

# Jindabyne Rugby Union Club

## Operations Manual

For Coaches & Managers



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# Introduction

## Our Values

Rugby is a game that builds character and this is reflected in the values of Rugby Australia.

Integrity, passion, solidarity, discipline and respect are the defining character-building characteristics of rugby. Following this, Rugby Australia adopted the following values that underpin the sport and its people in the country.

Our core values enable participants immediately to understand the character of the game of Rugby in Australia and what makes it distinctive as a sport which is played by people of all shapes and sizes.

## Expectations of Behaviour

At Jindabyne Rugby Union Club we are a family club seeking to provide our community with an outlet for physical activity in a safe, fun and welcoming environment. Therefore, our expectation on players, coaches, managers and parents involved with the club is to:

### **Do**

- Encourage the players to abide by the Laws of the Game
- Applaud all good play whether it is by your team or your opponents
- Treat everyone as you, yourself would like to be treated
- Display exemplary behaviour and accept responsibility for your actions
- Support all efforts to remove verbal and physical abuse from the game
- Most importantly have fun and enjoy “the game they play in heaven”

### **Don't**

- Abuse, criticise, threaten, ridicule or intimidate a player, coach, Match Official or spectator while attending the venue
- Question the decisions of the Referee or Assistant Referees and never question their honesty or integrity
- Enter the field of play unless invited to do so by the Referee
- Discriminate because of a person's sex, disability, ethnicity, or religion
- Swear, use bad language or harass anyone at the venue

**ABUSE OF PLAYERS OR MATCH OFFICIALS WILL NOT BE TOLERATED UNDER ANY CIRCUMSTANCES!**

# Accreditation

Below is the Team Management Accreditation Requirements as set by Rugby Australia.

PATHWAY & REQUIREMENTS					
			COACH DEVELOPMENT	RUGBY AU	
Your qualification should align with the age/level that your athletes are playing.					
TEAM/AGE	COACHES MANDATORY EDUCATION/ACCREDITATION LEVEL	MANAGERS	FIRST AID OFFICERS	STRAPPERS	
JUNIOR RUGBY	U6 - U7	Coaching Kids Rugby	* Smart Rugby Complete Rugby Learning Team Manager Program	* Smart Rugby WR First Aid in Rugby & have a current First Aid Certificate	Players are not to be strapped
	U8 – U12	Coaching Kids Rugby	Smart Rugby Complete Rugby Learning Team Manager Program	* Smart Rugby WR First Aid in Rugby & have a current First Aid Certificate	Smart Rugby SMA Certified
	U12 – U15	Foundation Course Level 1 Coach Accreditation * Developing Coach Course: Full completion of this program provides a Level 2 Coach Accreditation			
	U16 – U18	Developing Coach Course (Rugby AU/World Rugby Level 2 Coach Accreditation) * Emerging Coach Program: Full completion of this Rugby AU/World Rugby Level 3 Coach accreditation			
SENIOR RUGBY	1st to 4th Grade Colts - U20	Emerging Coach Program: Full completion of this Rugby AU/World Rugby Level 3 Coach accreditation	Smart Rugby Complete Rugby Learning Team Manager Program	* Smart Rugby WR First Aid in Rugby & have a current First Aid Certificate	Smart Rugby SMA Certified

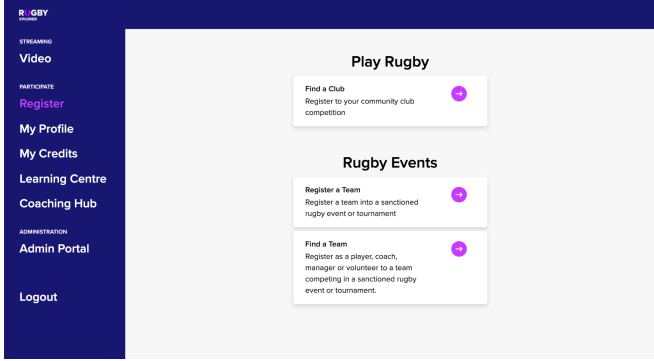
**SmartRugby is the minimum & mandatory level of accreditation for all coaches involved in the tackle variant of rugby (i.e. U8 & above).**

ALL COACHES, TRAINERS, MANAGERS, FIRST AID OFFICERS AND STRAPPERS MUST:

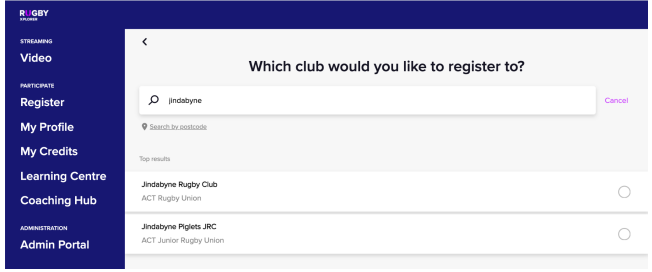
- Complete a Working With Vulnerable People (ACT) and Working With Children Check (NSW) and provide details/photocopy to the club.
- Be registered as a NON Playing Member of their respective club/school. This is to ensure you are covered by the Sports Insurance.
- Be certified or accredited for your role within the club as above.

