

# ROOKIE RUGBY



## ADMINISTRATIVE GUIDE

Rookie Rugby participation is easy to track when a recording process is established within the State-Based Rugby Organization (SBRO). USA Rugby has created the following guide to help administrators record all participants and accurately track growth across the USA. State representatives should review and establish a system based on the following process:

### Step 1: Join the Club

Log on to [www.rookierugby.com](http://www.rookierugby.com) and create a **Membership Profile** by clicking on *'Join the Club'*. Once a profile has been created, click on **'Enter the Club'** and input user information to return to the **Rookie Rugby Club**. It is also valuable to create a profile to represent the SBRO as a whole which is created using the same process. Interested individuals can then reach out on-line and contribute to starting new programs or learn from those already in existence.

### Step 2: Get Connected

USA Rugby will forward inquiries from all over the USA to state representatives. Administrators should respond to each inquiry with an introduction and other pertinent information. It may also



be valuable to set up a meeting and make connections with other volunteers interested in hosting **Rookie Rugby Demonstrations**. Be sure to answer all questions in a timely manner.

### Step 3: Communicate Schedule

Record information gathered from the email exchange in the **Administrative Workbook** included in this guide. Include the name, email, address, and phone number of the individual(s) interested in hosting **Rookie Rugby Demonstrations**. Establish a dialogue on scheduling between potential hosts and **Instructors**.

If necessary, host a state-based organization meeting to train new and existing **Instructors**. Log on to [www.rookierugby.com](http://www.rookierugby.com) and click on *'Become an Educator'* to review the guidelines and learn how to host a workshop. With a pool of qualified **Instructors**, administrators can schedule demonstrations at each location and record the assignments in the **Administrative Workbook**.

### Step 4: Complete Workbook

Continue to communicate with all interested parties regarding dates, times and locations for **Rookie Rugby Demonstrations**. Record volunteer availability, dates, times and assigned

**Instructors** for each scheduled demonstration in the **Administrative Workbook**. Circulate the workbook to all involved parties to increase exposure and recruit additional volunteers. If changes are needed, make adjustments and share with the group.

### Step 5: Prep for Rookie Rugby

- Check in with all **Instructors** to ensure they have equipment including cones, rugby balls, training vests, demonstration template, and a whistle
- Log on to [www.rookierugby.org](http://www.rookierugby.org) and click **'Download Tools'** to print **Rookie Rugby Stickers & Membership Cards**
- Print stickers and cards, based on the estimated number of participants, and provide to each **Instructor** to give to participants at the end of each demonstration
- Request that **Instructors** keep track of the number of girls, boys and volunteers in attendance. **Record this information in the Administrative Workbook.**
- Follow up with the volunteer host and record any useful feedback
- Schedule a review session with each **Instructor** to discuss feedback



### Step 6: Report Participation

- Check over the **Administrative Workbook** and fill in any blank fields
- Log on to [www.rookierugby.com](http://www.rookierugby.com) and click **'Report Participation'** to submit information to the online reporting form including, name, organization or school, date, address, email, phone and number of participants (athletes and volunteers).
- Send a copy of the completed **Administrative Workbook** to USA Rugby as listed at the bottom of the form. Keep a copy of the workbook on file for future reference.

### Step 7: View Progress

Log on to [www.rookierugby.com](http://www.rookierugby.com) and click on **'View Progress'** to access the **Scoreboard** webpage. Be sure to follow up with existing programs to encourage sustainable relationships. Repeat this administrative process to increase participation numbers.

USA Rugby thanks you for strengthening rugby participation in your state with the addition of Rookie Rugby! Questions and comments regarding the administrative process can be directed to [youth@usarugby.org](mailto:youth@usarugby.org). **Now pick up the ball and run with it!**



# ADMINISTRATIVE WORKBOOK



USA Rugby is proud to offer Rookie Rugby! Log on to [www.rookierugby.com](http://www.rookierugby.com) and click on 'Start Programs' to view the program guide.

\*To be completed by a state representative with assistance from local volunteers.

<b>Name:</b>			<b>Organization or School:</b>			<b>Date:</b>	
<b>Address:</b>		<b>City:</b>		<b>State:</b>		<b>Zip:</b>	
<b>Email:</b>					<b>Phone:</b>		

<i>Locations:</i>	<i>Contacts:</i>	<i>Addresses:</i>
1 _____	1 _____	1 _____
2 _____	2 _____	2 _____
3 _____	3 _____	3 _____
4 _____	4 _____	4 _____
5 _____	5 _____	5 _____
6 _____	6 _____	6 _____
7 _____	7 _____	7 _____
8 _____	8 _____	8 _____
9 _____	9 _____	9 _____
10 _____	10 _____	10 _____

<u>Date:</u> ____/____/____	<u>Date:</u> ____/____/____	<u>Date:</u> ____/____/____	<u>Date:</u> ____/____/____	<u>Date:</u> ____/____/____
<i>Location(s):</i>	<i>Location(s):</i>	<i>Location(s):</i>	<i>Location(s):</i>	<i>Location(s):</i>
1 _____	1 _____	1 _____	1 _____	1 _____
2 _____	2 _____	2 _____	2 _____	2 _____
3 _____	3 _____	3 _____	3 _____	3 _____
<i>Time(s):</i>	<i>Time(s):</i>	<i>Time(s):</i>	<i>Time(s):</i>	<i>Time(s):</i>
1 _____ - _____	1 _____ - _____	1 _____ - _____	1 _____ - _____	1 _____ - _____
2 _____ - _____	2 _____ - _____	2 _____ - _____	2 _____ - _____	2 _____ - _____
3 _____ - _____	3 _____ - _____	3 _____ - _____	3 _____ - _____	3 _____ - _____
<i>Instructor(s):</i>	<i>Instructor(s):</i>	<i>Instructor(s):</i>	<i>Instructor(s):</i>	<i>Instructor(s):</i>
1 _____	1 _____	1 _____	1 _____	1 _____
2 _____	2 _____	2 _____	2 _____	2 _____
3 _____	3 _____	3 _____	3 _____	3 _____
<i>Total Participant(s):</i>	<i>Total Participant(s):</i>	<i>Total Participant(s):</i>	<i>Total Participant(s):</i>	<i>Total Participant(s):</i>
<i>Boys:</i> _____ <i>Girls:</i> _____	<i>Boys:</i> _____ <i>Girls:</i> _____	<i>Boys:</i> _____ <i>Girls:</i> _____	<i>Boys:</i> _____ <i>Girls:</i> _____	<i>Boys:</i> _____ <i>Girls:</i> _____

\* Please send completed forms to: USA Rugby Youth, 2500 Arapahoe Ave., Ste. 200, Boulder, CO 80302 / Fax: 303-539-0311 / [youth@usarugby.org](mailto:youth@usarugby.org)