2016 Player Registration Procedure

NSWCRU encourages zones/clubs to have players/members complete a Registration Form and then enter the registration to the system off-line. The offline method requires each player registration to be accompanied by the 2016 paper based registration form.

http://www.cnru.com.au/admin/files/pages/1454403631_2016_aru_player_registration_form_final.pdf

Insurance

A player must exist in Rugbylink to qualify for insurance and to be included in teams and competitions.

A player registration status of registered is required to qualify for insurance coverage. Unregistered players are not covered by ARU insurance

NB. Players registered in 2015 are covered for insurance up to 1st March 2016.

In 2015 NSWRU negotiated a per team insurance levy, with the premiums per team the same as in 2014. More advice will be issued as it comes to hand.

Gow-Gates will issue a tax invoice to clubs at the end of April, with payment due by end of May.

Clubs will still be able to pay the NIL by utilising the existing Premium Funding Plan.

Clubs who haven't paid their insurance or put in place a funding plan by 31 May will be suspended from playing.

Each club will need to activate 'club membership'/registration for non-playing participants in Rugby Link to ensure coverage is extended. Updating the person's Registration Status to REGISTERED is all that is required for this purpose.

National Participation Fee

National Participant Registration Fee (NPRF) 2016	
Under 6/7	$11.00
Juniors	$27.50
Seniors	$33.00
Casual Senior	$12 (per game fee)

Collection of this fee will be by a monthly tax invoice to zones/clubs which will be generated by NSW Rugby Union.

Payment of these fees will be required by the end of the following month i.e. 30 Days.

Registration Manager is the Rugbylink tool club administrators must use to view and update the registration status and payments of a clubs entire player database and to add new players.

Navigation in Rugby Link

Make sure you are set up as an administrator in Rugby Link. Login to Rugbylink via

http://www.rugby.com.au/rugbylink/login.aspx

Once in Rugby Link navigate to the Registration Manager section

1. Click on Registrations>Registration Manager

Player Registration Management

	Person Filter	
Person Role	PLAYER ▼	◉ ANY Sub Role ○ Select Sub Roles
Person Name		Name contains ▼ Person ID:
Association	Central North Zone ▼	Registration Period: 2015 ▼
Registration Type	Select... ▼	Registration Mode: Show All ▼
Age range	Minimum: Maximum:	

Search

Selected Actions

Actions Please select bulk action... ▼ Perform Action ☑ Add New Player

☐ Select All ☐ Select Visible Only (on current page) Participants Currently selected: 0

Drag a column to this area to group by it.   Quick Filter*: [   ]

Select	ID	Ext ID	Name		DOB	Age	Current Type	Address	Status
☐	2287386	80991	Altona, Peter	Edit	9 Jan 1982	33		18 Kurrajong Street HILLVUE	UNREGISTERED
☐	2287387	1528222	Anderson, Jarrod	Edit	26 Sep 1994	20		13 YARRAL AVE TAMWORTH	UNREGISTERED
☐	2287388	138366	Arnold, Daniel	Edit	6 Oct 1985	29		U 2, 3 Swan St NORTH TAMWORTH	UNREGISTERED
☐	2287389	535754	Attard, Mathew	Edit	4 Sep 1988	26		38 Allawah Rd OGUNBIL	UNREGISTERED
☐	2287390	1450542	Aworth, Christopher	Edit	22 Nov 1990	24		3/4 COWPER CL NORTH TAMWORTH	UNREGISTERED
☐	2287391	191602	Baldwin, Jeremy	Edit	22 Feb 1975	39		190A Brisbane St TAMWORTH	UNREGISTERED
☐	2281306	1468691	Bateman, Dilan	Edit	8 Dec 1996	18		20 Belmore St TAMWORTH	UNREGISTERED
☐	2259263	708522	Bellamy, James	Edit	7 Jul 1992	22		16 Gillies CI COFFS HARBOUR	UNREGISTERED
☐	2287393	1128577	Bellis, Tim	Edit	11 Jul 1991	23		866 Daruka rd TAMWORTH	UNREGISTERED
☐	2287394	221167	Biffin, Douglas	Edit	12 Apr 1985	29	Senior Player Regis...	22 JANISON ST TAMWORTH	REGISTERED
☐	2324320	1356539	Binge, Kerrod	Edit	22 Aug 1996	18	Senior Player Regis...	67 Edward Street TAMWORTH	REGISTERED
☐	2734589		blanch, scott	Edit	29 Jul 1990	24	Senior Player Regis...	1220 Manilla rd HALLSVILLE	REGISTERED
☐	2287395	849530	Blenman, Johnathon	Edit	25 Feb 1994	20		10 Crawford St EAST TAMWORTH	UNREGISTERED
☐	2287396	1357627	Boland, Thomas Dan	Edit	5 Apr 1996	18		6 Wingadee St COONAMBLE	UNREGISTERED
☐	2287397	437173	Bowden, Andrew	Edit	6 Dec 1995	19		22 Elizabeth dr TAMWORTH	UNREGISTERED
☐	2287398	1128578	Bowden, Sam	Edit	1 Jun 1991	23	Senior Player Regis...	39 NOWLAND CRES WESTDALE	REGISTERED
☐	2287524	1068919	Bradbery, Nicholas	Edit	2 Oct 1993	21		11a Panorama Rd CALALA	UNREGISTERED
☐	2287399	833169	Brady, Matthew	Edit	11 Mar 1992	22		1876 NUNDLE RD DUNGOWAN	UNREGISTERED
☐	2287400	966323	Brooks, Hedley	Edit	16 Apr 1993	21		9 Rawson Ave TAMWORTH	UNREGISTERED
☐	2287401	1073245	Brown, Bradley	Edit	9 Jun 1991	23		6 Wilga Pl HILLVUE	UNREGISTERED

