

INFORMATION GUIDE FOR TEAM MANAGEMENT

The Management Committee has committed to a web-based system of information dissemination.

This means that any information you require regarding the competition, the club or your team will be available on one of these web sites:

Brothers JRUC Inc www.brothersjuniorrugby.com.au

Brisbane JRU www.bjru.com.au

TEAM MANAGEMENT

The team has a responsibility to appoint its own management and coaching staff. Each team should appoint the following:

- Manager;
- Coach (accredited);
- Assistant coach (preferred);
- Touch Judge (accredited U9 and above)
- Referee (U6 – U11) (accredited U9 – U11)
- Field Marshall
- Sports Trainer

MANAGER

The manager is responsible for the following general matters and duties: -

- Communication with parents and coaching staff to ensure that everyone is informed of all details for upcoming games, social events, canteen/BBQ duty, and details of any relevant accreditation courses.
- Ensure that all parents have access to the club website information.
- Prepare a list of all contact details for the team including the preparation of a “rain tree” or SMS contact list.
- Ensure that players are appropriately outfitted for each game.
- Arrange a roster to ensure that water bottles are filled for each game and washed up after the game.
- Arrange a roster for washing of jerseys and providing oranges. (Hint: The family who takes the jerseys for washing, provide oranges the following week).
- Arrange a player roster for goal kicks (Mini and Midi).
- Ensure that on game day that the field is set in accordance with competition/age group guidelines.
- Ensure that if your team is allocated to put away goal post pads, ropes and cones, that they are placed in the appropriate area in a neat and orderly manner.
- Ensure that the team has a touch judge, accredited to the appropriate level, and officiates at each game.
- Ensure that the Team Sheet is completed at each game and submitted on time and in accordance with the competition rules and club requirements.
- Managers must read and sign the “Coaches and Managers Agreement Form” each season before they take up the position as a team manager.
- Managers or their designated person are to wear the Union's approved Team Official vest. The ‘TO’ is the person to whom all officials can go to with any problems/questions in relation to the team, including the enforcement of the Code of Conduct.

SPECIFIC DUTIES OF THE MANAGER

Register of Players

- The Club Registrar will provide each team manager with a list of players and family contact details.
- Managers are required to maintain this register and submit any amendments to the Club Registrar within one week of an amendment being known, so that accurate records can be maintained and that a player is not disadvantaged by either not being eligible for playing in finals or not being covered by insurance.

Rules, Laws, Policies & Procedures

- A manager should be familiar with competition rules and the laws of the game, policies & procedures. Competition rules are especially important and contain many things that effect the administration of the team, including the requirements for team sheets, registration and playing conditions.

Managers Portfolio

- The manager's portfolio, including a Team Sheet book, will be provided by the Club Registrar.

The Family

The manager will:

- Make him/her self known to the parents of each player in the team and create an atmosphere of goodwill between the club and the family.
- Encourage the family to take an interest in the player's playing and to attend games.
- Encourage the family to participate fully in all the club's activities.
- Roster the team parents to assist with the ground set-up and dismantling, also BBQ and canteen duties when the team is rostered

Training

- Ensure that each player knows and understands where and when to turn up for training and ensure that arrangements are made for their training if the Coach is not available for training.

Equipment

- The manager is responsible for the team equipment that is provided by the club.
- Ensure that it is kept complete and maintained in good condition.
- Report any losses, damages and requests for replacement or additional equipment to the equipment co-ordinator.
- Your team equipment would normally comprise of the following:
 - Jerseys
 - Balls (practice) - 4
 - Ball (match) – 1
 - Touch Judge Flag – 1
 - Touch Judge Vest (Blue) - 1
 - Team Official Vest (Red) – 1
 - Trainer Vest (Yellow) - 1
 - Water bottles & carrier tray - 1
 - Net Bag (for balls) – 1
 - Team Bag (for jerseys) – 1
 - First Aid Kit
 - Team Box - 1 laces, tags, spanner, file for sharp tags, electrical tape, garters (stocking strips) plastic bags for ice & wet jerseys, etc
 - Esky - 1 with ice or cold packs
 - Kicking Tee - 1 (U8 upwards)
 - Managers Portfolio including Team Sheet book.

Presentation

- Ensure that every time the team takes the field it is well presented, clean, tidy and equipped with well fitting gear.
- Clean club jersey with no tears or loose numbers and no two numbers the same (if there is, use tape to put a 1 or 2 in front of the single number).
- A correctly fitting pair of club approved football shorts.
- Suitable athletic support or other personal protection as is considered appropriate for age and size of the player.
- A mouthguard
- Clean socks
- Clean boots with white or black laces (not other colours)

Fixtures & Report Timings

- Ensure that each player has a copy of the draw.
- Ensure that the player or parent understands where and when the team is to play (30 minutes prior to game - ensure you are there first).
- Ensure that this time allows the coach plenty of time to thoroughly run the players through the pre-game routine.

