



South Australian Rugby Union

2009 *Competition Management System* (CMS) Club Guide

As at 28th August 2009

Contents of Guide

1. Outline of System
2. ARU Club Guide to CMS
3. 2009 Online Team Sheet Process
4. SA Rugby Competition Management Contacts
5. Important Club Development Information

www.sarugby.com.au

www.rugby.com.au







Vodafone is a proud business partner
of South Australian Rugby







1. Outline of System

The ARU's new *Competition Management System* is designed to manage draws, results and ladders for club, school and national Rugby competitions in Australia.



The system allows SARU and Clubs to:

-  Add players to teams (providing players are registered in MRA)
-  Input game results including individual player statistics
-  Email team members
-  Print team sheets for matches
-  Generate multiple reports, e.g. player history, player statistics and player eligibility for finals.
-  Print team contact lists

Plan for use of the *Competition Management System* in 2009 and 2010:

-  In 2009, SARU will up-skill each club so that they are able to use the system themselves in 2010 season
-  After receiving training, clubs will be encouraged to upload their own teams' results into the system each week
-  If clubs have not yet received training, SARU will input their weekly team sheets and results into the system using the data from their team sheets
-  It is essential that at least one member from each club attends a CMS training session as it is mandatory that all clubs use the system in 2010

Main benefits of using the system:

-  View individual player history and statistics - view how many points a player has scored, who the top points scorers are during the season and how many games they have played throughout the season (the system automatically tracks eligibility of players for Finals)
-  Less manual work in producing team sheets – the Comp Management System produces an electronic version of your team sheet. It produces the team information from the previous week's team. Instead of handwriting players' names, positions and MRA numbers on a team sheet before each game, you will just need to make a couple of changes to the online team sheet from the following week and print it off! Easy!

If there are any changes on the day, you just need to cross out a player and handwrite another.



Australian Rugby Union

MyRugbyAdmin – Competition Management System (from a Club Manager’s perspective)

Revision Number: Version 1.0

Author: MyRugbyAdmin Support (in conjunction with Interfuse’s
Online Help)

Company Confidential

Revision History

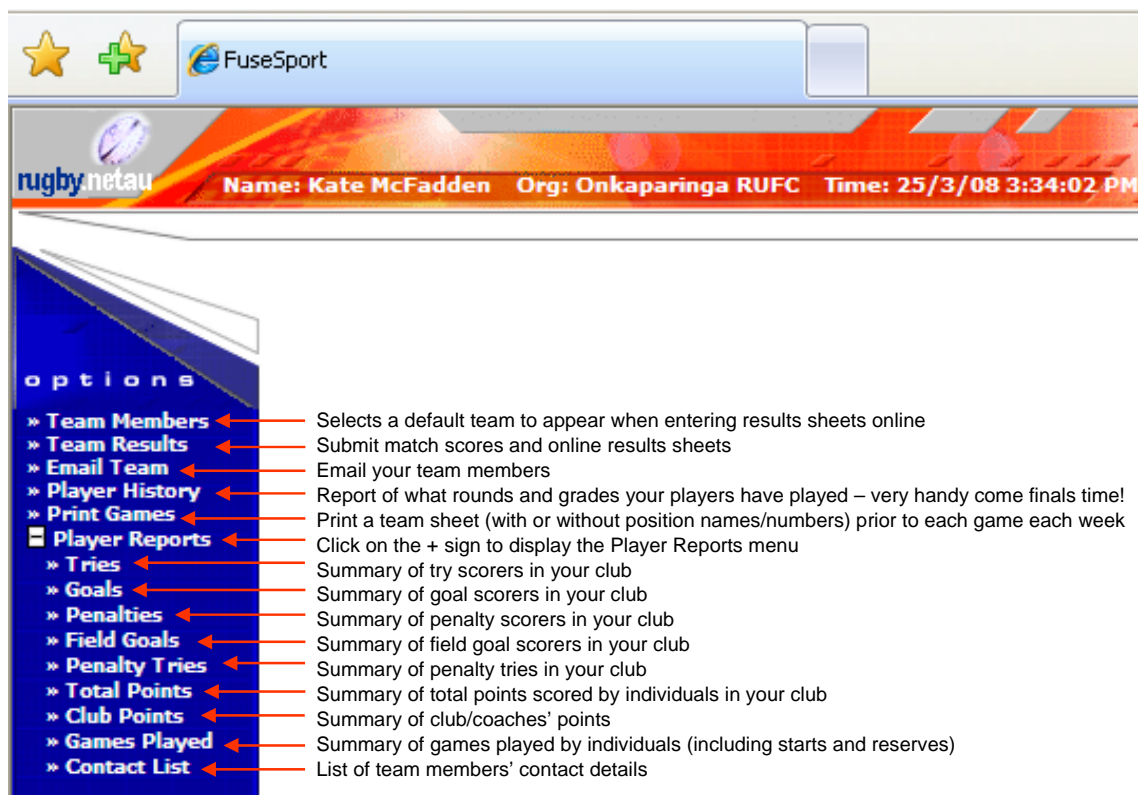
Revision Number	Sections Revised	Revision Description	Date	By	Comment
Draft 1a	N/A	Document Creation	14/3/2008	K McFadden	
Version 1.0	Entire Document		25/3/2008	K McFadden	

