

Rugby Xplorer – Competition Cases

This self-help guide will assist RUGBY ASSOCIATION ADMINS manage their competition cases (incidents and injury cases plus forfeits and disputed matches).
 NOTE: CLUB ADMINS can also add injury cases that happened in training and/ or other activity and can view all their competition cases.

ADMIN PORTAL – COMPETITION CASES (INCIDENT & INJURY)

Updating Competition Cases for incidents and injuries NOTE: <ul style="list-style-type: none"> When the available date has passed there is an automatic overnight process that checks for any player who is now available. This will then allow the player to be selected on team sheets, prior to this date, a warning will appear to notify the team manager the player is suspended or excluded, and they will be unable to be added to a team sheet. The default available date is 31/12/2021 and will need to be updated accordingly to the concussion timeline or judiciary hearing outcome. 	<ol style="list-style-type: none"> 1. Club/ Association admin → Competition Management → Competition Cases 2. Select Competition(s) - can add one or multiple comps 3. Cases will appear (red cards and concussions) 4. Click on the case 5. Update the 'outcome' (confirmed, resolved, guilty, not guilty) 6. Add in any case notes as required 7. Click "Update Details" 8. Update available date (when the player can return to the field) 9. Click "Update Player"
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ADMIN PORTAL – COMPETITION CASES (FORFEITS & DISPUTES)

Updating Competition Cases for forfeits and disputed matches NOTE: <ul style="list-style-type: none"> There is a link directly to the match, which will assist association admins checking and updating the match status and result. Forfeits submitted by the team admin will automatically update the match status to 'forfeit' in the admin portal. 	<ol style="list-style-type: none"> 1. Association admin → Competition Management → Competition Cases 2. Select Competition(s) - can add one or multiple comps 3. Cases will appear (forfeits and disputed) 4. Click on the case 5. Update the 'outcome' (confirmed or resolved,) 6. Add in any case notes as required 7. Click "Update Details"
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ADMIN PORTAL – REPORTS

Competition Cases Report <ul style="list-style-type: none"> Provides all information regarding cases created (red card and concussion) 	<ol style="list-style-type: none"> 1. Club/ Association admin → Competition Management → Competition Cases Reports 2. Select Season 3. Select Competition(s) – if you leave this blank it will download ALL competitions 4. Click "Email Report" 5. The system will generate your report and email you a download link. 6. Click "Download Report" in the email you receive from Rugby Xplorer
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*As of 13 January 2021

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>Incident & Injury Summary Report</p> <ul style="list-style-type: none"> Totals the number of red cards, yellow cards, concussions and serious injuries for all players 	<ol style="list-style-type: none"> Association admin <ul style="list-style-type: none"> → Administration → Reports → Incident & Injury Summary Report Select Season Click “Email Report” The system will generate your report and email you a download link. Click “Download Report” in the email you receive from Rugby Xplorer
<p>Incident & Injury Detail Report</p> <ul style="list-style-type: none"> Provides all information regarding incidents and injuries (red card, yellow card, concussion and serious injuries) 	<ol style="list-style-type: none"> Club/ Association admin <ul style="list-style-type: none"> → Administration → Reports → Incident & Injury Detail Report Select Season Select Competition(s) – if you leave this blank it will download ALL competitions Click “Email Report” The system will generate your report and email you a download link. Click “Download Report” in the email you receive from Rugby Xplorer
<p>Match Disputed Report</p> <ul style="list-style-type: none"> Provides detail on all disputed matches 	<ol style="list-style-type: none"> Association admin <ul style="list-style-type: none"> → Administration → Reports → Match Disputed Report Select Season Select Competition(s) – if you leave this blank it will download ALL competitions Click “Email Report” The system will generate your report and email you a download link. Click “Download Report” in the email you receive from Rugby Xplorer
<p>Match Forfeit Report</p> <ul style="list-style-type: none"> Provides detail on all forfeited matches 	<ol style="list-style-type: none"> Association admin <ul style="list-style-type: none"> → Administration → Reports → Match Forfeit Report Select Season Select Competition(s) – if you leave this blank it will download ALL competitions Click “Email Report” The system will generate your report and email you a download link. Click “Download Report” in the email you receive from Rugby Xplorer

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ADMIN PORTAL – ADDING CLUB COMPETITION CASES (INJURY)	
<p>Adding Competition Cases for injuries (Club admin)</p> <p>NOTE:</p> <ul style="list-style-type: none"> • Club admins can add injury cases for training and/ or other activity injuries • When entering Blue card/ concussion select 'confirmed' as outcome • Outcomes = <ul style="list-style-type: none"> ○ Pending = the status of a case when its created ○ Unresolved = awaiting further information on the case ○ Confirmed = concussion was confirmed and player needs to complete the return to play protocol ○ Resolved = case has been finalised and just awaiting player to become available on given date ○ Guilty = judicial hearing found player guilty ○ Not guilty = judicial hearing found player not guilty 	<ol style="list-style-type: none"> 1. Club admin <ul style="list-style-type: none"> → Competition Management → Competition Cases 2. Click "Add Competition Case" 3. Select 'Scene' <ol style="list-style-type: none"> a. Training b. Other sport or activity 4. Select 'Type' = Injury 5. Select 'Injury Type' <ol style="list-style-type: none"> a. Serious injury b. Blue card/ concussion 6. Select 'Competition' 7. Select 'Team' 8. Select 'Name' 9. Select 'Available' <ol style="list-style-type: none"> a. Yes b. No 10. Enter 'Date of Incident' 11. Select 'Outcome' <ol style="list-style-type: none"> a. Pending b. Unresolved c. Confirmed d. Resolved e. Guilty f. Not guilty 12. Add any 'Case Notes' as required 13. Click "Save"

ADMIN PORTAL – ADDING ASSOCIATION COMPETITION CASES (INCIDENT & INJURY)	
<p>Adding Competition Cases for injuries (Association admin)</p> <p>NOTE:</p> <ul style="list-style-type: none"> • Association admins can add injury cases for training and/ or other activity injuries plus incidents such as red cards, citing or code of conduct breach • When entering Blue card/ concussion select 'confirmed' as outcome 	<ol style="list-style-type: none"> 1. Association admin <ul style="list-style-type: none"> → Competition Management → Competition Cases 2. Click "Add Competition Case" 3. Select 'Scene' <ol style="list-style-type: none"> a. Match b. Training c. Other sport or activity 4. Select 'Type' <ol style="list-style-type: none"> a. Injury b. Incident 5. Select 'Injury/ Incident Type' <ol style="list-style-type: none"> a. Serious injury b. Blue card/ concussion c. Red card d. Citing e. Code of Conduct Breach 6. Select 'Competition'

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	<ol style="list-style-type: none">7. Select 'Round', 'Match' (if match selected as scene)8. Select 'Team'9. Select 'Name'10. Select 'Available'<ol style="list-style-type: none">a. Yesb. No11. Enter 'Date of Incident'12. Select 'Outcome'<ol style="list-style-type: none">a. Pendingb. Unresolvedc. Confirmedd. Resolvede. Guiltyf. Not guilty13. Add any 'Case Notes' as required14. Click "Save"
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