To register, go to <https://myaccount.rugbyexplorer.com.au/>. Here you can also enrol in and complete or submit your required accreditation.

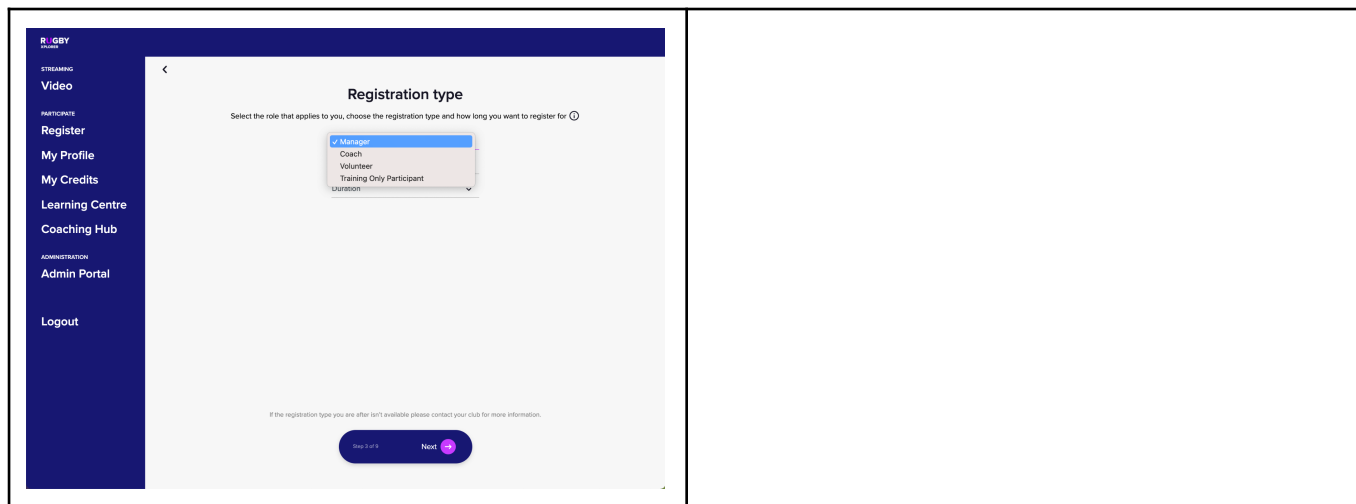
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## Smart Rugby

Complete this via the Learning Centre link at <https://myaccount.rugbyexplorer.com.au/>

## Code of Conduct

Complete this via the Learning Centre link at <https://myaccount.rugbyexplorer.com.au/>

## Member Protection

Complete this via the Learning Centre link at <https://myaccount.rugbyexplorer.com.au/>

## Working With Children Check (NSW)

Apply here: <https://wwccheck.cyp.nsw.gov.au/Applicants/Application>

## Working with Vulnerable People (ACT)

Apply here: <https://www.myaccount.act.gov.au/WWVPNDIS/s/wwvp-ndis-new-application-v2>

## Foundation / Level 1 (Coaches)

As part of your pathway to Coach Level 1 accreditation, you will be required to complete a Coaching Diary. Complete this via the Learning Centre link at <https://myaccount.rugbyexplorer.com.au/>

# Coaches

## Coaches Checklist

### As soon as appointed

- Register as a Coach at <https://myaccount.rugbyexplorer.com.au/>
- Review your accreditation status and update it if required.