Table of Contents

1.	Access.....	3
2.	Team Members	3
3.	Team Results	4
4.	Email Team	6
5.	Player History	6
6.	Print Games	7
7.	Player Reports	7

1. Access

To access the Competition Management System log in to MRA and click on *Competition/Results Manager* in the left hand navigation. This will open the window shown below.



The screenshot shows a web browser window with the FuseSport logo and a navigation menu. The menu is titled "options" and lists various features. Red arrows point from the descriptions to the corresponding menu items.

Option	Description
» Team Members	Selects a default team to appear when entering results sheets online
» Team Results	Submit match scores and online results sheets
» Email Team	Email your team members
» Player History	Report of what rounds and grades your players have played – very handy come finals time!
» Print Games	Print a team sheet (with or without position names/numbers) prior to each game each week
» Player Reports	Click on the + sign to display the Player Reports menu
» Tries	Summary of try scorers in your club
» Goals	Summary of goal scorers in your club
» Penalties	Summary of penalty scorers in your club
» Field Goals	Summary of field goal scorers in your club
» Penalty Tries	Summary of penalty tries in your club
» Total Points	Summary of total points scored by individuals in your club
» Club Points	Summary of club/coaches' points
» Games Played	Summary of games played by individuals (including starts and reserves)
» Contact List	List of team members' contact details

2. Team Members

Use this area to select a default team to appear when entering result sheets online.

- Click on *Team Members* and select the appropriate team to assign members.
- Select your team members (you can add multiple players at once) and click *Add*.
- Assign a *Regular Position* to each team member you have added and click *Update*.
- Your team members will appear in a list as shown on the next page.

Note: Only players registered in MRA will be available for selection in teams.

* If you can't see the *Competition/Results Manager* link go to *Current Admins > Your Name* and **tick** the 'edit' option next to Competition/Results Administrator

Select a Team for which to assign members:

> Winter 08 > SA Senior Rugby > Reserves > Onkaparinga 2

New Team Member:
(Use CTRL or SHIFT keyboard key to select multiple)

Team Members:

- ANSELL, Nick
- BEECROFT, Jack
- BROOKE, Mark
- DDX, Gavin
- FARREN, Samuel
- HAKOPA, Kaka
- HUGHES, Anthony
- JACKSON, Peter
- LAIDLAW, Richard
- LINDO, Robert

Add

Currently configured Team Members:		
#	Name	Regular Position
1.	ANSELL, Nick	Prop 1
2.	FARREN, Samuel	Hooker

Update

3. Team Results

Use this area to submit match scores and online results sheets – this is a two part process.

