



Administrator & Volunteer Compliance Guide

It takes many dedicated people to ensure kids play rugby each week. We'd be lost without the many hours contributed by the club/hs admins and volunteers. To ensure the safety and compliance for all parties involved, safety measures must be completed.

DEFINITION

SoCal ADMINISTRATOR (Admin) - Manages the registration software systems (RX and MatchFacts) and privy to sensitive player information. This distinction and access requires approval of the Club/HS Member Representative.

SoCal VOLUNTEER - Anyone who is voluntarily helping the team and has engagement with the youth players.

In order to be in the tech zone as well as on the field or assisting youth, admin/volunteers must be rostered, which affirms compliance with items listed below.

Questions: Contact Kate Williams at: kate@socalyouth.rugby

REGISTRATION REQUIREMENTS

USA Rugby Registration	COST
Annual required registration for Admins and Volunteers - select the Admin/Volunteer registration category once you "Find a Club"	\$50
Register via Rugby Xplorer (RX): https://myaccount.rugbyexplorer.com.au/	
SoCal Registration	
Annual required registration.	Free
Register via MatchFacts (MF): https://www.matchfacts.app/	

REQUIRED SCREENINGS

NCSI Background Screening	
USA Rugby Requirement	Free
Age Group: All	
Expires: Every 2 years	

USA Rugby requires online background checks sanctioned and/or overseen by USA Rugby.
[More information on Background Screening.](#)

Log into Rugby Xplorer (RX): <https://myaccount.rugbyexplorer.com.au/>
Click “Membership Profile”, select “Accreditations”

Safesport

USA Rugby Requirement

Free

Age Group: All

Expires: Annually

Log into Rugby Xplorer (RX): <https://myaccount.rugbyexplorer.com.au/>
Click “Membership Profile”, select “Accreditations”

State Background Check

State of California Requirement ([California Law AB506](#))

Age Group: All

Expires: Does not expire

All volunteers (admins, coaches, team managers, referees, parent volunteers) that spend time with children MUST have a one-time background check requiring live scan fingerprinting. SCYR has partnered with ApplicantServices.com to reduce the cost to \$29 per volunteer at a Live Scan Service Center (UPS Stores).

Note: Livescans are not transferable from other sport organizations.

Register for SCYR Livescan at: www.ApplicantServices.com/SCARUG (must use this link)
[Helpful Livescan How to Guide from Applicant Services](#)

RECOMMENDED COURSE

Rugby’s Safety Basics

Age Group: All

Expires: Annually

Basic prerequisite for World Rugby and USA Rugby. This includes two courses: 1) World Rugby’s Rugby Ready, 2) Concussion Management

Log into Rugby Xplorer (RX): <https://myaccount.rugbyexplorer.com.au/>
Click “Learning Center”, click “Course Catalog”