

# ROOKIE RUGBY PROGRAM



# START-UP GUIDE

Thank you for your interest in Rookie Rugby! Please follow this simple process to host demonstrations in your area. You will learn how to join the Rookie Rugby Club, make contact with a local state representative and gain access to FREE materials to help ensure your program



is a success. Rookie Rugby brings athletes and volunteers together in an effort to be physically active and have fun playing an exciting sport! Review and follow these steps to create a sustainable program in your state.

### 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'* at any time and input user information to return to the **Rookie Rugby Club**.

### Step 2: Get Connected

Log on to [www.rookierugby.com](http://www.rookierugby.com), click *'Get Connected'* to complete the inquiry form. The contact information provided is automatically forwarded to USA Rugby where a staff member will connect the interested individual with a state representative who can serve to help on a local level.

### Step 3: Download Tools

- Log on to [www.rookierugby.com](http://www.rookierugby.com) and click on *'Download Tools'*
- Scroll through the **Resource Library** and review the **Rookie Rugby Guidebook** and **Start-Card Pack**
- Click on *'Rookie Rugby On-line Education Course'* to become accredited for no cost
- Click on *'Rookie Rugby Administrative Workbook'* and work with the state representative who will be completing this form throughout the planning process

### Step 4: Communicate Schedule

Interested individuals who submit the **'Get Connected'** inquiry will be contacted by a state representative as directed by USA Rugby. The state representative will need assistance with completing the **Administrative Workbook**. Communication will take place between both parties to decide which locations, dates and times work best to host **Rookie Rugby Demonstrations**. A state representative may choose to schedule **Educator**



**Presentations** to further promote **Rookie Rugby** wherever necessary. Presentation material is available in the *'Download Tools'* section of [www.rookierugby.com](http://www.rookierugby.com).

The state representative will assign **Instructors** for each scheduled demonstration, record the information in the **Administrative Workbook** and distribute it to all involved parties. If cancellations or additions occur, the state representative will notify all of the changes.

### **Step 5: Host Session**

- Log on to [www.rookierugby.com](http://www.rookierugby.com) and click on *'Download Tools'*
- Download and print the *'Rookie Rugby Pamphlet'*
- Distribute the pamphlet to young athletes and volunteers prior to the scheduled demonstration to generate interest
- Purchase any extra **Rookie Rugby** equipment from World Rugby Shop by clicking on **'Go Shopping'**
- Arrange to meet with the **Instructor** before the demonstration to discuss the venue, group size and available equipment
- Greet everyone as they gather for the demonstration and keep track of the number of participants
- Assist the **Instructor** in teaching **Rookie Rugby!**
- Answer questions concerning **Rookie Rugby** from teachers, parents, coaches and athletes alike
- Download and print *'Rookie Rugby Membership Cards and Stickers'* to hand out to all participants

### **Step 6: Report Participation**

After the demonstration, confirm with the lead **Instructor** the total number of participants and provide any comments to be recorded in the **Administrative Workbook**. Follow up with the state representative to provide information to those who are interested in playing more **Rookie Rugby!** Log on to [www.rookierugby.org](http://www.rookierugby.org) and click on *'View Progress'* to access the **Rookie Rugby Scoreboard** to see which state has the most **Rookie Rugby** participants and volunteers. Repeat the entire process to increase participation.

USA Rugby thanks you for making a commitment to helping **Rookie Rugby** grow in the USA. Questions and comments regarding the start-up process can be directed to [youth@usarugby.org](mailto:youth@usarugby.org).  
**Now pick up the ball and run with it!**