Part One – Overall Results Entry

- Click on *Team Results*
- Select the competition you wish to enter results in from the drop down menu
- Select the date or date range of the match or matches you wish to enter
- Click *Show* and the section to enter the match scores appears
- Enter the scores for each team in the respective *Pts* field
- Check the *4Try* box if either team scored four tries or more
- Note the *LPts* field automatically populates when you enter each team's score
- Tick the *Fft* box if one team forfeits – if the *Pts* field automatically populates your Competition Manager has set forfeits to be recorded using a fixed score eg 28-0
- Click *Update*

Select a Competition in which one of your Teams participate:

> Winter 08 > SA Senior Rugby > Premier

Date selection to display Rounds:

From: 25/3/2008 To: 30/3/2008 Show

Premier:

Round: Round 3 Starting Date: 29/3/2008

Home Team	Pts	4Try	Fft	LPts	Away Team	Pts	4Try	Fft	LPts
Onkaparinga 1	0	<input type="checkbox"/>	<input type="checkbox"/>	0	v. Burnside 1	0	<input type="checkbox"/>	<input type="checkbox"/>	0

Click here to perform Part Two

Update

Annotations:

- Total team points (points to Pts field)
- 4 try bonus points (points to 4Try checkbox)
- Forfeit (points to Fft checkbox)
- Ladder Points - Automatic (points to LPts field)

Part Two – Team List and Individual Results Entry

- Click on the magnifying glass on the left next to the results you just entered
- The online results sheet will appear, with any members already entered if you set them up in the Team Members section.†

Player Results Sheet:
< back
 Round: Round 3 (29/3/2008)
 Onkaparinga 1 [20] v. Burnside 1 [13]

Players statistics/results sheet:		T	G	P	FG	PT	Tot.	MP	CP	INJ	SB	SO	Reason
1.	Prop 1	ANSELL, Nick [374551]	1				5						
2.	Hooker	BROOKE, Mark [058084]		3			6						
3.	Prop 2	BEECROFT, Jack [205935]	1				5						
4.	Lock 1	DOUGHTY, Simon [119509]											
5.	Lock 2	DIK, Gavin [579382]											
6.	Flanker 1	LADLOW, Richard [933350]											
7.	Flanker 2	MONTERO, peter [931443]											
8.	Number 8	JACKSON, Peter [234985]											
9.	Scrum Half	NURMI, Richard [580003]											
10.	Fly Half	WIGHT, Jasper [191876]			1		3						
11.	Left Wing	WELBURN, Tony [922346]											
12.	Inside Centre	MERRIMAN, Colin [050357]											
13.	Outside Centre	NATHAN, Isaac [107032]											
14.	Right Wing	ROLLINSON, Jason [168178]											
15.	Fullback	MCGRUDY, Drew [858789]											
	Reserve 1											
	Reserve 2											
	Reserve 3											
	Reserve 4											
	Reserve 5											
	Reserve 6											
	Reserve 7											
RESULT DISCREPANCY		Totals	2	3	1		19						

Did the opposition play uncontested scrums?

MATCH REPORT (Including Opposition Sin Bins):

Key

T = Try (5)
 G = Conversion (2)
 P = Penalty (3)
 FG = Field Goal (3)
 PT = Penalty Try (5)
 Tot. = Total (automatic)
 MP = Medal Points (ref)
 CP = Club Points
 INJ = Injury
 SB = Sin-Bin
 SO = Send-Off
 Reason = SO Reason

The totals must add up to the overall score

- Complete the result sheet by selecting the players in their respective positions from the drop down menus and recording results against individual players
- Check the *Uncontested Scrums* box if required
- Complete a *Match Report* – enter details of opposition sin-bins and uncontested scrums if required
- Click *Update*

Note: If you receive a Result Discrepancy check your individual statistics (which are totalled down the bottom after you click 'Update') add up to the overall result – remember if you have checked the 4Try box in Part One you must also have four tries or more assigned here; also check you have not accidentally entered the same player twice

- Complete Part One and Part Two for every team your club fields.