### Before Round 1

- Please read, and ensure parents and players are aware of the Players, Parents and Spectators code of conduct:
  - Juniors: [ACT Junior Rugby Union Fair Play Code](#)
  - Seniors: [Rugby Australia Code of Conduct](#)

### Each Week

#### Tuesday & Thursday

- A printed newsletter is available at training and electronic version available in the Coaches & Managers WhatsApp group chat. Please distribute to your team's players/parents
- Make sure that the team knows where and when they are playing. In particular, if the team is playing out of town, make sure that the players and their families know the time, the venue, and any other necessary details. Weekly draws will be updated in the newsletter and available via the club website and Facebook page
- If the team is playing an away game, gather expected numbers for bus requirements

#### Thursday

- Collect your team's jerseys from training and ensure you have the water bottles, first aid kit and field marshall bibs for Saturday's match
- Finalise numbers for the bus and advise the Juniors Vice President or Seniors Vice President

#### Saturday

- Prepare the current player team list in the Rugby Match Day app
- Please ensure your First Aid Volunteer and Field Marshall are identified and wearing their vests
- Organise a touch judge to help out each game. This can be a parent or sibling and should ideally be accredited.
- Introduce yourself to the opposition team manager so you can manage scoring during and after the game
- Update scores via the Rugby Match Day app
- Confirm the score at the end of the game. Check with the Referee immediately after the game to confirm the final score. If you have a results sheet or statistics sheet, ask the referee to confirm and either provide his / her name or even sign the sheet

- ❑ Maintain accurate team statistics for the game score, who played, who scored, and who was awarded the 3, 2, 1 & Players' Player points. Post this information in the Coaches & Managers WhatsApp group
- ❑ If an injury occurs, you must complete and lodge a report to the appropriate channel (see details below)
- ❑ Contact with referees and other officials for any complaint or criticism is to be initiated through the JRUC Juniors or Seniors Vice Presidents.

### Each Home Game

- ❑ Please confirm that you have four families volunteering for the game volunteer spots on the roster
- ❑ If your team is playing in the first or last games of the day, you will need to identify three volunteers to help the Ground Marshall with set up or pack up.

## Coaching / Training Plans

A full suite of coaching resources are available here:

<https://australia.rugby/participate/coach/coaching-resources>

**Digital Coaching Hub** - Age-specific session plans, skill-specific drills. From your Rugby Xplorer Dashboard you can find an 8-week training session plan for your team. Log into

<https://myaccount.rugbyexplorer.com.au/dashboard>

**Rugby Learning Centre** - update your accreditation or increase your qualifications

**World Rugby Passport** - a full suite of online learning modules across a wide range of topics.

### More Coaching Videos

Rugby Australia has a library of drills and session plans for all ages of rugby. Check them out at

<https://australia.rugby/participate/get-into-rugby/club-resources>

### Pathways Skills Curriculum

Rugby Australia has released a new National Skills Blueprint to assist coaches across all age groups and formats; providing them with a robust framework to help with player development. [Download the curriculum](#)

## Competition Rules & Laws of the Game

You can find a whole host of resources here: <https://www.actjru.com.au/resources>

These include:

- World Rugby Laws of the Game
- U19 Law Variations
- Laws Summary for U6 to U12
- ACTJRU Rules of Competition 2021

## Awards & Recognition

Each week we encourage coaches to recognise players for their efforts at training and in matches. Namely 3, 2, 1 & Players' Player points. Post this information in the Coaches & Managers WhatsApp group. We are also looking at ways to recognise players each week for good behaviour and effort at

training. If you have any thought or ideas on ways to do this, please speak to one of the club's committee members.

We have a presentation night each year, where for each team we provide the following awards:

- Players Player
- Coaches' Award
- Best Back
- Best Forward
- Most Improved (Juniors only)
- Leadership (Juniors only)
- Scholarship (fees covered for next season) (Juniors Only)
- Rookie of the year (Seniors only)

## Representative Teams

The ACTJRU provides an opportunity for players to compete at a Representative level across ages U12 through to U18, at levels suitable to player development and age groups.

Players commence representative level through their club's district affiliation. As players progress through the age groups, representative opportunities extend to ACT, South Coast Monaro, SIRU and National levels.

2022 Trial Dates and Venues can be found here: <https://www.actjru.com.au/representative-rugby> and we'll circulate info as it comes through to the committee from ACTJRU.

## Managers

### Team Managers Checklist

Alongside the Coach, this is one of the most important roles in any team. The role of Team Manager is critical to the efficient running of the team, and this person is usually the connection between the Club, the Coach, the players and their families.

