

TEAM MANAGERS



Information & New Rules:

You will be given information to help and inform you of anything we deem relevant to you and your team as well as new rules. It is your responsibility as Manager to inform your coach and all the team parents/players accordingly.

Team Role Volunteers:

ALL team role volunteers (Coaches, Managers, Leaguesafes, FAO/Sports Trainers, Touch Judges, Assistant Coaches) are to be registered to the club online through www.playnrl.com, be accredited for that role and hold a current Blue Card that is linked to the Club (unless strictly helping senior teams only). Blue Card Application Forms and Link Forms are available at the office or online.

Policies and Procedures:

All policies and procedures that may apply to you, your players, your team volunteers, parents, etc can be found at <https://playnrl.com/policies/>.

We suggest that you particularly make yourself familiar with the NRL Member Protection Policy (<https://playnrl.com/media/1939/nrl-member-protection-policy-revised-27072015-002.pdf>).

You may need to refer to this when dealing with any team issues.

Complaints:

Please advise all team members (coaches, staff and parents), that all complaints are to be taken up with the Team Manager first. If not resolved and/or requiring further assistance, clarification or information, please address the matter with the relevant Football Club Committee Member. It may be required that written advice providing details may need to be provided. Under NO CIRCUMSTANCE should a matter be taken up directly with the QRL, especially without trying to the fullest to resolve the matter with the Club first.

Photographing and Video:

Please ask all parents if they DO NOT want their child/ren to be photographed, videoed or have these shared on social media. Due to social media, we need to be careful of what is posted and shared online – this is for the safety of children as well as some parents. Please uphold their wishes and make opposing team managers aware. All parents/carers need to complete the Media Release Form at the back of the Medical Form.

Dress Code:

It is the Managers role to ensure that all players come to games in their Club Shirt (Polo). They will change into their jersey prior to the game and change back into their Club Shirt after the game. At no time should players be wearing their Jersey home from games. An exception is made when an injured player has been taken immediately to hospital by ambulance or parent/guardian and it cannot be removed before leaving due to medical reasons.

Player Medical Issues:

Please make sure parents are aware that it is their responsibility to inform you of any new medical issues that arise with their child/ren that may affect them playing Rugby League in any way. A new medical form may need to be completed and/or a medical clearance from a doctor may be required. It is then the Managers responsibility to notify the Football Office and provide a copy of the updated form and/or medical clearance as soon as possible.

MY SIDELINE MANAGER

Each Manager will be given access & login to MySideline Manager (Online NRL management system). These details will be provided by the Club Registrar to each manager in due course prior to the start of the season. It is the Managers responsibility to ensure ALL players and ALL team staff (including Coach, Manager, League Safe, First Aiders) are fully registered and NOT in pending. Any pending registrations (Players or team staff) will NOT show in MySideline Manager at all. Any issues need to be communicated to the Registrar (registrar@pinecentralhs.com.au).

My Sideline Manager Online Course

<https://learn.playrugbyleague.com/ilp/pages/coursedescription.jsf?courseId=4035679&catalogId=4216011>

Match Reports (Game Day):

It is the Managers role to complete the Match Game Sheet/Report for your game.

It is **very important** that the Manager completes the Game Sheet **EVERY WEEK on the Thursday BY 7pm, this includes forfeits, byes & any other types of games.**

Please fill in all areas required. Players are to remain in the jersey number assigned to them as per the Match Report filled out. Any changes must be completed on MySideline Manager by the Manager up to 30 minutes before the start of the game. NO changes can be made after this time.

Match Reports for U6-U11 are to be physically signed at the completion of the game at the football office of each club, unless RLB bring in online submitting for these age groups in 2022 & then you will do this online . U6-U11 DO NOT keep score.

Match Reports for U12-Masters are to be signed after the game for away & home games at the hosting club. Managers need to take a photo of the away game sheet which is then to be stored electronically by the Manager & only forwarded to the club secretary email if there are any issues with the game, refereeing, disputes or sinbins. Any disputes are to be processed via the Football Office with the Registrar or Secretary ONLY. Any games played at Home do NOT need photos taken of game sheets as our club are automatically provided a copy.

Scoring is to be "live scoring" recorded on the MySideline Manager app. Please DO NOT SUBMIT or FINALISE ANY SCORING OF ANY GAME. This is the hosting club role to do.

Even if the hosting club has appointed a scorer, for U12-Masters, it is the Managers/Coaching staff responsibility to also keep score during their games and ensure they are correctly recorded on the game sheet including which player(s) scored points (tries & conversions).

