



**SBRU
SUPPORT
DOCUMENT**

**MANAGEMENT
COMPLIANCE**

**QUALITY MEANS DOING IT
RIGHT**

**WHEN NO ONE IS
LOOKING**



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SBRU COMPLIANCE

For the safety of everyone, Sunnybank Coaches, Managers and Vounteers, will be required to complete accreditation set by Sunnybank Rugby Union before participating in Senior Rugby Programs throughout the 2023 season.

It is important to understand that once you register via Rugby Xplorer, you agree that you will comply with, and abide by, all the rules and regulations which govern the Game, including World Rugby Laws of the Game and Regulations (www.worldrugby.org), Rugby Australia Code of Conduct, By-Laws, Rugby Australia policies (including Rugby Australia Anti- Doping Code and Rugby Australia Member Protection Policy etc.) and the Competition rules governing sanctioned competitions and events, available [here](#);

Once all accreditation is completed, you will be able to participate in the following:

- Training - During and post trials
- Matches - To be completed the Monday of the 1st week of trial matches
- Recieve club merchandise

See intrauction on how to access each accreditation below.

An update of your status will be displayed the work spaces provided on OneDrive.

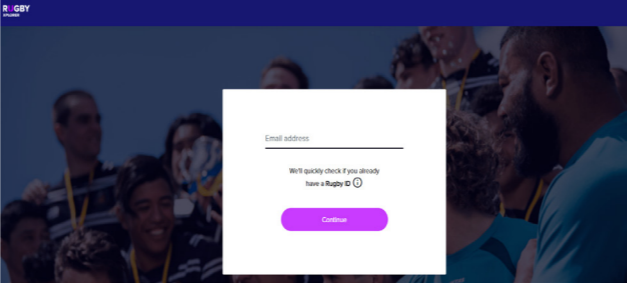
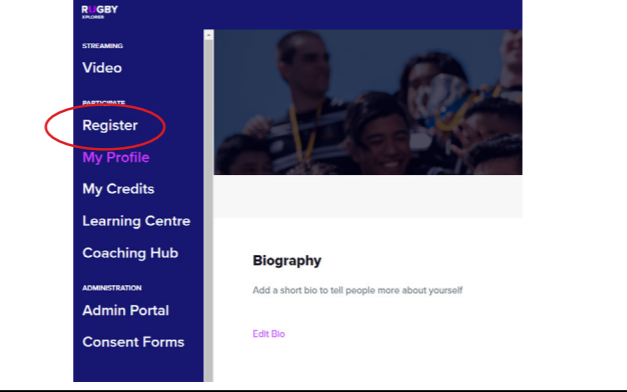
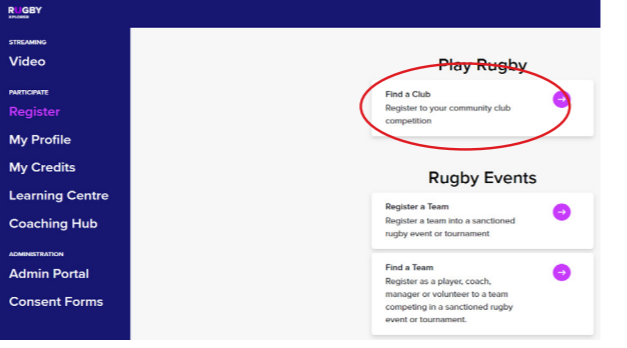
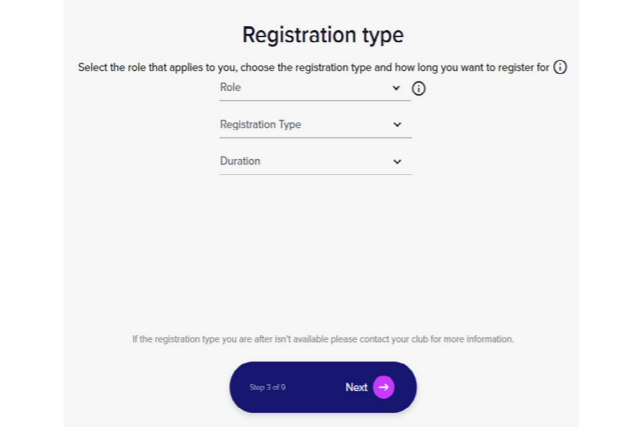
If you are yet to recieve a link, please advise the Rugby Participation Manager.

