

OPERATIONAL PROCEDURE



GENERAL INFORMATION

Lead Area:	Rugby Operations
Lead Procedure Title:	Registration of Players
Procedure Reference No:	ROP2
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Date last modified:	1 February 2010

SCOPE OF RESPONSIBILITY

- This procedure is to be followed by all clubs registrars when registering a player on an annual basis

STEP BY STEP PROCEDURES

- Procedure for Registration of Players

Step	Description of action	Responsible
1	Register all persons who will play in any Team for that Club during The Season using the prescribed Registration Form distributed by the ARU each year:	Registrar/Secretary
2	Ensure that each completed Registration Form is entered on the MyRugbyAdmin no later than 12 noon on the Wednesday following the first Match in which a person plays:	Registrar/Secretary
3	Ensure that the particulars in the Registration Form and entered on the MyRugbyAdmin are correct in every respect:	Registrar/Secretary
4	Ensure that every Registration Form is verified and signed by the Club Registrar	Registrar/Secretary
5	Ensure that the signed Registration Form is kept by the Club for a minimum of three years after the end of the Season for which that Registration is valid:	Registrar/Secretary
6	Ensure that the Club Registrar keeps an up to date list of all Players registered by the Club and make that list available for inspection at any time by the Union.	Registrar/Secretary
7	If and when required by the Union forward to the Union: (a) a list of all Players' names and addresses and photo identification for each player ; and (b) Originals or copies of Registration Forms requested by the Union.	Registrar/Secretary

OTHER INFORMATION

- If any particulars contained in the Registration Form and entered on the MyRugbyAdmin are subsequently discovered to be incorrect by the Union, then the person named in that Registration Form will, at the absolute discretion of the Union, be deemed to be unregistered and will be ineligible to play in any Match until such time as the union is satisfied that a correct Registration Form has been completed and entered on the MyRugbyAdmin
- Any person who is already registered on MyRugbyAdmin from a previous Season must complete a new Registration Form for each subsequent Season.

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- Any person who is under the age of 18 years at the time of registration must have a parent or legal guardian countersign their Registration Form
- Clubs must ensure that each Registration Form for a person under the age of 18 years is countersigned by a parent or legal guardian before the Club complies with Step 2. in respect of that Registration Form

DOCUMENTS REQUIRED TO IMPLEMENT PROCEDURES

- ARU Registration Form