Notification of Fixture Draw & Changes:

The Draw for the weekly fixtures are issued by the QRL SEQ Division which will be posted by the Club Secretary as soon as the Club is notified. Where a change is required to be made to the draw after it has been posted on the Club's notice board, the Club Secretary will contact the Coach & Manager to advise the change. It is the Coach & Managers' responsibility to notify players and parents of the draw changes.

PLEASE CHECK GAME TIMES AS THESE OFTEN CHANGE AND IS YOUR TEAM'S RESPONSIBILITY.

Coaches & Managers who obtain details of their draws from other sources or app's must confirm times and dates with the Club Secretary &/or club draw announcements. Coaches and Managers remain fully responsible for any inaccurate information released to their players.

Playing in Own Age Groups:

A player must play in their own age group/designated team. However, if a player wishes to fill in for any team in a higher division or age group, they must fulfill their own team's obligations first and it must be approved by both the Club Registrar and Club Secretary. Additionally both coaches must be aware and approve the player playing in the higher or older division, as fines are issued from RLB which will be handed on to the offending player and coaching staff. Teams must exhaust their available registered players for a game before seeking replacements from an age group below, i.e. u14 players should not play an u13 player if they have available registered players capable of taking the field.

Please note: Any players already playing in a higher age group team than in which they are eligible for are NOT eligible to play any higher age group.

Grounds/Fields Housekeeping:

Please make sure that your team picks up after themselves, keeping dug-outs clean and putting all rubbish in the bins provided, especially packaging from snacks given after games or on training days. This applies to home grounds as well as away grounds.

Equipment/Items provided:

All equipment and items provided by the Football Club (managers' folders, jerseys, first aid kits, bibs, training gear from Coaching Director) are required to be signed out at the start of the season and signed in upon return at the end of the season. During this period the equipment is the Managers and the Coaches responsibility.

Setting up and breaking down of the fields:

On game days and on training nights it is the responsibility of the coach of the first team playing to set the field with the appropriate post pads and markers. All equipment used by each team during training must be sanitized by that team and put back. At no stage should equipment be shared unless it has been sanitized. The last game played will be the responsibility of that coach to break down the field by removing the above and ensuring they are neatly sorted in the equipment shed and locked upon completion. Plus the post pads and markers must be sanitized after use. The key for the equipment shed is kept behind the Sports club bar and in the Football Office.

If you are the last on the field please have the lights turned off by requesting at the Sports Club Bar. One of the 2nd International Field lights requires a switch to be turned off at the pole and be locked.

Dressing Sheds:

These are available on game days but are allocated by the Committee. If you use a dressing room it needs to be emptied & cleaned before your game start time. Cleaning products are in the office.

Training:

For Insurance reasons, post pads MUST be on the goal posts for ALL training sessions. It is the responsibility of all coaches to ensure Post pads are secured for each and every training session. Last team on each field must sanitize the post pads before being put away.

Wet Weather and Field Closures:

We will advise teams when the Council has closed fields or a Club decision has been made to close the fields due to wet weather. It is then up to the Managers to make sure that all team members are aware of such closures accordingly.

Training Cancellations:

If you decide to cancel training due to wet weather (other than field closures) or due to other circumstances, it is your responsibility to inform your team members as well as the Club Secretary preferably via text as not to interrupt other work responsibilities and commitments.

Fundraising Guidelines:

Individual team fundraising throughout the year can be organised by the Team Managers. How much you raise is up to every individual team and does not form part of your club registration costs, however: PREFERENCES MUST BE GIVEN TO CLUB FUNDRAISING BEFORE TEAMS!

For legal purposes any raffle tickets are required to display the Club Stamp and ABN Details. Without these details it is a criminal offense to sell and promote the Club as the beneficiary.

NO RAFFLES ARE TO BE SOLD IN THE LICENSED BAR AREA WITHOUT PRIOR APPROVAL FROM THE CLUB SECRETARY AND SPORTS CLUB MANAGER.

Requests to hold a raffle during your home game can be made at the Office once the draw has been provided earlier in the week. As all teams are to be given equal opportunity at home games, requests may be denied if you have already had the opportunity in recent weeks.

Team Funds:

ALL Team funds raised are also to be deposited to the Football Office via the Team Fund Deposit Envelope. No one in the team should be holding onto team funds for any unreasonable amount of time during the year. Team funds are to be deposited as soon as possible from date received to the Football Office.

Withdrawals from team funds will require notice and the Team Funds Withdrawal Slip to be completed. Team funds will only be released to the Manager or Coach unless written authority has been given by the Manager for someone else to make the withdrawal.

Player's Room:

Talk directly to the Sports Club Bar Manager or President in regards to availability & Booking.