As soon as appointed

- Register as a Manager at <https://myaccount.rugbyexplorer.com.au/>
- Review your accreditation status and update it if required.
- You'll receive a list of player and parent contact details from the club Secretary or Juniors Vice President. Contact all parents. We recommend creating a group on WhatsApp, Messenger or similar

Before Round 1

- Please read, and ensure parents and players are aware of the Players, Parents and Spectators code of conduct:
  - Juniors: [ACT Junior Rugby Union Fair Play Code](#)



- ❑ Seniors: [Rugby Australia Code of Conduct](#)
- ❑ Ensure all players are registered online via the **Rugby Xplorer app** or online at <https://myaccount.rugbyexplorer.com.au/>
- ❑ Seek team spectators to act as informal team photographers throughout the year. Players and families will appreciate the photos, and action shots are good for presentation nights, the club website and social media channels. These can be shared among your parents' WhatsApp group chat, and submitted for publication through our Coaches & Managers WhatsApp group chat
- ❑ Advise players / parents there is an expectation that they will participate in club activities at some stage throughout the season, including:
  - ❑ Bus trips to away matches - either as driver or supervisor (for juniors)
  - ❑ Running Friday night Raffles at Lake Jindabyne Hotel
  - ❑ Helping in the canteen and club shop / bar at home games
- ❑ Gain an understanding of players' or parents' driver license status for bus trips, in the event your team needs a 14 seater or the 22 seat Coaster throughout the season. Both require a Light Rigid license. For juniors, there should be at least two parents on the bus at all times - 1 driver and 1 supervisor. Advise parents there is an expectation that these roles are rotated throughout the se

## Each Week

### Tuesday

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- ❑ if the team is playing an away game, gather expected numbers for bus requirements

### Thursday

- ❑ Collect your team's jerseys from training and ensure you have the water bottles, first aid kit and field marshall bibs for Saturday's match
- ❑ Finalise numbers for the bus and advise the Juniors Vice President or Seniors Vice President

### Saturday

- ❑ Prepare the current player team list in the Rugby Match Day app.
- ❑ Please ensure your First Aid Volunteer and Field Marshall are identified and wearing their vests
- ❑ Organise a touch judge to help out each game. This can be a parent or sibling and should ideally be accredited.
- ❑ Introduce yourself to the opposition team manager so you can manage scoring during and after the game
- ❑ Update scores via the Rugby Match Day app.
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- ❑ If an injury occurs, you must complete and lodge a report to the appropriate channel (see details below)
- ❑ Contact with referees and other officials for any complaint or criticism is to be initiated through the JRUC Juniors or Seniors Vice Presidents.

#### Each Home Game

- ❑ Please confirm that you have four families volunteering for the game volunteer spots on the roster
- ❑ If your team is playing in the first or last games of the day, you will need to identify three volunteers to help the Ground Marshall with set up or pack up.

## Uniforms

### Shorts, socks and a training shirt

Are provided to each player upon paying their registration fees each season. Parents can collect these from the canteen on training days.

### Playing Jerseys

Are provided on a weekly basis in a kit bag. Players must return their jersey after each match. The team manager should check the jersey numbers to ensure all jerseys have been returned.

### Laundry

Jerseys are washed at **Snowy Mountains Laundry**. The team manager, coach or a parent should drop the team jerseys to Snowy Mountains at **Shed 2 11-13 Crawford Street Leesville Estate** by Monday so they can be washed. Clean jerseys will then be available for collection from JJ Connors Oval on Thursday afternoon at training.

### First Aid

A medical kit is provided to each team at the beginning of each season. The team coach or manager should hold on to this and ensure it is brought to every match. If any items need replenishing, please contact the club Secretary ASAP.

### Water Bottles

A set of water bottles is provided to each team at the beginning of the season. The team coach or manager should hold on to this and ensure it is brought to every match.

### Bus

The bus can be collected anytime Friday before 5pm from Jindabyne Auto Repairs. If collected after 5pm, the keys will be sitting in the electricity meter box just outside the office.

A BP fuel card is provided with the bus. Please fill the tank in either Cooma or Jindabyne before returning the bus. **The PIN for the card is the card # entered four times. E.g. Card 1, the PIN is 1111.**

Please clean and sweep out the bus before returning it.

Please return the bus to Jindabyne Auto Repairs either Saturday or Sunday and leave the key in the electricity meter box just outside the office if the office is unattended.

### Results

The **Rugby Match Day app** enables team managers to complete all their match day tasks including submitting team lists, results and scorers. **Note:** This app is different to the Rugby Xplorer app used for registration. The **Rugby Match Day app** is now available to download at the following stores:

- [Click here for the Apple App Store \(IOS\)](#)
- [Click here for the Google Play Store \(Android\)](#)
- [Click here for step-by-step online webinar recordings and from webinars, online courses and face-to-face training sessions](#)

The **Rugby Xplorer app** displays competition draws, results and competition ladders. All administrators, parents and supporters are encouraged to download the app to view the most up to date information. This includes live results on match day.

