- a. When a Player is Ordered Off the playing enclosure;
- b. When a Player is cited for an act or acts of Illegal and/or Foul Play;
- c. When an act or acts of Misconduct may have been committed by a Participant, Team Official or other person/s.

**9.2 Model Judicial Procedures** may be available from your State/Territory Union. Any variations must be clearly identified with reasoning for the variations provided; and must be approved by State/Territory Union.

9.3 Any incidents where a participant, official, spectator or other person are found guilty of an offence and the opinion of the judiciary is that the offence warrants a penalty greater than exclusion for the remainder of the tournament, the matter is to be referred to the State/Territory Union.

9.4 Judiciary findings against any participant must be advised to the State/Territory Union, and such findings will be communicated to respective Home Unions to enforce any penalty handed down as a result of an event related judiciary hearing.

## 10 Referee Appointments

10.1 All trial rugby matches are to be refereed by a suitably qualified person, taking into account the age of the players and the standard of the tournament.

10.2 The Entity Team must liaise with their referee appointing authority for any request for the appointment of a referee.

10.3 The State/Territory Union or relevant Rugby Referees Association may charge the Entity Team for costs for referees.

10.4 No referee appointments will be made until relevant sanctioning has been approved.

All sanctioning enquiries should be directed to;

**Rugby Australia**, PO Box 800, Surry Hills, NSW, 2010

t: 02 8005 5600 e: [rugbylink@rugby.com.au](mailto:rugbylink@rugby.com.au) w: [www.rugby.com.au](http://www.rugby.com.au)