Arrival at Playing Field

- Ensure that the team is warmed up by team management.
- Seek out the manager of the opposing team and introduce yourself.
- Ensure that you are playing the correct team and agree any other matters connected with the game, such as substitution. Any points of dispute are to be taken to the referee before the game commences. (Remember the referee's decision is final at this stage and you should abide by it and not show contention around the players. Take up any issues later with your age group coordinator).

Referee

- Introduce yourself to the referee and report the status of your team's readiness to play.
- Ensure the referee knows of any arrangements you and the opposing manager have made.

For the Game

- Ensure oranges are available for half-time - cut into quarters.
- Ensure water bottles are filled and available in carrier tray.
- Ensure team touch judge is present and ready with flag and vest
- Manage/delegate tasks - water provision by the Sports Trainer as needed, first aid as needed, kicking tee as needed

During the Game

The manager will ensure that:

- The team plays clean football in accordance with the Laws and in the spirit of rugby.
- The team treats the referee and his/her decisions with the respect due to his/her authority.
- The team supporters (mainly parents) encourage the team in a suitable manner and do not use bad or abusive language and do not urge the players to use rough play or display unsportsmanlike behaviour.
- The team gives proper acknowledgment to their opponents and the referee after the game.
- The team sheet is maintained.
- The reserve players are managed.

After the Game

The manager will:

- Meet the opposing manager and the referee, complete the team sheets and attend to any other formalities arising from the game together with appropriate compliments.
- Ensure the return of all club equipment, check it and make arrangements for its safekeeping.
- Ensure that each player has satisfactory arrangements for the return home.
- Check the team sheet for completeness and accuracy and return the white original to the red box at the clubhouse steps

Playing Time

The manager will:

- Conform to the club policy of ensuring that every player who turns up for a game will get at least half a game - provided that he is properly equipped and has been attending training regularly.
- Ensure that this policy is strictly adhered to for all grades U12 and down.

Player Conduct

- The manager, in conjunction with the coach, may remove a player from the field of play if he considers the player's performance is not to club standard, in that it is unnecessarily rough, foul, or that the player is using bad language or is disrespectful to the referee.

Medical

The manager will:

- Ensure that each player is physically capable of playing and that any injuries are properly attended to and treated.
- Not allow any player to play who he does not consider being in a satisfactory physical condition.
- Remove from the field during the game any player he considers should not be playing due to injury.

Concussion

- The manager will ensure that a player who is knocked unconscious does not play or train for at least three weeks and has a doctor's certificate clearing him to play, dated after the three week period has lapsed. A player sustaining concussion **MUST** have a doctor's certificate before he is allowed to play another game.

Home Game Procedures

Things to check if you are playing first on a home game day:

- Is the first aid/medical treatment available.
- Is the ambulance gate to the playing fields kept clear.
- Are the fields appropriately presented, marked and dressed with goal posts padded, ropes up etc.
- Are footballs properly inflated.
- Are the field marshall & club official appointed for the game/day present.

TEAM SHEETS

It is the responsibility of the manager to ensure that the team sheet is completed properly and in a timely manner. Training and assistance is available from the Club Registrar at any time

Team Sheet guidelines:

- Enter all information legibly.
- Top Line
 - If you have a **home** game, write “**Brothers**” in **Game Location**.
 - If you have an **away** game write name of opposition team
 - Ensure the **Division** is correct. (It is a single letter for U6-10s, single number for U11-17)
 - **Your team colour is not your division** – if unknown, leave blank.
- **Player Movement** is for the Team Manager to keep track of players off and on the field (**U13 up**).
- **Player's Name**
 - Surname first and then first name.
 - Alphabetically by surname.
 - Jersey number in the column headed **Jersey No**.
 - All players **must** be listed correctly whether they are present at the match or not.
 - New players should then be added to the bottom of the list. Maintain this order as it makes it easy to check for eligibility come finals time.
- **Birth Date**
 - All players must have birth date entered on the form every week.
- **Signature U12-17s**
 - Players U12 and above must sign the form correctly and not use nicknames.
 - Signatures which do not match up to that normally used could be discounted and thus that game will not count towards finals eligibility.
- Injury/Sickness/Rep Duties
 - Any player who is unavailable due to injury or sickness should have a note to that effect entered in the signature block i.e. "SICK", "INJURED" or "AWAY".
 - Any player who is unavailable due to representative duties for a QJRU or BJRU side should have "REP" noted in the signature block. (This does not include a schools-based rep side). This will be taken into account when determining eligibility for finals.
 - Where possible, particularly in cases of long term injury or sickness, a record of the nature of injury or sickness should be kept with documentary evidence (doctor's certificate / letter). This is to be retained by the team management, not forwarded to the BJRU.
 - Only cross out a player's name if they have LEFT THE CLUB and are no longer playing.
- **Try – Con – Pen – Dg**
 - These are for recording the individual scoring.
- Scores
 - This has two sections **Your Team** and **Opposition Team**.
 - Enter the official Team Name. Where a team has an associated colour (e.g. Easts Gold), include the colour. Do not use names such as 'Bears' or 'Pumas', use the name listed in the draw.