Keep in mind Accreditations required can be subject to change

COMPLIANCE REQUIRED										
ROLE	COACHES			MANAGERS			S&C MEDICAL		COMMITTEE	
ACCREDITATION	PREM MEN 2ND GRADE	PREM WOMEN 3RD GRADE 4TH GRADE COLTS	JUNIOR	PREMIER MEN 2ND GRADE MANAGERS	PREM WOMEN 3RD GRADE 4TH GRADE COLTS	JUNIOR	SENIOR	JUNIOR	SENIOR	JUNIOR
SBRU REGISTRATION	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SMART RUGBY ONLINE	✓	✓	✓	✓	✓	✓	✓	✓		
BLUE CARD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
TEAM MANAGER				✓	✓	✓				
GROUND MARSHAL	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
INCLUSIVE CLUBS QLD									✓	✓
STAFF INTEGRITY LVL1	✓			✓			✓	✓	✓	✓
CHILD SAFE GUARDING POLICY			✓			✓		✓		✓
TOTAL	5/8	4/8	5/8	6/8	5/8	6/8	5/8	6/8	5/8	6/8

SBRU REGISTRATION

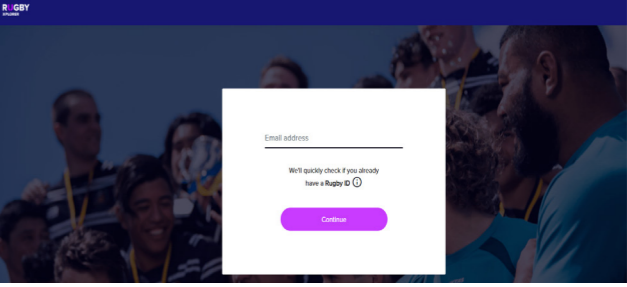
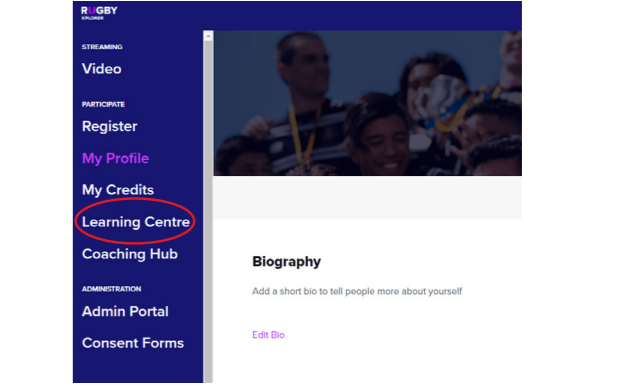
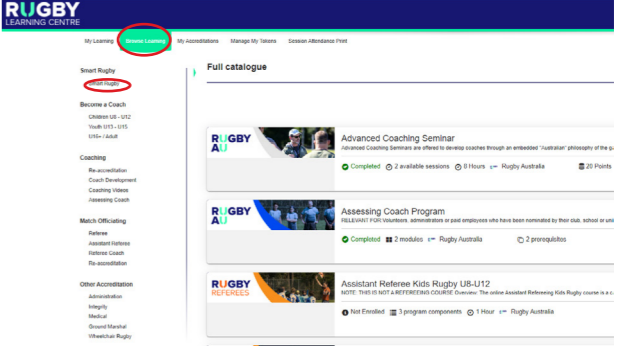
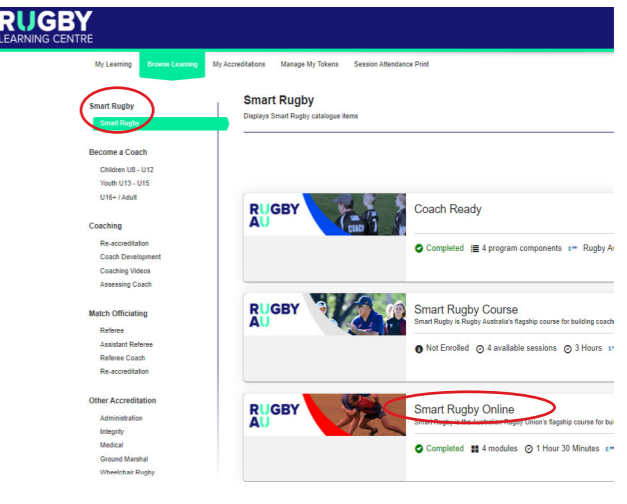
All players, non-playing members, and match officials are required to register for coverage under the Rugby Australia National Risk Management & Insurance Programme.

