

RUGBY AUSTRALIA
SPECIAL EVENT GUIDELINES
FOR RUGBY UNION



1. Introduction

- 1.1. All Rugby Union events, tournaments, and matches conducted outside approved regular competitions, pre-season trials, inter association and/or other representative matches/programs must receive formal sanctioning approval.
- 1.2. Member Unions have the authority to sanction events, tournaments and matches which are conducted within their respective jurisdictions.
- 1.3. Special Event 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 [Codes & 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 are 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 events/tournaments, player safety and player welfare must always remain paramount.

3. Requirements for Sanctioning

- 3.1. There are several 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 event/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, Codes & 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 Special Event Application Form together with all attachments to the Member Union 30 days prior to the start date of the event, tournament or match.
- 4.2. Member 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. Member Union must provide a notification of the event, including relevant event detail and documentation as required to AON.
- 4.3. The Event Organiser shall be responsible for providing any additional information/documentation requested by the Member Union in a timely manner. Sanctioning approval will not be provided until the Member Union is satisfied all criteria have been adequately addressed.
- 4.4. The Member 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 Member Union and as defined in the [Rugby Australia Code of Conduct](#); or
 - b. A Legal Entity approved by Rugby AU or relevant Member Rugby Union.
- 5.2. The Event Organisers must have minimum \$20m Public Liability Insurance and must provide a **valid Certificate of Currency** with the Special Event Application. (Note: If the Event Organiser is an Australian affiliated rugby club you will already have public liability insurance provided under the [Rugby National Risk Management & Insurance Programme](#). If the Event Organiser holds cover other than that provided under the [Rugby National Risk Management & Insurance Programme](#), the policy must not exclude cover for participation and be approved by the Member Union through Rugby AU's Insurance Brokers, AON.)
- 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 Member 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 Special Event application for sanctioning, and will include, but are not limited to:
- a. [Laws of Game](#) [including any Law variations e.g. Seven-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 Member Union. Any variations must be clearly identified; reasons for the variations provided and must be approved by Member Union

9. Participant Registration

- a. All Participants must be a registered participant with a team competing in the sanctioned event.

10. Team Registration Form

- 10.1. 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 may be required to submit copies of Team Registration Forms to the sanctioning Member Union.

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. Please note NO insurance coverage is in place until the payment of the invoice.
- 11.2. Special Event Insurance is available for sanctioned events only through

Aon Risk Solutions

Phone 1300 405 563

Email rugbyteam@aon.com

- 11.3. Refer to Special Event 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 Member 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 Special Event Application.
 - 13.3. The Member 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.
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For more information contact your respective Member Union or visit [Rugby National Risk Management & Insurance Programme](#).

Brumbies Rugby

t: 02 6260 8588

e: info@brumbies.com.au

w: <https://act.rugby/>

NSW Rugby Union

t: 02 9323 3300

e: enquiries@nswrugby.com.au

w: <https://nsw.rugby/>

NT Rugby Union

t: 08 8945 1444

e: info@ntrugby.com.au

w: <https://nt.rugby/>

Queensland Rugby Union

t: 07 3354 9333

e: info@redsrugby.com.au

w: <https://qld.rugby/>

Rugby Union South Australia

t: 08 7070 6940

e: info@sarugby.com.au

w: <https://sa.rugby/>

Tasmanian Rugby Union

t: 03 6230 8198

e: admin@tasrugbyunion.com.au

w: <https://tas.rugby/>

Victorian Rugby Union

t: 03 9221 0780

e: vru@vicrugby.com.au

w: <https://vic.rugby/>

Rugby Western Australia

t: 08 9383 7714

e: info@rugbywa.com.au

w: <https://wa.rugby/>

Rugby Australia

t: 02 8005 5600

e: communityrugby@rugby.com.au

w: <https://australia.rugby/>