

1. Introduction

- 1.1. All Rugby Union events, tournaments, and matches conducted outside regular approved competitions and/or other representative matches/programs must receive formal sanctioning approval.
- 1.2. State/Territory Unions have the authority to sanction events, tournaments and matches which are conducted within their respective jurisdictions.
- 1.3. Event Sanctioning Guidelines ensure that all rugby union events, tournaments and matches played in Australia are conducted in a safe and professional manner, and comply with the respective [Rugby Australia Law Variations](#), [Registration Regulations](#) and [By-Laws & Policies](#).
- 1.4. 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 Event Organiser goes about meeting these standards.

2. Safety

- 2.1. The safety and well being of players is the overriding influence on how rugby union events, tournaments and matches are to be conducted in Australia. Whilst organisational and administrative arrangements are important to the outcome of tournaments, 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 suitably experienced Event Organiser to ensure that the tournament can be run in a safe and competent manner.
 - b. A safe and suitable Event Venue(s) for all tournament related events.
 - c. Appropriate Medical and Safety Requirements are present throughout the duration of the event, as per [Rugby Australia Medical and Safety Recommendations](#).
 - d. A set of **Tournament Rules** that adhere to, and comply with, the [World Rugby Laws of the Game & Regulations](#) and the [Rugby Australia Law Variations, By-Laws & Policies](#) that govern the game of Rugby Union.
 - e. A documented list of **Team and Participant Registrations** (players, coaches and support staff) for each Participating Team.
 - f. **Insurance** cover that provides adequate protection for all Participants, Officials, and Event Organisers

- g. Appropriate Judiciary Procedures to deal with circumstances or conduct requiring investigation and or decision.
- h. Referee appointments to include suitably qualified and accredited rugby Match Officials.

4. Application Process

- 4.1. The Event Organiser is to forward the completed [Event Sanctioning Application](#) together with all attachments to the State/Territory Union 30 days prior to the start date of the event, tournament or match.
- 4.2. State/Territory Union 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. State/Territory Union must provide a copy of formal sanctioning approval to the Australian Rugby Union.
- 4.3. The Event Organiser shall be responsible for providing any additional information/documentation requested by the State/Territory Union in a timely manner. Sanctioning approval will not be provided until the State/Territory Union is satisfied all criteria have been adequately addressed.
- 4.4. The State/Territory Union reserves the right to charge fees/levies associated with sanctioning to organisations that are proposing to conduct rugby union events, tournaments and matches for commercial gain. Applications received from “not for profit” organisations associated with rugby union will usually have such fees/levies waived. (Note: Additional costs may be incurred for the cost of referees).

5. Event Organiser

- 5.1. All events, tournaments and matches must be organised and managed by either:
 - a. A Rugby Body affiliated to a State/Territory Rugby Union and as defined in the [Rugby Australia Code of Conduct](#); or
 - b. A Legal Entity approved by Rugby AU or relevant State/Territory Rugby Union.
- 5.2. The Event Organisers must have minimum \$20m Public Liability Insurance, and must provide a **valid Certificate of Currency** with the Sanctioning Application. (Note: If the Event Organiser is an Australian affiliated rugby club you will already have public liability insurance provided under Rugby AU Sports Injury and Liability Insurance Scheme. If the Event Organiser holds cover other than that provided under Rugby AU Sports Injury and Liability Scheme, the policy must not exclude cover for participation and be approved by the State/Territory Union through Rugby AU’s Insurance Brokers, Gow-Gates.)
- 5.3. The Event Organiser remains solely responsible and liable for any prize money on offer.

6. Event Venue

- 6.1. The venue must be safe and suitable for the event, tournament and/or matches to be conducted and must be consistent with World Rugby Law 1: The Ground.
- 6.2. The playing area is to be adequately prepared for matches to include the provision of field dressing (goal post pads, sideline markings, corner posts, etc) and field of play markings, as a minimum.
- 6.3. The playing enclosure must be clearly set out, including perimeter area not less than 5 meters, where practicable.
- 6.4. The playing surface must be clear of obstacles and safe for training & matches. Cricket pitches and watering systems shall be properly covered.
- 6.5. The Event organisers are to complete a [Match Day Inspection Checklist](#).
- 6.6. The venue must have adequate change rooms, shower and toilet facilities to cater for the participation teams and match officials, and public amenities for spectators.
- 6.7. If night matches are scheduled, then the venue lighting must comply with [Australian Standards – Sports Lighting for Football](#) to allow these matches to be conducted safely.

