



**RFU**

# **AGE GRADE RUGBY**

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## **PLAYING OUT OF AGE GRADE ONLINE APPROVAL PROCESS FOR CBS**

**Season 2022-23**

**Dated: 31<sup>st</sup> August 2022**

# PLAYING OUT OF AGE GRADE

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## Online Approval Process from September 2022

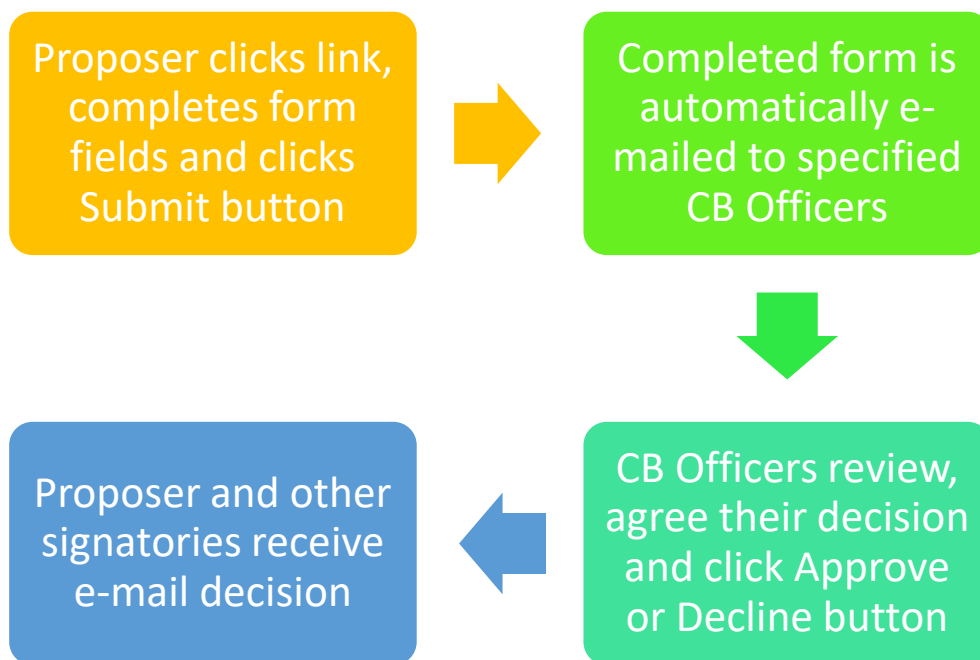
This document outlines for CBs how the online approval process works. This takes the old MS Word versions of the forms and puts them into an online form for direct submission for approval. This means that forms no longer need to be printed out or scanned, or completed and attached to multiple e-mails, as may have been the case previously. This will save both CB and club/school/college volunteer time and mean that data is more securely stored.

There are forms for the following Playing Out of Age Grade scenarios:

- Playing Up or Playing Down Out of Age Grade
- Combining Age Grades
- Playing Adult Rugby – Club Approval
- Playing Adult Rugby – Player Approval

## THE 4-STEP PROCESS

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## Online Forms

- The forms are accessed on the **Regulation 15** section of the [Regulation page here](#).
- They are simple and easy to follow making sure that all of the correct information is provided.

The image shows a screenshot of an online application form. The form is divided into several sections:

- Constituent Body/County \***: A dropdown menu with the text "Select or enter value".
- Applicant Club or School/College \***: A text input field.
- Applicant Club or School/College \***: A note: "Please note, for school rugby, approval is obtained from an individual who responsibility for the player (who may be the principal/headteacher in for The detail on this form should be sent to them for review." Below this is a text input field.
- Playing Up or Down? \***: A dropdown menu with the text "Select".
- Player Details**: A section header.
- Players Full Name \***: A text input field.
- RFU ID Number \***: A text input field.
- School/College attended \***: A text input field.
- Age \***: A text input field.
- Date of Birth \***: A date picker field.
- Proposer Name \***: A text input field with the subtext "Who has completed this form".
- Proposer Role in relation to the Player(s) \***: A text input field.
- Proposer E-mail \***: A text input field.
- Date \***: A date picker field.
- Parent/Guardian Name \***: A text input field.
- Parent/ Guardian E-mail \***: A text input field.
- Verified by Club AG Chair or Safeguarding Officer? \***: A checkbox.
- RFU Privacy Policy**: A link labeled "Available here".
- Send me a copy of my responses**: A checkbox.
- Submit**: A button.

- The forms require the relevant people to support the application and provide the option to receive a copy of their responses by checking a tickbox.
- When they have completed the required fields and uploaded any additional information to support the application, **the applicant clicks the Submit button** and receives an acknowledgment.



Thank you for completing this form. On submission, this will go to the personnel responsible for reviewing and approving in your Constituent Body (CB)/County. The CB will consider the application and respond to the signatories above as soon as possible. Players cannot play out of age grade until approval is confirmed.

Powered by smartsheet

## CB Review and Decision

- The form is **automatically** sent to the inboxes of the people specified as involved in the CB playing out of age grade approvals process (as provided by CBs recently).
- Any changes to personnel can be provided to [AgeGradeRugby@rfu.com](mailto:AgeGradeRugby@rfu.com).
- The CB Officers review the request to play out of age grade by clicking on the link to the form.
- If additional information is required, the CB can either contact the applicant directly or signal this by declining the application and asking for more information as the reason for doing so (see Decision Communication below).
- Having agreed their decision, one of the Officers clicks **Approve or Decline** at the bottom.

### Playing Out of Age Grade Application

Please review this request for Playing Out of Age Grade with your CB colleagues. When a decision has been reached, please click to either approve or decline the proposal. If the application is approved, the applicants will be informed immediately. If declined, you will receive a separate message to give the reason; when you have submitted this, the decision to decline and reason will be shared with the applicants. Many thanks.

**Constituent Body/County**  
Test

**Applicant Club or College**  
a

**Safeguarding Officer**  
Yes

**RFU In Touch Course**  
01/09/22

**Has the club adopted the RFU Safeguarding Policy?**  
Yes

**Safeguarding on GMS?**  
Yes

## Decision Communication

- **Approval** sends confirmation to the applicants immediately with no other action required.
- **Decline** triggers an e-mail request immediately back to the CB personnel to provide the reason for not approving. This is done by completing an **Update box** and clicking **Submit Update**. The system then sends the decision to decline with the reason, to the applicants.



We are pleased to confirm that your playing application has been approved. Thanks for this important process and your support of Community.



Thank you for your application for a 17 year old to play adult rugby. Unfortunately it has been declined. Please see below for the reason why your CB is not able to approve the request. Thanks for engaging with this important process and your support of the Age Grade Rugby community.

Reason:  
- 4 -

## **Data Security**

- The information is populated onto a central password-protected smartsheet during the process. Data security is important with a number of contact details included.
- Therefore, once an application process is complete, all but the basic data – Player RFU ID number, Applicant organisation, Age group(s) and Decision will be deleted.
- This will ensure that, while all personal data is no longer held, processes can be monitored, tracked and referenced individually and collectively in future by CBs and RFU. This will also enable further support to the game and measurement of the success of the system.
- You can see the RFU Privacy Policy [here](#) and this is also linked at the bottom of all of the forms.

## **Contact**

- Please e-mail [AgeGradeRugby@rfu.com](mailto:AgeGradeRugby@rfu.com) if there are any issues with the functionality of the system.