STEP	INSTRUCTION	DIAGRAM
1	Download app/sign in/create an account on Rugby Xplorer via link below: https://myaccount.rugbyexplorer.com.au/	
2	a) Register	
3	a) Select 'Find a Club' and follow prompts: b) Select your 'Name' and click next c) Enter club relevant to your role: Seniors: 'Sunnybank Senior Rugby Club Inc' Juniors: 'Sunnybank Junior Rugby Club Inc' and click next	
4	Select and answer questions according to your respective role within the program: a) Role: Aligned with your role in the program b) Registration Type: XVs Men or Women c) Duration: Season Follow prompts and complete. You should receive a confirmation email at the end of registration.	

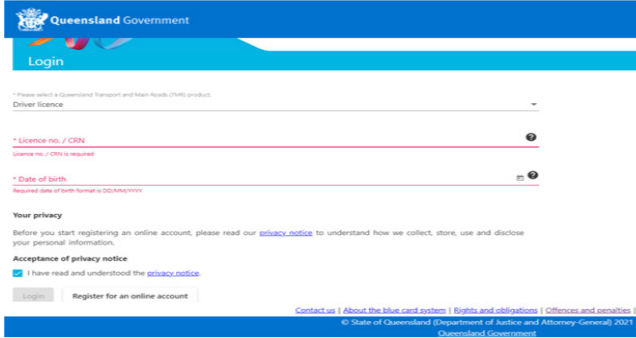

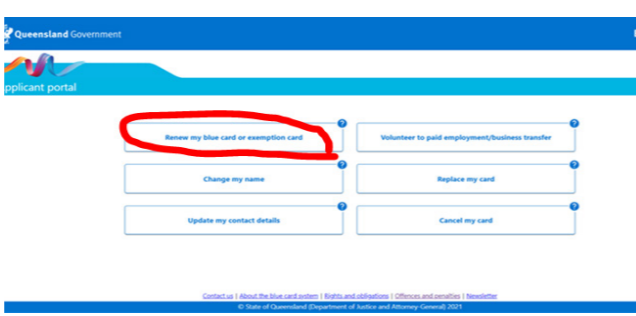
SMART RUGBY ONLINE

Smart Rugby is the Australian Rugby Union's flagship course for building coach and match official understanding of safety considerations both on and off the field.

Many coaches and match officials in Australia receive their Smart Rugby accreditation each year. Their dedication helps to make our game safer and more enjoyable to play.

STEP	INSTRUCTION	DIAGRAM
1	Sign in/create an account on Rugby Xplorer via link below: https://myaccount.rugbyexplorer.com.au/	
2	a) Select 'Learning Centre' in the left hand side panel b) Select your Profile and it will load the 'Learning Centre Page'	
3	a) In the above Tab, select 'Browse Learning' b) Then in the side panel under 'Smart Rugby' select 'Smart Rugby'	
4	Find/enrol/launch and complete the following modules: SMART RUGBY ONLINE Once you've completed both accreditations, the Rugby Participation Manager will be able to download a report and check completion status.	

