



ILLAWARRA DISTRICT RUGBY UNION

Junior Registration Process 2010

Registration Process:

1. All players returning from previous years and new to the district must complete a 2010 ARU Membership Form from the club that they are proposing to register with.
2. Forms are available on MYRUGBYADMIN (MRA). Printed forms have been provided from NSW Rugby and are available from the Illawarra District Rugby Administration Manager, Mr. Arthur Watts (Forms were available at the District Committee Meeting). Alternatively clubs can print prefilled and blank forms from MRA
3. All players must complete an IDJRU Code of Conduct Form. A recommended sample document is available on the Illawarra District Website (<http://www.illawarrarugby.com.au/>), or emailed with Registration Process documentation. (IDJRU Code of Conduct – 2010.doc)

4. Digital Photographs

- a. A passport style digital photo is to be taken of each new player. Each photo should be saved to file as a JPEG file with a file name with ARU number, players surname, players given names.

E.g. 123456 – SMITH, John William.

Digital Photos produced for the Playing years 2008 & 2009 are still current and can be used for this Playing season. There is an expiry date noted on issued NSW Country ID cards and this should be used as a guide.

It is a requirement that a Plastic ID card be produced by the NSW Country Junior Rugby Union as per the Registration Process detailed in the document – “Registration Process 2010 Version 4.doc” (Note: Only new registration photograph files should be forwarded to CJRU. Previous ID cards produced



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are current for 3 years. Please check expiry date on Cards in possession).

Please note that the file name should be as per instructions above and not as per description in the NSW Country document.

5. All player details must be processed onto MyRugbyAdmin as soon as possible after the completion of the ARU Membership Form. This is particularly important for the production of the ID cards. If the photo file cannot be match with MRA then the card will not be produced.
6. Proof of age is required for all players.
 - a. Acceptable Proof of Age Documents are; Previous Players ID Card, Birth Certificate, Current Passport, Drivers License, or RTA Proof of Age ID Card.
 - b. For returning Players from 2009 season the "Prefilled ARU Registration Form" is accepted as "proof of age" being previously provided.

The Club Registrar is to sight the original copy "Proof of Age" document.

A copy of Original Proof of Age Document is also required and must accompany other Documents given to District Registrar for Validation.

7. **Please note that it is the responsibility of the registering club to obtain the NSW Country Juniors ID Card.**
 - a. ID Cards will not be required to be produced for Club season matches at the match day sign on,
 - b. However, ID Cards will be required to be produced for every player participating in the Final series. (Failure by Clubs to produce the ID Card will result in exclusion of that player from the Finals series)



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8. An additional electronic copy of the Digital Photos should be burnt to a CD-ROM and is to be submitted to the Junior District Registrar for record keeping purposes. The photo Files should be sorted by age group. (U/8, 10, 12, 14, 16, & 18). The CD- Rom should be clearly marked for the year and Club
9. A Player Information Sheet is to be completed for all players. These sheets are to be kept on file at each club and kept up to date by the club Registrar. A sample can be found on the website and can be forwarded upon request. (IDRU Junior Information Sheet – 2010.xls)
10. Validation by IDRU Junior Registrar – DO NOT attempt to pass any documents onto the IDRU Junior Registrar for Validation, until ALL documents listed below are present and completed in full as per this document. Failure to do so will only result in prolonged delays, and the inability of player being able to play.
 - a. Items that are to be supplied to IDRU Junior Registrar for Validation are to be:
 - i. 2010 ARU Membership Form – signed by both Parent/Guardian and the Club Registrar.
 - ii. Copy of Proof of Age document for new registrations. Renewed 2009 registrations do not require Proof of Age if registration is completed on the pre filled form
 - iii. Signed Code of Conduct (in the prescribed format)
 - iv. CD-ROM containing electronic file copies of Players' ID photos sorted into Age Groupings and clearly marked with Club Name & Year

The IDRU Junior Registrar will scrutinize documents for completeness and accuracy, providing all is in Order, the Registrar will stamp Documents with the Illawarra Junior Rugby Stamp as proof of Validation.



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Documents found to be incomplete will be returned to Club Registrar for correction and will be needed to be re-submitted.

(Please note in 2010 a Penalty Infringement has been initiated for clubs not completing the required paperwork. Financial penalties will be applied)

Documents Returned by IDRU Junior Registrar to Club Registrar are as follows:

1. Original ARU 2009 Membership Form. – This will need to be kept as per the ARU Policy of Ten (10) Years. (This will be date stamped by District Registrar)
2. Copy of "Proof of Age" – Suggest file with ARU Membership Form.

Documents Retained by District Registrar:

1. CD of Player Photo's
2. Original Signed Portion of the "Code of Conduct"

It is recommended that Clubs do not hold onto Registration Paperwork waiting for late registrations. The earlier paperwork is submitted the easier it will be for all.

As all players are to be properly registered prior to their involvement on the field at either training or matches it is expected that all paperwork should be ready for submission within a few weeks of the registration being completed.

IDRU Junior Registrar

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