

# OPERATIONAL POLICY



## GENERAL INFORMATION\*

Lead Area:	Rugby Operations
Lead Policy Title:	<b>GUIDELINES FOR AFFILIATION FOR ALL RUGBY CLUBS WITH RUGBYWA</b>
Policy Reference No:	<b>WAC2</b>
Adapted by:	JS/BH
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## SCOPE OF RESPONSIBILITY

1. Unless and until the Rugby WA Board determines otherwise the following guideline has been endorsed by Rugby WA's Community Rugby Advisory Committee (CRAC) and has been in place since 2009. This guide assists clubs to understand the criteria for successful affiliation as a club with Rugby WA.

## BACKGROUND

2. The Rugby WA constitution requires Rugby WA to "Foster and Control Rugby in WA". Therefore Rugby WA supports initiatives that grow rugby participation and rugby talent in Western Australia.
3. Growth of the game is a shared responsibility between clubs, schools, affiliated bodies and Rugby WA. For rugby to be truly successful in growing the game all parties must work together.
4. One of Rugby WA's strategic pillars is to be important and relevant to the local Rugby Community. Rugby WA aims to do this by driving junior participation, providing quality competitions and governance, while building capacity in clubs to ensure the best possible club environment for players, coaches, administrators, volunteers and supporters.

## GENERAL CLUB GUIDELINES

5. Key to building capacity at our clubs and to providing the best possible environment are the facilities that house our many rugby clubs across WA. Our clubs also need to support the growth and development of players. As such Rugby WA have set the below guidelines that all clubs should be aspiring towards to ensure that they are providing the best possible environment for Rugby operations at their club.
6. **Facilities.** A club would seek to have or be able to access the following:
  - a. Have a clubhouse with canteen and bar facilities available at all home games.
  - b. Have 2 full playing fields that are easily accessible from the clubhouse facilities.
  - c. Have 6 changing rooms incorporated within the clubhouse facilities with at least 2 of these changerooms being available for female participants and female match officials when they are either playing whilst male participant matches are being held and/or they are officiating male matches.
  - d. Have a medical room within the clubhouse facilities.
  - e. Have an officials room within the clubhouse facilities.
  - f. Where possible the club would strive to have at least one field with suitable lighting to enable night games to be played.
7. **Participants:**
  - a. The club would field at least 1 junior team in the U13, U14, U15, U16 and U18 competitions.
  - b. The club would have additional junior teams in lower age groups.
  - c. The club could host junior fixtures at their club when the senior teams are playing at home.

- d. Each coach is accredited to the levels required by the competition rules.
  - e. The club would have at least a Level 3 accredited coach overseeing the entire clubs playing teams.
8. **Planning and Management.**
- a. The Club has a plan for annual operation and establishes strategic 5 year targets. Preferably using the “**Top Club**” planning tool.
  - b. A fully manned leadership team (Committee/Board) that enables the key functional roles of;
    - i. President,
    - ii. Vice President,
    - iii. Secretary,
    - iv. Treasurer,
    - v. Registrar and
    - vi. Rugby Operations (Coach/Game matters).

## PREMIER GRADE APPLICATION CRITERIA

9. In addition to these guidelines the following criteria are used to establish the capacity for a club to move up into Premier Grade status. Any club seeking to move up will be required to provide a detailed submission to the RWA Board that addresses the following criteria and makes the case for the club to join this level of competition.
10. **Participants and Club Members.**
- a. Playing numbers that demonstrate capacity to field a squad of at least 30 players per team.
  - b. Wider registered club members or volunteers to assist in facilitating all the volunteer roles required at a clubs (including but not limited to) social, canteen operations, grounds maintenance/marketing, home game set up and management support.
11. **Management Capability.** A fully manned leadership team that covers all the specific roles (detailed at paragraph 8). Evidence and documentation that verifies Policy and Procedures that enable the effective operation of the club.
12. **Playing participant support.** This includes but is not limited to:
- a. Head Coach with appropriate Level of coaching accreditation (Level 3).
  - b. Support Coach’s for all teams with accreditations (and or in the process of achieving these).
  - c. Medical and sport trainer support to facilitate player welfare on match day and in season training.
13. **Revenue.** Demonstrates the club has streams of revenue to support 4 senior grades and a Colts/Women’s grade team. Evidence to support this must include;
- a. Clear financial plan and models that demonstrate capacity to sustain the club and meet its fiscal obligations.
  - b. Letters or references/commitments from relevant supporters, partners and sponsors.
  - c. Any other relevant material that assists in verifying the fiscal robustness of the club.
14. **Local Community Support.** The form that this takes is variable but should include statement of support from at least Local Council, particularly in relation to security of tenure/access to facilities and ground support/availability.

## PREMIER GRADE APPLICATION PROCESS

15. For any club seeking to move up to Premier Grade status, the steps to be followed are:
  - a. Formal letter of intent submitted to RWA Board via the President.
  - b. Club develop a formal application submission that addresses all facets listed in this Guideline.
  - c. Timing for a submission needs to be in the season preceding the year the club wishes to move up, so that the Board is able to use the current season performance to assist in the assessment of the club and its suitability to meet these criteria.
  - d. On receipt of the documented submission the Club leadership will then be invited to a review meeting with a CRAC body to update and clarify on any matters as required.
  - e. Feedback from other Clubs will be sought and this information will be considered by CRAC before determining recommendation to the Board.
  - f. Board will then receive a recommendation from CRAC based on the submission and meeting.
  - g. Board confirms decision and club notified of the outcome.
  - h. All Clubs advised of the outcome and relevant planning for future competition commences.

## CONCLUSION

16. This operational Procedure is designed to assist all club's with understanding the parameters that assist in facilitating a strong and supportive Rugby environment for all participants and Clubs. Importantly it also provides clarity for the process for any club aspiring to reach the Premier Grade club status in WA.