Clicking on search will bring up a full list of players. Edit and update the record including a check of all names, address and contact details and confirmation of correct email address

Enter any offline payment received by viewing the payments page circled in the previous screen shot

Enter short description eg full or part payment

Select payment method from drop down box

Enter receipt number total amount paid and payment date

Multiple payments can be added against a player

Update player registration status to registered by returning to Registration Manager find the player record and perform the register action.

All registered players will now appear highlighted in the player registration management table as green.

Bulk registrations can be performed by ticking each box for players you wish to register. Do not do this unless you have a signed registration form for each player. Bulk registrations can be performed by ticking each box for players you wish to register. Do not do this unless you have a signed registration form for each player. Bulk registrations can be performed by ticking each box for players you wish to register. Do not do this unless you have a signed registration form for each player.

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Competition Participation

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Player Registration Management

Person Filter

Person Role	ANY ROLE ▼	● ANY Sub Role ○ Select Sub Roles	
Person Name	[ ]	Name contains ▼	Person ID: [ ]
Association	Central North Zone ▼	Registration Period:	2015 ▼
Registration Type	Select... ▼	Registration Mode:	Show All ▼
Age range	Minimum: [ ] Maximum: [ ]		

[Search]

Selected Actions

Actions   [Please select bulk action... ▼]   [Perform Action]   ☑ Add New Player

Please select bulk action...
Register
De-Register

☐ Select All ☐ Select Visible   pants Currently selected: 0

Drag a column to this area to group by it.   Quick Filter*: [   ]

Select	ID	Ext ID	Name		DOB	Age	Current Type	Address	Status
☐	2287386	80991	Altona, Peter	Edit	9 Jan 1982	33		18 Kurrajong Street HILLVUE	UNREGISTERED
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☐	2287391	191602	Baldwin, Jeremy	Edit	22 Feb 1975	39		190A Brisbane St TAMWORTH	UNREGISTERED
☐	2287392	269842	Bannigan, Keith	Edit	3 Jun 1952	62		27 Cypress St SOUTH TAMWORTH	UNREGISTERED
☐	2281306	1468691	Bateman, Dilan	Edit	8 Dec 1996	18		20 Belmore St TAMWORTH	UNREGISTERED
☐	2259263	708522	Bellamy, James	Edit	7 Jul 1992	22		16 Gillies CI COFFS HARBOUR	UNREGISTERED
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Competition Participation

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Add New Player   ❼ Help on this topic

📁 Person List

General

☐ Personal Details ☐ Accreditations

Role	*	Role [PLAYER ∨]	Sub Role ☐ SENIOR ☐ JUNIOR ☐ VETERAN
Title		Select... ∨	
First Name	*	[ ]	
Middle Name / Initial		[ ]	
Last Name	*	[ ]	-
Alternate Last Name/Maiden Name		[ ]	
Date of Birth		[ ] 🛅	
Country of Birth		[ ]	
Gender		○ Male ○ Female ○ Undisclosed	
Email		[ ] Note: separate multiple email addresses with a semi-colon (;)	

Address1	[ ]
Address2	[ ]
Address3	[ ]
Suburb/Town	[ ]
Postcode	[ ]
State/Territory	Select... ∨
Country	AUSTRALIA ∨
Home Phone	[ ]
Work Phone	[ ]
Mobile Phone	[ ]
Fax Number	[ ]
Next of Kin/Emergency Contact - Name	[ ]
Next of Kin/Emergency Contact - Phone	[ ]
Company/Business Name P	[ ]
Default Shirt/Bib Number P	[ ]

Additional Information

MyRugbyID	[ ]
Which of the following best describe your ethnic origin?	Select... ∨
Which of the following best describe your mother's ethnic origin?	Select... ∨
Which of the following best describe your father's ethnic origin?	Select... ∨
Comment (Only displays on this page) P	[ ]

[Add]

Add New Player

Search for the player by name. If the player exists cross check the date of birth. If the player exists and is registered with another club a transfer is required. A clearance must first be obtained before the player is transferred. Until further notification the paper transfer forms used in 2014 must continue to be used in the 2015 season.

http://www.cnru.com.au/admin/files/pages/1393242026_aru_-_domestictransfer.pdf

Wayne McMahon ⌄   Tamworth Pirates RUFC ⌄

Competition Participation

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Submit/Edit Player Clearance   ❷ Help on this topic

Current Action required:
The player's destination club needs to create the clearance application.