- [Download it on the App Store](#)
- [Get it on Google Play \(Android\)](#)

## Away Grounds Information

Juniors opposition clubs and venues can be found here: <https://www.actjru.com.au/the-venues>

Seniors venues can be found here: <https://act.rugby/competitions/seniors>

## Injuries

**In the event of a suspected spinal injury or fatality the club or school must call the Serious Injury Case Manager (SICM) on 1800 036 156 in the first instance.**

Rugby Australia takes player welfare seriously and acknowledges the importance of providing appropriate protocols, procedures, guidance and support to our participants and members. Rugby Australia classifies injuries as 'serious' or 'non-serious'.

A serious injury is defined as:

- Any head or neck injury that results in a player being treated at an emergency department, hospital or after-hours medical centre, or

- Any injury that results in the admission of a player into hospital. Note: admission refers to player being admitted to hospital by the hospital registrar for ongoing treatment and/or follow-up, this does not include players taken to an Emergency Department and allowed home from there.

In the event of a serious injury you must follow the below steps:

1. Provide immediate on-field medical care and arrange suitable transportation (i.e. ambulance) to the hospital for the injured participant
2. Club/School Representative to phone the Rugby Australia Serious Incident Case Manager (SICM) on the Rugby Australia Hotline 1800 036 156. This number is a call back service and your details will be passed on to the SICM who will call you back ASAP
3. Submit a Serious Injury Report via the form above. Note this does not have to be done at the time of the injury, this can be done in the days following the incident.

For further information on the management of serious injuries, please view the [Rugby Australia Serious Incident Management Protocol and Action Plan](#).

For insurance claims and information please view the [Rugby Australia Insurance page](#) or visit [National Risk Management and Insurance Programme](#).

## Head Injuries/Concussion

### Managing Concussion

The [Rugby Australia Concussion Management Procedure](#) outlines the steps required following a concussion or suspected concussion to ensure they are managed appropriately. Additional information can be found here:

- [Rugby Australia Concussion Management procedure \(table\)](#)
- [Rugby Australia Concussion Management Medical Doctor Information](#)
- [Concussion Management Flow Chart](#)

The management of concussion involves the following 8 steps; each step must be followed and completed before moving to the next step. These can be thought of as two stages:

#### Stage 1. On The Day Of The Injury

RECOGNISE - REMOVE - RECORD - REFER

If a player has signs or symptoms of a potential head injury or concussion no person (e.g. physio, coach, trainer, or doctor) can over-ride the requirement of a player to remain off the field.

The following documents must be provided to a player, or parent/guardian, on the day of the injury:

- [Rugby Australia Head Injury Fact Sheet](#)
- [Rugby Australia Referral & Return Form](#)

#### Stage 2. On The Days Following The Injury

REST - RECOVER - RECORD - RETURN

For any player diagnosed as having concussion the stepwise graduated return to play (GRTP) process must be followed. The referral & return form must be completed.

If this isn't completed the player will be excluded indefinitely from full contact training and match play.

Collective Responsibilities

At all times, players, parents, team officials, match officials and medical staff need to act in the best interest of player safety and welfare by;

- Taking responsibility for the recognition, removal and referral of players to a medical doctor (more information can be found in the [Concussion Recognition Tool CRT5](#))
- Ensuring concussion is appropriately managed as per Rugby Australia's Concussion Procedure

Concussion Management Checklist for players, teams and competition managers can be found at:

- [Rugby Australia Concussion Management checklist – Player](#)
- [Rugby Australia Concussion Management checklist – Club/Team Manager](#)
- [Rugby Australia Concussion Management checklist – Competition Manager](#)

Additional information on the management of concussion can be found at:

- [Rugby Australia Learning Centre](#)
- [World Rugby Player Welfare](#)
- [Australian Institute of Sport](#)
- [Rugby Australia Insurance Plan - AON](#)

# Club Contacts

Please see below list of club contacts for you to refer to in contacting the appropriate person.

<b>President</b>	Matt Want	president@bushpigs.rugby 0422 378 717
<b>Vice President - Seniors</b>	Caz Greene	seniors@bushpigs.rugby 0459 468 926
<b>Vice President - Juniors</b>	Courtney Gilmour	juniors@bushpigs.rugby 0418 608 329
<b>Secretary</b>	Millie Tripet	secretary@bushpigs.rugby 0437 626 819
<b>Treasurer</b>	Dimity Fish	treasurer@bushpigs.rugby
<b>Rugby Manager</b>	Mick Swinney	mags@bushpigs.rugby 0400 421 085