7. Medical & Safety Requirements

- 7.1. The Event Organiser must ensure the provision of medical support for all events, tournaments and matches meet the requirements as outlined in the [Rugby Australia Medical and Safety Recommendations](#), including:
 - 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
- 7.2. 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.
- 7.3. Local ambulance service and the nearest hospital are advised of the event, and confirm any special arrangements in place for the duration of the event.
- 7.4. All serious injuries are reported via [Rugby Australia Serious Injury Report](#) to Rugby AU and State/Territory Union, including:
- 7.5. Any head or neck injury that results in a player being treated at an emergency department, hospital or after-hours medical centre, or
- 7.6. Any injury that results in the admission of a player into hospital.

7.7. The [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).

8. Tournament Rules

- 8.1. The Tournament Rules that apply must be included as part of the application for sanctioning, and will include, but are not limited to:
- a. [Laws of Game](#) [including any Law variations eg 7-a-side, Ten-a-side, U19s]
 - b. Compliance with all [Rugby Australia Policies](#)
 - c. Registration of Teams and Participants
 - d. Rules [inc. draw, points, ladders, forfeits, postponed/abandoned matches, disputes resolution, etc]
 - e. Judicial Procedures
- 8.2. Model Tournament Rules may be available from your State/Territory Union. Any variations must be clearly identified; reasons for the variations provided and must be approved by State/Territory Union

9. Team Registration Form

- 9.1. All Participating Teams must complete a Team Registration Form and submit to the Event Organiser prior to participation in a sanctioned event, including :
- a. Team Name,
 - b. Participant details (First Name, Surname, Date of Birth, Registered club or school),
 - c. Coaches (including SmartRugby qualifications – minimum requirement), and
 - d. Manager / Team Contact (including mobile and e-mail contacts).

The Event Organiser must submit copies of Team Registration Forms to the sanctioning Union.

10. Participant Registration

- 10.1. All Participants must be one of the following:
- a. A registered participant of an Australian affiliated Rugby club or sanctioned Rugby Body;
 - b. A registered participant of an Australian School rugby team that represents the school, and has the approval of the respective School Headmaster to participate;
 - c. A registered participant of an Overseas Touring Team that has appropriate in-bound tour approval from their Home Union and Rugby AU to participate; or
 - d. A registered participant with Rugby Australia; that is completed and signed a Rugby Australia registration form and submitted to the Event Organiser prior to participation in a sanctioned event.

11. Insurance

- 11.1. The Event Organiser is required to affect Special Event Insurance for all Participating Teams prior to participation in a sanctioned event. A player participant levy will be charged to all Event Organisers, and will be invoiced either on a per player or team basis. No sanctioning approval will be provided until confirmation of insurance cover.
- 11.2. Special Event Insurance is available for sanctioned events only through
- Gow-Gates Insurance Brokers
Rugby Insurance Department
T: (02) 8267 9999 or 1800 811 371
E: rugbyins@gowgates.com.au
W: www.gowgatessport.com.au/rugby
- 11.3. Refer to [Sanctioning Application Form](#) for Special Event Insurance application.
- 11.4. The Event Organiser shall advise all Participating players/teams of the following recommendations, including:
- a. It is recommended that all participants take out private health insurance, salary contingency insurance and life insurance, as required for their individual circumstances;
 - b. It is recommended that all participants not covered by Medicare (including non-residents of Australia) take out medical insurance covering those costs that would otherwise be covered by Medicare.

12. Judicial Procedures

- 12.1. All matches must have appropriate judiciary procedures in place reflecting the [Australian Rugby Disciplinary Rules](#).
- 12.2. Acts of misconduct are to be governed by the [Australian Rugby Code of Conduct](#).
- 12.3. 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 because of an event related judiciary hearing.

13. Referee Appointments

- 13.1. All rugby matches are to be refereed by a suitably qualified person, considering the age of the players and the standard of the tournament.
- 13.2. The name of the referee appointing authority, including any request for the appointment of referees is to be outlined in the Event Sanctioning Application.
- 13.3. The State/Territory Union or relevant Rugby Referees Association may charge the Event Organiser for costs for referees for the sanctioned events.
- 13.4. No referee appointments will be made until relevant sanctioning has been approved.

State/Territory Union Contacts

All sanctioning enquiries should be directed to the respective State/Territory Union.

Brumbies Rugby

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Tasmanian Rugby Union

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NSW Rugby Union

Locked Bag 1222
Paddington NSW 2021
t: 02 9323 3300
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e: enquiries@nswrugby.com.au
w: www.waratahs.com.au

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NT Rugby Union

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Rugby WA

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