

2024



TEAM STAFF JOB DESCRIPTIONS



Team Staff

This document outlines the job descriptions of all Team Staff for Brothers Toowoomba Junior Rugby League.

Team Staff include:

Coach, Manager, Sports Trainer and LeagueSafe Officer. This also includes those within the Team or Club who may fill in when the usual Team Staff are not available.

Registration process:

- All team staff must register with Brothers Toowoomba via playrugbyleague.com for each role they fulfill
- All team staff must read the TJRL Local Rules and Code of Conduct

Accreditation requirements:

All team staff must hold a valid Blue Card. This is now done online via and be linked to Brothers RLFC

If you currently hold a Working with Children BlueCard please provide the details to Brothers TJRL so that we can link you to Brothers TJRL. First time applicants will need to be linked first to be eligible for a Volunteer card at no cost. (Create an online account with BlueCard Services and then email your Account number and DOB to info@brothersjrtoowoomba.org.au so that you can be linked and proceed with your application)

<https://bit.ly/3le5JNZ>

Other Accreditation requirements for individual positions are outlined below.

Behaviour Requirements:

Please be mindful that you are a representative of Brothers Toowoomba Junior Rugby League Football Club and you must abide by the Club's Code of Behaviour. It is expected that all team staff assist in the management of their Brothers' team players and supporters.

Further to the job descriptions as outlined below, all Team Staff must all abide by the Local League Rules. These rules can be found on the Brothers TJRL websites.

<https://www.brothersjrtoowoomba.org.au/code-of-conduct/>



Coach

The Coach is responsible for the development of player's skills as well as promoting positive attitudes to physical activity and sport in general.

Responsible to:

The Coach is responsible to the age group Coaching Coordinator.

Responsibilities and Duties:

The Coach should:

- Encourage players and team support officials to abide by the rules at all times
- **Encourage players, staff and team supporters to respect and abide by the NRL Code of Conduct**
- Encourage players to become involved in rugby league as a safe, healthy and enjoyable activity
- Maintain a thorough knowledge of the laws of the game
- Attend all Coaching Updates as offered by Brothers TJRL or the NRL
- Encourage players to develop a proper attitude to competitiveness
- Ensure that the coaching reflects the level of the competition being played
- Test, evaluate and refine each player's individual skills
- Organise training and match days
- Foster club spirit amongst all players and encourage them to participate in a sporting manner
- Liaise with the age group Coaching Coordinator as and when required
- Support the coaching initiatives of the club and league/region/state

Accreditation requirements:

Online Modules

Community Coach (6-7's) Under 6 – Under 7 coaches

Community Coach (8-9's) Under 8 – Under 9 coaches

Community Coach (10-12's) Under 10 – Under 12 coaches

Community Coach (13-15's) Under 13 – Under 15 coaches

Community Coach (16-18's) Under 16 – Under 17 coaches

Once coaches have completed their eLearning course, they are required to register into the relevant Face to Face Workshop to complete their accreditation. Face to Face workshops have been designed around coaches having first-hand experience coaching prior to attending.

Bench Rules & Regulations

Coaches are to remain composed on the bench at all times. The Coach should use the Team Trainers to send instructions to players during the game and at no time is he/she permitted to enter the field of play unless instructed to by an Official. Coaches should refrain from passing comment to any Official regarding rulings that have or have not been made. Any comments made either towards Referees or Touch Judges can result in serious action being taken against offenders.

Coaches are encouraged to concentrate on their team's performance and ensure a positive experience for all involved.



Team Manager

Team Managers have an extremely important role in working directly with the Coach to ensure the successful management of the team and welfare of the players in their care at training and competition games.

Responsible to:

The Team Manager is responsible to the Secretary and Football Administration.

Responsibilities and Duties:

The Team Manager should:

- Be the first point of call for any problems that may arise amongst team members, parents, the coach and supporters
- Assist in the promotion of club events
- Assist in organising volunteers (team parents) when called upon by the volunteer coordinator
- Liaise with all team members, parents, coaches and officials to ensure players are appropriately dressed and informed of training, competition and club functions
- Act as liaison and communication officer between the club and the team
- Ensure any on field staff that are used are correctly registered and allocated to the team
- Ensure team list submission including players and team staff on Manager. MySideline and follow any other rules/regulations of the competition
- Ensure all welfare and safety requirements for the team are met
- Liaise with Brothers TJRL to ensure all players are eligible to play (e.g. fees have been paid, online registration has been completed etc.)

Accreditation requirements:

Team Managers are not required to hold any official accreditations, however must be registered in MySideline and hold a Positive Working with Children Bluecard

Bench Rules & Regulations

Team managers are to remain seated on bench at all times. Under no circumstances is the Team Manager to call instructions to players during the game and at no time is he/she permitted to enter the field of play unless instructed to by an Official. At NO time is a Team manager to pass comment to any Official regarding rulings that have or have not been made, including comments directed at Referees and Touch Judges. Any comments made either towards Referees or Touch Judges can result in serious action being taken against offenders.



