AGE GRADE RUGBY

PLAYING OUT OF AGE GRADE ONLINE APPROVAL PROCESS FOR CBs

Season 2022-23

Dated: 31st August 2022

PLAYING OUT OF AGE GRADE
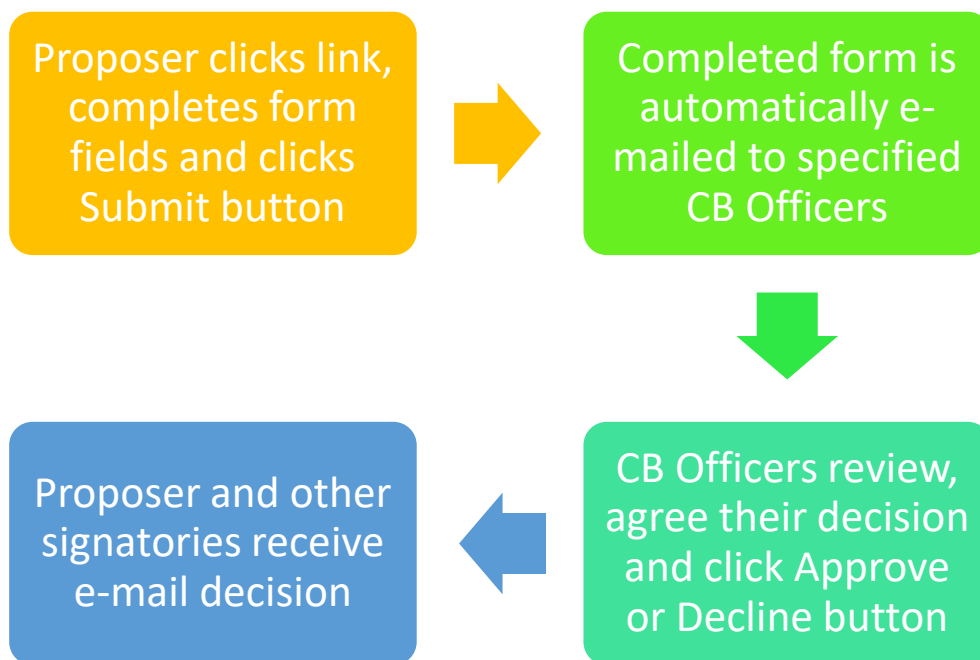
Online Approval Process from September 2022

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

Proposer clicks link, completes form fields and clicks Submit button

Completed form is automatically e-mailed to specified CB Officers

CB Officers review, agree their decision and click Approve or Decline button

Proposer and other signatories receive e-mail decision

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 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.
- 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.

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.

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 if there are any issues with the functionality of the system.