



Version 4 – 27 January 2010

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**NSW Country Junior Rugby Union**

# Registration Process



**2010  
Season**

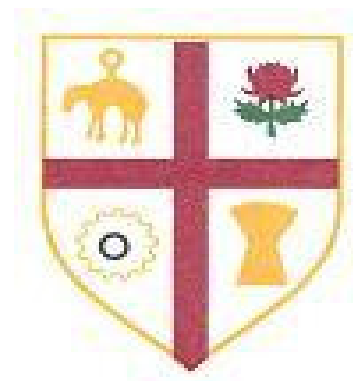
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New South Wales Country Junior Rugby Union

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# **Registration Process 2009 Season**

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Version 4.0  
27 January 2009

Presented by:  
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# Introduction

The following pages are some hints and tips for the registering of players and the production of the Plastic ID card.

As you can imagine, there are around 9,000 players registered in Country Juniors. To ensure the players ID cards are issued in a timely manner, it is required to set some guidelines on how the process should work.

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## Time Frame

Upon receipt of the players photograph, a card should be printed and forwarded to the Club Registrar in 3 working days to the address supplied.

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## Registration Process

The heart of the registration process is the Plastic ID card and the ARU Registration Number. The Plastic ID Card is purely an identification card that the player is a registered player playing Rugby for the Club in your Zone.

The Idea of having an ID card is that it is centrally made from one location and it is a permanent card that does not have to be checked and sighted every year to register a player. The clubs can simply re-register a player if the Players card is held by that Club.

The process to register the player is as follows:

- Player is to fill out and sign ARU Insurance Sheet
- A digital photo is to be taken of the player
- Club to enter players details into Myrugbyadmin or update existing player information
- Proof of Age to be confirmed by the Zone. (or Zone Process on proof of age)

- Club to save photo as the ARU Number and forward the photo file via email or send disc directly to NSW CJRU Registrar
- Zone to confirm registration, proof of age
- ID Cards are sent directly to the Club Registrar's Address that is supplied with the photo in 3 working days.

The responsibility for registering a player and the checking of the proof of age is the Club and the Zone Registrars. Once the photo file has been sent to Country Juniors it will be checked against MRA. The ID Card will be made and sent directly to the Club if the player is registered.

A Plastic ID card can be rejected by Country Juniors if the player's ARU Number is not on Myrugbyadmin, the player is not registered or if the photo is not of a standard to produce the ID Card. The Zone will be notified accordingly.

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## Taking of Photographs

When taking digital photos the following are some do's and don'ts with regards to ID Photos:







Head and shoulder photographs are perfect for ID Cards

1. Start with good **lighting**, turn on room lights or use sun light coming through a window avoiding shadows upon the subjects face especially when photographing out side.
2. Always pause to consider the **location** before you position your subject and start shooting. Choose a comfortable location, allowing your subject to relax and fall into a natural pose.
3. **Background** is important, sky blue backdrops work well and if possible keep the background consistent. Minimize blurry photos by using a tripod. Aim the camera and centre the individual to capture a head and shoulder shot. Photos at night should be avoided unless they have a light background, eg, against a light coloured wall.

4. *Please take note, do not send photographs with players that have no shirts on.*
5. *No head dress is to be worn at all, or ID will be rejected.*

## Photographic troubleshooting

Common photography mistakes are generally caused by bad lighting.

|  |   |   |  |
|--|---|---|--|
|   | <p><b>Problem:</b> Shadows behind subject</p> <p><b>Solution:</b> Position subject closer to the wall or backdrop, this will minimise any shadows.</p>  |   | <p><b>Problem:</b> Shadows on subjects face</p> <p><b>Solution:</b> Shadows cast upon subjects face is generally caused by poor lighting conditions.</p> |
|  | <p><b>Problem:</b> Subject is silhouetted Caused by the background being brighter than the subject in the foreground.</p> <p><b>Solution:</b> Avoid positioning subject in front of bright background. Use a consistent backdrop or wall.</p> |  | <p><b>Problem:</b> Subject is too small</p> <p><b>Solution:</b> Move closer to the subject.</p>  |

### Sending Photographs:



**Electronic Mail** - Photos captured with a digital camera can be saved preferably in JPEG format then sent as attachments to the Country Juniors e-mail address.

\*Remember to save each JPEG photo as the Player's ARU Number  
 Email all JPEG photographs to:  
[registrations@countryjuniors.com.au](mailto:registrations@countryjuniors.com.au)



**Australia POST** - Another suggestion is to burn photo's to a CD preferably in JPEG format. \*Remember to save each JPEG photo as the Player's ARU Number. Address to send Discs is Country Juniors Registrar 16 Ardersier Drive Singleton NSW 2330

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## Additional Registration Information

As the Plastic ID card has replaced the paper Registration Card. It has been mentioned that the information that is collected on the back of the paper card should be stored on the Plastic Card. As you could imagine, if this was the case, the process of making the plastic card would be too complex and time consuming. Further, if the incorrect information was recorded on the card, this could be dangerous and could cause further problems to the player especially if it was medical information.

A few suggestions have been offered to overcome this shortfall in collecting and storing this information, and they are as follows:

- Myrugbyadmin – all information about the player should be stored in Myrugbyadmin database. This is the player's database and with the introduction this year of maintaining additional fields, this information can be stored electronically and then printed as a report for the Manager's to keep in players information folder.
- ARU Insurance Sheet – on the back of the insurance sheet additional information can be photocopied and be filled in by the Parent and signed. This information then can be stored in the Manager's folder for contact purposes once the information has been entered into Myrugbyadmin. Of course the Manager is to return the sheets for the Club to keep for their record purposes.

## Transfer of Playersransfer of Players

Now that the players have a Player's ID card, when they transfer to another club they will need to take their card with them and hand this to the new club. This now creates a clearer and cleaner transfer of players between clubs. Points to remember about the card:

- The card is the property of the Player
- The card is kept by the club for safe keeping
- The card is to Identify that the player has or is registered on Myrugbyadmin as a player

If a player wishes to transfer from another club the following procedure is recommended to be followed:

1. Player wishes to transfer from Club A to Club B.
2. Player is to obtain his Players ID Card from Club A.
3. Club A gives player ID card if he is cleared to transfer to the other club. By Club A giving the card to the Player this has cleared the player to transfer
4. Player is to hand Players ID Card to Club B to register with the Club.
5. Club B is to inform Zone Secretary of Transfer so that Myrugbyadmin can be released and to check that the player is not under suspension.
6. Player is transferred and Registered with Club B.

Transfer of players between Country Junior Zones is in a similar procedure as above, however, the interzone transfer procedure is to be followed. The player is still to obtain Card from previously club and is to hand this to the new club.

The club is then to forward the details of the player to the zone Registrar and with the original card and this will be forwarded to Country Juniors to produce a new card for that Zone.