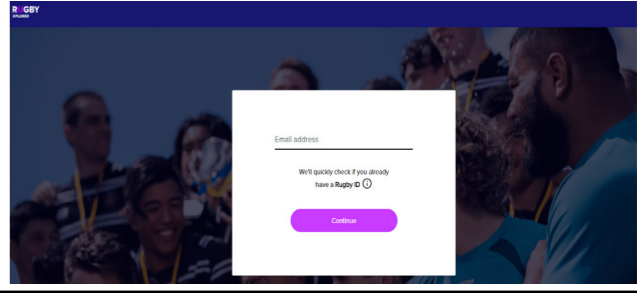
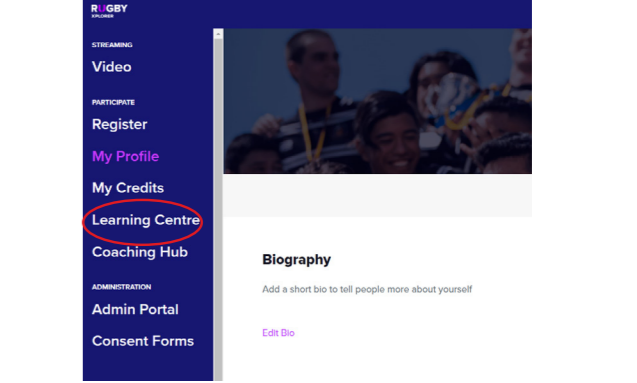
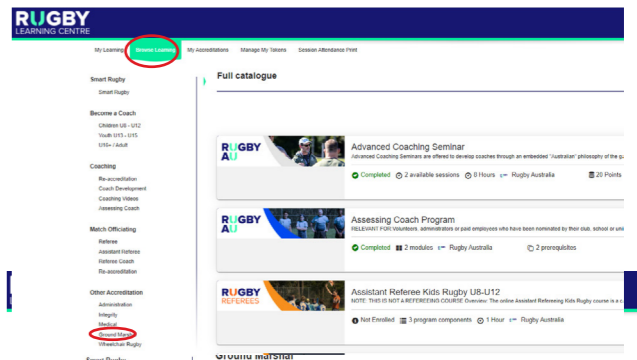
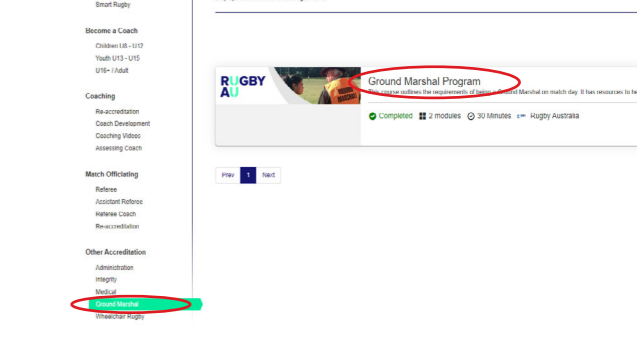
BLUE CARD

STEP	INSTRUCTION	DIAGRAM
1	ACCESS VIA LINK BELOW: BLUE CARD LOG IN	
2	IF YOU HAVE AN ACCOUNT: Input Driver's License no/CRN and DOB IF YOU DON'T HAVE AN ACCOUNT: There is a button at the bottom that says "Register for an online account"	
3	Once you have logged in/created an account, input the security code that's sent to your mobile or email, you will arrive at this home screen	
4	Click "Renew my blue card/exemption card" and follow the prompts.	
5	Complete the steps above, email admin@sunnybankrugby.com.au the 6 digit authentication code and their DOB so your account can be linked to our organisation, Sunnybank Rugby.	

GROUND MARSHAL

This course outlines the requirements of being a Ground Marshal on match day. It has resources to help prepare for the game and strategies to help manage the crowd.