† If you need to add players here you may only see a drop-down list showing the Team Members you added earlier – contact your Competition Manager if you wish to see all your club players (Competition Managers usually disable this option as the page takes longer to load).

4. Email Team

You can use this section to email your team members. Simply select your Team, fill in the *Subject* and *Message* and click *Send*.

Select a Team for which to assign members:
 > Winter 08 > SA Senior Rugby > Premier > Onkaparinga 1

Subject:
 Team Dinner

Message:
 Hi everyone
 We will be having a team dinner on Friday 4th April. More details to come soon but make sure you put the date in your calendars now!
 Cheers, Kate

Send

5. Player History

One of the main benefits of submitting results sheets online! You can see a history of all players in your club, including the competition they played in and whether they started or were a reserve.

- Click on *Player History*. Select the relevant *Season* and *Competition* (you can choose to select All Comps but this will take longer).
- A report will appear similar to the one shown below.
- Starting players are indicated with a box. Reserve players are indicated with an 'R'.
- You can print the chart out or Select All and Copy and Paste to Excel.

FuseSport - Microsoft Internet Explorer provided by ARU - Go The Wallabies!!!

http://interfuseat.rugby.com.au/private/default.asp

File Edit View Favorites Tools Help

FuseSport

rugby.net.au Name: Etak Neddafcm Org: Adelaide University RUFC Time: 18/3/08 11:21:09 AM FuseSport

options

- > Team Members
- > Team Results
- > Player History
- > Player Reports
- > Tries
- > Goals
- > Penalties
- > Field Goals
- > Penalty Tries
- > Total Points
- > Club Points
- > Games Played
- > Contact List

Competitions

Season: > Winter 08

Competition: SA Senior Rugby > Premier

Player	Comp.	Rounds:																								
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
ABRAHAM, Michael	Premier	■	■																							
ALLEN, Thomas	Premier	■	■																							
CALLANDER, Rhys	Premier	■	■																							
CAR, Danny	Premier	■	■																							
CARVER, John	Premier	■	■																							
CROMBIE, Heta	Premier	■	■																							
DENNIS, Eric	Premier	■	■																							
HOARE, Daniel	Premier	■	■																							
HORDERN, Anthony	Premier	■	■																							
KALLY, Wade	Premier	R																								
KEARIE, John	Premier	■	■																							
LEE, Jason	Premier	■	■																							
MAJIED, Irfan	Premier	■	■																							
MANICOM, James	Premier	■	■																							
MARSHALL, James	Premier	■	■																							
MCDONNELL, Tom	Premier	■	■																							
MCDUGALL, Tom	Premier	■	■																							
MCFADDEN, Kate	Premier	■	■																							
PECKOVER, Trystan	Premier	R																								
RONEY, Alex	Premier	R																								
ROWE, David	Premier	R																								

6. Print Games

Your Competition Manager may print team sheets prior to each game each week. However if you want a print out of your team list prior to each game you can use this section to produce these.

- Click on *Print Games*. Select your team, the date of the round and click *Create Printable File*.[‡]
- Once the file has been created follow the instructions to save it in PDF format to your computer so you can print it.



The screenshot shows a web interface for printing team sheets. It features a dropdown menu for 'Select a Competition:' with the selection '> Winter 08 > SA Senior Rugby > Premier'. Below this is a 'Date selection to display Rounds:' section with 'From:' and 'To:' date pickers set to '19/3/2008' and '25/4/2008' respectively. A 'Show Positions:' checkbox is checked, and a 'Create Printable file' button is visible. At the bottom, a message states: 'THE DOWNLOAD FILE HAS BEEN CREATED. Please right click [here](#) and choose 'Save Target As..'