Sports Trainers - First Responders

First Responders work in conjunction with the Coach to ensure all players reach and maintain required fitness levels and ensure they have a safe, healthy, and enjoyable training and playing environment.

Responsibilities and Duties

The role of the First Responder during a match is to administer first aid and/or offer advice to an injured or ill player. All injuries and illness assessed by the First Responder must be recorded in accordance with the NRL injury reporting guidelines.

First Responders must always, during a match:

- wear the designated coloured shirt/vest with the following words clearly labelled on the back
 - 'League First Aid' (GREEN shirt/vest)
 - 'Level 1 Sports Trainer' (BLUE shirt/vest)
 - 'Level 2 Sports Trainer' (ORANGE shirt/vest)
- wear appropriate enclosed footwear.

First Responders shall determine (in their absolute discretion) whether a player should continue in a match and, if so, when it is appropriate to resume playing. First Responders acting in an official capacity are bound by the NRL's On-Field policy and Code of Conduct.

In addition, a **Level 2 Sports Trainer ("Head Trainer")** has the following **Responsibilities and Duties**:

- The Head Trainer will be the most senior person within the Sports Trainers TEAM and will supervise all on field personnel including Leaguesafe.
- The Accredited Head Trainer will make the final decision on a player's welfare in the absence of a medical professional.
- Coaches / administrators / players must always comply with the decision of the Head Trainer.
- All directions given to on field personnel by the Level 2 Sports Trainer / Head Train must be always adhered to.

Accreditation requirements:

First Responders must be at least 18 years of age and hold a current relevant NRL accreditation. The minimum accreditation to perform role of a First Responder on match day is:

- U6-15s: League First Aid; and
- U16s and above: NRL Level 1 Sports Trainer.

Bench Rules & Regulations

Sports Trainers must be seated and cannot enter field of play until there is a break in play i.e. a try, an injury or unless summoned by Referee. The Sports Trainer is permitted on to the field of play at any time to attend an injured player. This player cannot be active in the process of the game for the Sports Trainer to have necessity to attend him/her. Should further assistance be required by the Sports Trainer, he/she should seek the attention of either Referee or Touch Judge who will stop play immediately they become aware of situation.



LeagueSafe

LeagueSafe Officers work in conjunction with the Coach and Sports Trainer to ensure players have a safe, healthy and enjoyable training and playing environment.

Responsibilities and Duties

The LeagueSafe member must have minimum qualification to enter the field of play. Note: the word NRL LeagueSafe must be printed on the back of the shirt/vest.

a) Access to the field of play (unlimited access as per the following conditions):

- When his/her team is in possession to conduct interchange and to administer water
- During a time out called by the referee for an injury during technical stoppages in play (except scrums)
- On-field personnel are not allowed on the field of play after the referee has ordered a scrum until the ball has emerged and a team is in possession must enter and leave the field of play from an on-side position.

b) Duties

- to administer water
- to assist in the interchange process
- to convey messages.

Accreditation requirements:

Must be at least 14 years of age and complete the Free online Leaguesafe Course.

Bench Rules & Regulations

LeagueSafe Officers must be at least 14 years of age. After each water run, LeagueSafe must return to bench, not stay on the field or walk along sideline. This person can enter the field ONLY to run water and issue instructions. At NO time is this person permitted to make comments to any official or opposition member on the events of the game. When a team is in possession of the ball, LeagueSafe from that team may enter the field of play from behind the attacking line to provide water. He/she must leave the field of play immediately once he/she has dispensed water to the players. When the attacking team loses possession, he/she must leave the field immediately. Any LeagueSafe that is sent from field for breaching any of these rules will not be permitted to re-enter the field of play for the duration of the game. This position will have to be taken by the Trainer and he/she must abide by the rules of LeagueSafe. Up to maximum of 2 personnel, i.e. Sports Trainer and LeagueSafe, are permitted on the field of play ONLY during stoppages. Stoppages do not include scrums.



Field Marshal

The Field Marshal is responsible for ensuring home match day operations are conducted smoothly throughout the season. Field Marshals shall be clearly identified by the wearing of a vest. They are also required to wear proper attire including Brothers TJRL polo shirt and covered footwear.

Responsible To:

The Field Marshal is directly responsible to the President and Game Day Manager

Responsibilities and Duties:

The Field Marshal should:

- Ensure all rules of the TJRL and Queensland Rugby League are followed throughout the day
- Be actively engaged in controlling the field and surrounds (no spectators or children too close to field etc.)
- Assist the Referee in any way or manner as required
- Refer any complaints or queries to the Game Day Manager / President or Secretary