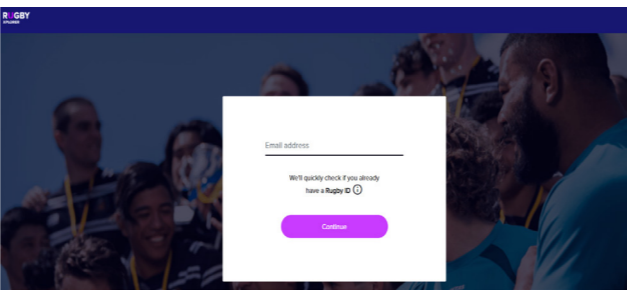
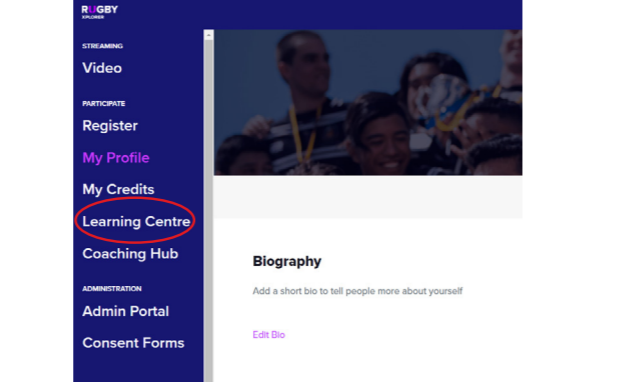
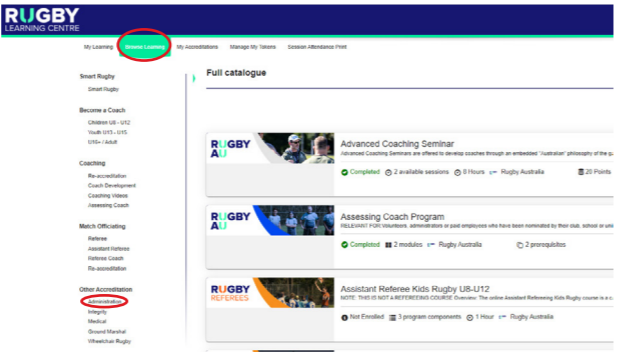
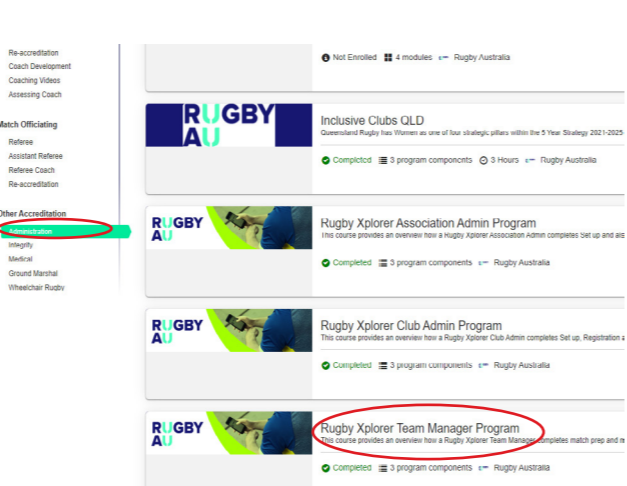
This accreditation provides the understanding for everyone involved of the expectations and standards of behaviour on gameday.

STEP	INSTRUCTION	DIAGRAM
1	Sign in/create an account on Rugby Xplorer via link below: https://myaccount.rugbyexplorer.com.au/	
2	a) Select 'Learning Centre' in the left hand side panel b) Select your Profile and it will load the 'Learning Centre Page'	
3	a) In the above Tab, select 'Browse Learning' b) Then in the side panel under 'Other Accreditation' select 'Ground Marshal'	
4	Find/enrol/launch and complete the following modules: GROUND MARSHAL PROGRAM Once you've completed the module, the Rugby Participation will be able to check your status online.	