7. Player Reports

As shown on [Page 3](#) a number of reports are available to you for top try scorers, total points by player etc. Click on the menu to select the report you want to see.

[‡] If you want to print a team list that shows only team members' names (and not position names and numbers) **unchecked** the box next to *Show Positions*

3. Online Team Sheet Process


1. Follow the ARU Competition Management System Guide to upload your weekly team sheets.
2. Print two copies of the team sheet once all players are confirmed on a Thursday night.
3. Make any changes to both copies of sheet on Saturday by crossing out a players' name and handwriting another.
4. Hand one team sheet to opposition
5. Fill in try, conversion and penalty scorers, as well as Sin Bin and Send Off information as you normally would throughout the game
6. Obtain the signatures of Club Official, Referee and Opposing Official on the bottom of the sheet
7. Send a copy of the form to the SARU Office via:
 - Scan & Email: george.doughty@sarugby.com.au
 - Fax: (08) 8231 8066
 - Or Post: SA Rugby Union Results
Memorial Drive Complex
War Memorial Drive
NORTH ADELAIDE SA 5006
8. Team sheets must be received by SARU before 12pm Monday following the match.
9. Upload the changes made before/during the game onto the system after the match or on the following day to secure that the club's results are published onto the SA Rugby website on as soon as possible.


4. SARU & ARU Competition Management System Contacts

If you require any assistance with the use of the *Competition Management System*, please contact one of the following people:


 Caitlin Brady	Club Development Assistant (MAIN POINT OF CONTACT)	(08) 7224 8150 0403 885 444
 George Doughty	Competition Manager	(08) 7224 8150

5. Important Club Development Information

 In 2008, SA Rugby undertook an audit of Rugby Clubs in South Australia with the assistance of *180 Sport & Leisure Solutions* and the Australian Rugby Union. One of the outcomes of this process was to identify common needs across Clubs that SA Rugby could provide assistance with.

 To date this year, SA Rugby has assisted clubs in developing:

- Club member handbooks
- Personalised club position descriptions
- Grant information and opportunities
- Website updates
- *Competition Management System* skills
- Operations Manual
- Event Project Plan
- Volunteer Induction Manual
- Marketing Plan
- Sponsorship Proposal
- Budget
- Strategic Plan
- Volunteer Management Program

 If you require assistance with any of the above, or seek help with other aspect of your club's development, please contact Caitlin Brady at SA Rugby on (08) 7224 8150 or caitlin.brady@sarugby.com.au

 Please note: club development resources are available on SA Rugby's website: http://www.sarugby.com.au/res_development.html (see below)



Club Development

Forms & Rules

- SA Rugby Constitution
- SA Rugby Rules and Procedures
- 2009 Registration Form
- Rugby Club Handbook Order Form

Guides & Templates for Clubs

- Induction & Users Guide
- 2009 Club Grant Opportunities
- **Coming Soon:**
 - Volunteer Induction Manual Template
 - Sponsorship Proposal Template
 - Volunteer Management Action Plan Template
 - Marketing Plan Template
 - Club Budget Template
 - Strategic Plan Template

ORS Club Development Resources

- How to better manage the people that matter
- International Imports – a cultural infusion for clubs
- Punch-on or Work-through – mediation is an option
- Alcohol and Clubs – managing a risky cocktail

Navigation

- Forms & Rules
- Guides & Templates
- ORS Club Development Resources
- Volunteer Position Descriptions

Contacts

Would you or your club like some development assistance?

Contact:
Caitlin Brady - SA Rugby Union
(08) 7224 8150
caitlin.brady@sarugby.com.au

south australian **RUGBY**



SA Rugby wishes to thank its 2009 Season Sponsors & Supporters

PREMIER PARTNERS



MAJOR PARTNERS



CORPORATE PARTNERS



MEDIA PARTNERS