- Scoring
 - The boxes below the club names are for recording the final score.
 - This box can also be used for keeping track of the score. It is recommended that a stroke be placed in the appropriate box each time the teams score, ensuring you keep track of both your team and the oppositions score.
 - At the end of the game multiply the number of Tries by Five, number of Conversions by two, number of Penalties by Three and number of Field Goals by Three. Add them up and enter this number in the **Total Score** section.
 - In Walla rugby (U 06 - 07), multiply the number of tries by 5 for the total score.
- **Managers & Touch Judges Names**
 - These are to be recorded for both teams.
 - For Finals the Touch Judges are normally referees so you will have to approach them to find out their name.
- **Official Signatures**
 - At the end of the game, the form must be signed by the Referee (who must also print his name legibly).
 - At this time, the two Managers should agree on the final score and the referee is then verifying it. If there is a dispute with any of the details, these may be noted in the **Remarks** section.
 - The Team Sheet is not to be used for complaints or any other information. The sheets are not examined at the BJRU for anything other than the score, player's names and eligibility.
 - If the referee's name or manger's name is not legible, please ask them to print their name legibly so that they can be contacted in case of any queries.
- Complaints (BCR 35)
 - In the BJRU Club Handbook (held at each Club or at the BJRU Web site) is a set of guidance notes and a diagram on how to deal with complaints.
 - These should be addressed if possible in the first instance through your Age Group Co-ordinator and there should be no delay in doing so. Ideally the Club President needs to be informed that day.
 - In most cases you have only three days in which to complete the process before lodging a formal complaint. Contact the Club Registrar as soon as practical with complaints.
 - Most complaints are found to be frivolous and could have been fixed on the spot by both Managers communicating with each other.
- Team Sheet Distribution
 - White Original -is placed in the red letterbox on the handrail at the canteen after each game. Please ensure that the sheet is lodged by 2 PM after the game on the day – this includes “away” games.
 - Blue second Copy - is to be given to the Opposition, and their second copy obtained. This is a record of what the Opposition Manager has agreed to, and should be kept in the Manager's Portfolio for the remainder of the season.
 - Yellow third Copy - retained in the book by team management.
 - Forfeits - for a forfeit, a team sheet is to be submitted showing the players available in the manner described previously. The sheet should state the circumstances of the forfeit and be signed by the manager of the team. In this situation the forfeiting team also submits a similar team sheet to ensure that those players who were available retain eligibility to play in final series. See BCR 15 regarding Forfeits and especially BCR 14 regarding claiming a forfeit due to insufficient players, that "in such cases the teams should be balanced in numbers and the game proceed without recording the score".
 - Byes - for a bye, a team sheet showing players available is to be submitted for the purposes of determining player eligibility.
- Cancelled or Deferred Games

- Where a game has been cancelled or deferred, a statement should be forwarded to the Competition Registrar, via the Club Registrar indicating the altered arrangements and signed by each manager. Alternatively, a signed Team Sheet from each team, notated with agreed arrangements may be submitted.
- In any case, a Team Sheet must be submitted to avoid the game being declared a draw, or no points awarded. ENSURE, that any changes to a game time, venue etc, are notified to the Club Registrar and that THE REFEREE IS NOTIFIED.
- Consequences of FAILURE to Submit a Team Sheet BCR 26
 - For each Team Sheet a Club fails to produce within 14 days of the issue of:
 - The Missing Information List; or.
 - A written demand from the Competition Manager
 - that team will incur a deduction of one (1) Competition Point as determined by the Competition Manager; and
 - Subsequent failure to produce the team sheet within the next seven (7) days of (i) above period of 14 days expiring, will incur a further deduction of one (1) Competition Point and the Club fined \$10 for each Sheet: and
 - Thereafter for every succeeding 7 day period that the Team Sheet is missing a further deduction of one (1) Competition Point and the Club fined \$10 for each Sheet.
- Finals and First Past the Post
 - The penalty for not submitting Team Sheets remains in force. Team sheets from the final normal fixture match must be in by 5PM on the Tuesday following the match or they will not be credited. A team's chances of a Finals berth or being awarded a First Past the Post Premiership (for U9 - 12s) are at stake, so ensure you get Team Sheets into the red box on game day..
- Eligibility for Finals
 - Any Team Sheet received by the Competition Registrar 21 days after the allocated fixture date may not be used in calculations for player eligibility for finals, however the team shall have its match points and "nts" credited.

**BJRU COACHING & REFEREEING
ACCREDITATION REQUIREMENTS**

BJRU COMPETITION REQUIREMENTS

The new requirements for the 2009 season will be posted here when issued by the BJRU