TEAM MANAGER

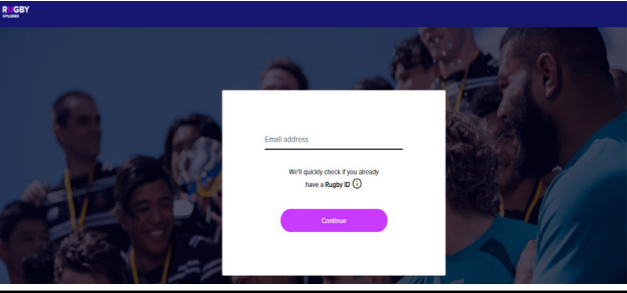
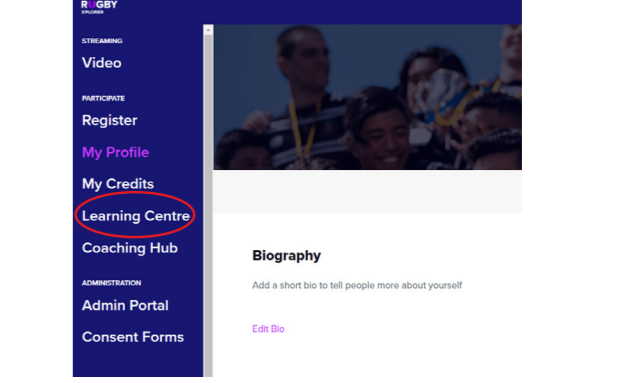
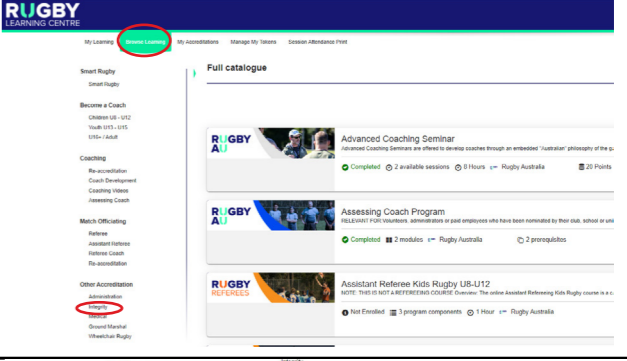
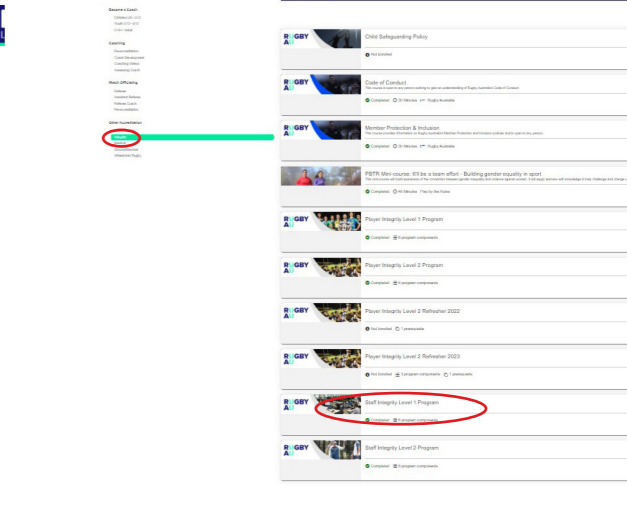
This course provides an overview how a Rugby Xplorer Team Manager completes match prep and match day tasks for their Team. Processes include:

- Select their team
- View member match day cards
- Live score
- Enter forfeits and/ or dispute a match

STEP	INSTRUCTION	DIAGRAM
1	Sign in/create an account on Rugby Xplorer via link below: https://myaccount.rugbyexplorer.com.au/	
2	a) Select 'Learning Centre' in the left hand side panel b) Select your Profile and it will load the 'Learning Centre Page'	
3	a) In the above Tab, select 'Browse Learning' b) Then in the side panel under 'Other Accreditation' select 'Administration'	
4	Find/enrol/launch and complete the following modules: RUGBY XPLOER TEAM MANAGER PROGRAM Once you've completed the module, the Rugby Participation will be able to check your status online.	