Clearance for:	Martin, Samuel
Clearance to:	Tamworth Pirates RUFC
Parent Organisation *	Central North Zone ⌄
Clearance Status	Unsubmitted
ID	2291484
First Name	Samuel
Middle Name / Initial	
Last Name	Martin
Date of Birth	~~~~~~~~~~
Email	~~~~~~~~~~~~~~~~~~
Address1	~~~~~~~~~~~~~~~
Address2	
Suburb/Town	WALCHA
Postcode	2354
State/County	NSW
Home Phone	~~~~~~~~~~
Work Phone	
Mobile Phone	~~~~~~~~~~
'From' Organisation Name	Walcha RUFC
Clearance Reason *	
'Destination' Organisation Comment	
Player Sub Role (added when cleared to the * 'Destination' Organisation)	Select... ⌄
'From' Organisation Comment	
Parent Organisation Comment	

Important Information about Clearances

For information on your association's clearance rules please visit: No link provided by parent organisation.

- Please check with your Parent Organisation in regards to the requirements that need to be fulfilled for the clearance application.
- Emails will be sent to the relevant club and association alerting them that a clearance has been submitted for this player.
- The player will not be transferred to the Person List of the destination organisation until the clearance has been approved.
- Once the clearance has been approved the player will automatically be registered to play with the relevant association (unless there are missing mandatory fields).

Submit

No audit information available

*Denotes a mandatory field.

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Click on the obtain clearance link and request a clearance from the players current club.

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Competition Participation

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Submit/Edit Player Clearance   ❓ Help on this topic

Current Action required:
The player's destination club needs to create the clearance application.

Clearance for:	**Martin, Samuel**
Clearance to:	**Tamworth Pirates RUFC**
Parent Organisation *	Central North Zone ⌄
Clearance Status	Unsubmitted
ID	2291484
First Name	Samuel
Middle Name / Initial	
Last Name	Martin
Date of Birth	~~~~~~~~~~
Email	~~~~~~~~~~~~~~~~~~
Address1	~~~~~~~~~~~~~~~
Address2	
Suburb/Town	WALCHA
Postcode	2354
State/County	NSW
Home Phone	~~~~~~~~~~
Work Phone	
Mobile Phone	~~~~~~~~~~
'From' Organisation Name	Walcha RUFC
Clearance Reason *	
'Destination' Organisation Comment	
Player Sub Role * (added when cleared to the 'Destination' Organisation)	Select... ⌄
'From' Organisation Comment	
Parent Organisation Comment	

Important Information about Clearances

For information on your association's clearance rules please visit: No link provided by parent organisation.

- Please check with your Parent Organisation in regards to the requirements that need to be fulfilled for the clearance application.
- Emails will be sent to the relevant club and association alerting them that a clearance has been submitted for this player.
- The player will not be transferred to the Person List of the destination organisation until the clearance has been approved.
- Once the clearance has been approved the player will automatically be registered to play with the relevant association (unless there are missing mandatory fields).

Submit

No audit information available

*Denotes a mandatory field.

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An email will be sent to the club requesting clearance. NB not required for intrazone transfers between CNRU clubs.

If the player does not exist in the system Create New Person entering all details ensuring spelling of names, date of birth and email details are correct.

Club details are also important and should be reviewed and updated regularly. Edit by clicking on the tab at the top right of the Competition participation page.

Rugbylink club portals

Club portals are linked to the Rugbylink club identifier eg

Barraba

http://www.rugbylink.com.au/home.aspx?save=0&entityid=53186

Gunnedah

http://www.rugbylink.com.au/home.aspx?save=0&entityid=53345

Summary of Important Steps

- Familiarise yourself with Rugby Link resources - www.rugby.com.au/rugbylink

- Check your Rugby Link access – have you received your new username and password?

- Complete your organisation set-up – other admins, logos, address details, social media links

- 2015 Registrations

    - Offline approach for NSWRU Country Comps this season

    - Player record update in Rugby Link critical = INSURANCE

    - Registration Manager – click here for video and step-by-step guides

- Support resources available
    - www.rugby.com.au/rugbylink
    - InteractSport Helpdesk (Vendor) - lodge a ticket here
    - ARU Rugby Link Helpdesk - rugbylink@rugby.com.au, (02) 8005 5600

Amy Alagna is the Rugby Link Support Contact for NSW. She can be reached at rugbylink@rugby.com.au or (02) 8005 5600 any time between 8:30am and 5pm weekdays.