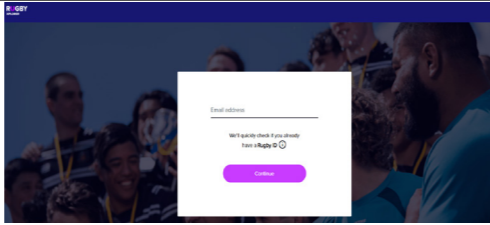
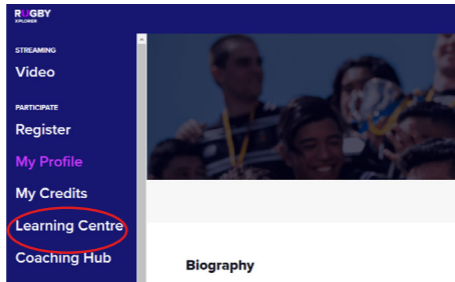
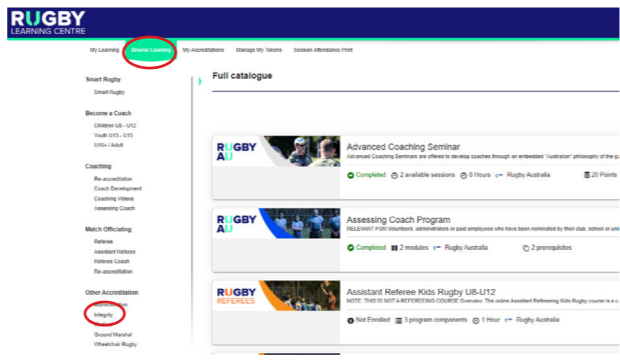
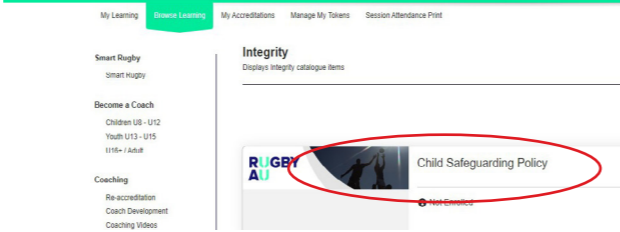
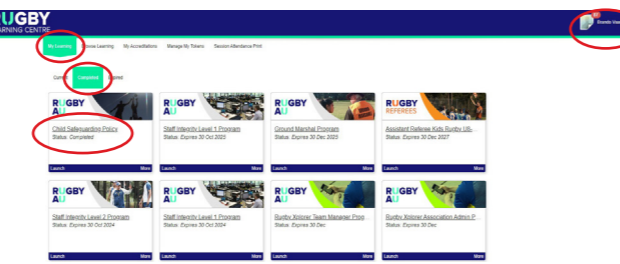
STAFF INTEGRITY LVL1

This course covers the Rugby AU Anti-Corruption and Betting Policy, Rugby AU Code of Conduct and Member Protection & Inclusion

STEP	INSTRUCTION	DIAGRAM
1	Sign in/create an account on Rugby Xplorer via link below: https://myaccount.rugbyexplorer.com.au/	
2	a) Select 'Learning Centre' in the left hand side panel b) Select your Profile and it will load the 'Learning Centre Page'	
3	a) In the above Tab, select 'Browse Learning' b) Then in the side panel under 'Other Accreditation' select 'Integrity'	
4	Find/enrol/launch and complete the following modules: STAFF INTEGRITY LVL 1 PROGRAM Once you've completed the module, the Rugby Participation will be able to check your status online.	

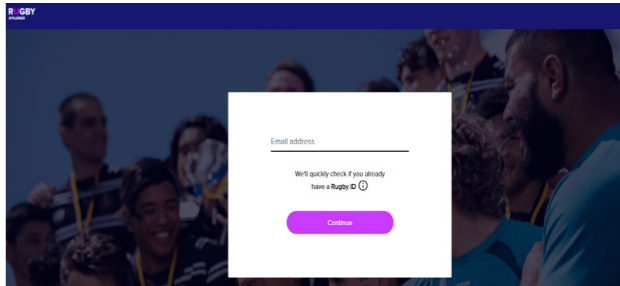
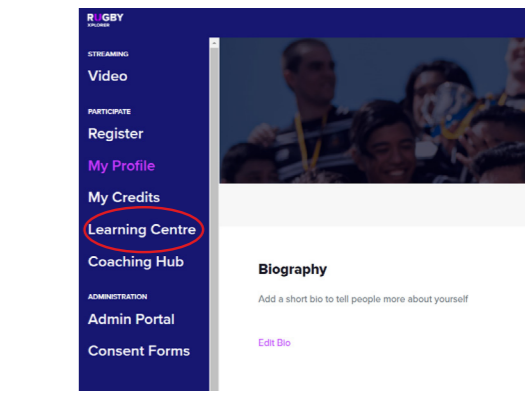
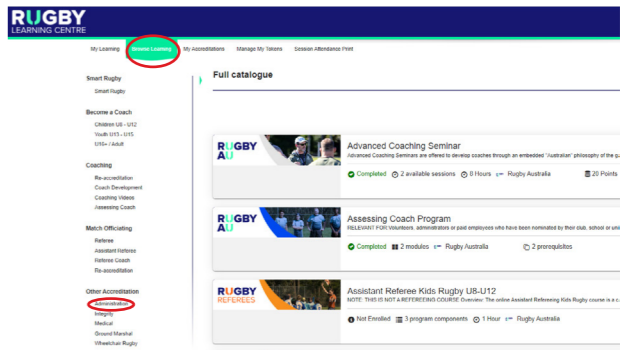
CHILD SAFEGUARDING POLICY

Safeguarding refers to actions taken that promote child welfare and protect children from harm. Rugby AU has developed a new Child Safeguarding Policy (replacing the existing Child Safe Framework and Safeguarding Children Guidelines) in line with Sport Integrity Australia's new template. The Child Safeguarding Policy covers a lot of the same information however it is important that you read through the new information.

STEP	INSTRUCTION	DIAGRAM
1	Sign in/create an account on Rugby Xplorer via link below: https://myaccount.rugbyexplorer.com.au/	
2	a) Select 'Learning Centre' in the left hand side panel b) Select your Profile and it will load the 'Learning Centre Page'	
3	a) In the above Tab, select 'Browse Learning' b) Then in the side panel under 'Other Accreditation' select 'Integrity'	
4	Find/enrol/launch and complete the following modules: CHILD SAFEGUARDING POLICY	
5	Once you've completed it, go back to the main page and select 'My Learning', then select 'Completed'. Please send a snapshot of this page to seniorrugby@sunnybankrugby.com.au including the following: • Your Name (top right hand corner) • Child Safeguarding Policy with the status of 'Completed'	

INCLUSIVE CLUBS QLD

Queensland Rugby has Women as one of four strategic pillars within the 5 Year Strategy 2021-2025. Accountability is one of six focus areas within the Women's pillar strategy. Improving governance within all affiliated organisations to ensure we provide inclusive environments is important for all participants, but will support the qualitative development of increases in female participation in all registration types.

STEP	INSTRUCTION	DIAGRAM
1	Sign in/create an account on Rugby Xplorer via link below: https://myaccount.rugbyexplorer.com.au/	
2	a) Select 'Learning Centre' in the left hand side panel b) Select your Profile and it will load the 'Learning Centre Page'	
3	a) In the above Tab, select 'Browse Learning' b) Then in the side panel under 'Other Accreditation' select 'Administration'	
4	Find/enrol/launch and complete the following modules: INCLUSIVE CLUBS QLD Once you've completed the module, the Rugby Participation will be able to check your status online.	