

BRISBANE JUNIOR RUGBY UNION
U12 REGION REPRESENTATIVE TEAM MANAGEMENT
DUTIES & RESPONSIBILITIES

General

1. The Team Management of a Brisbane Junior Rugby Union (BJRU) Region Representative Team consists of:
 - a. Head Coach (including either forward or backs specialty)- who is also the Chairperson of Selectors for that Team;
 - b. Forwards/Backs coach – who is there to work with their specialist area;
 - c. Assistant Coach – who is there to assist the coaches as required;
 - d. Manager - who is the Team Leader; and
 - e. Qualified Sports Trainer - (An additional runner can be appointed by the team for the championships, however this person receives no clothing etc)
2. As a Management Team it is imperative that each of you understands the Duties & Responsibilities of each of the other members of the Team. To that end the document deals with duties and responsibilities applicable to each position and you are required to familiarise yourself with the whole contents of the document, not those just specific to your role.
3. The individual should not bring the tenure and responsibility of the prescribed duties into conflict with duties that are mutually exclusive, such as selector.

Overall Responsibilities of Team Management

As a group your primary responsibility is to the players, that is; their development as a team, and then as an individual, including their welfare. Through good planning, preparation and training you can achieve this and your secondary aim should be that of winning.

It cannot be overstressed that the group you have been given charge of are impressionable young people, so therefore you as an adult are charged with setting and maintain high personal standards and ensuring your conduct is beyond reproach.

REPORTING

Coaches & Manager:

- 1) Reporting Prior to & Post Skills Development Carnival:
 - a) BJRU Management Committee member responsible for Representative Teams,
 - b) Team Administration & General Enquires - BJRU Competition Manager.
- 2) Reporting to During the Skills Development Carnival:
 - a) BJRU Management Committee Member – Responsible for the Skill Championships, and/or
 - b) BJRU Competition Manager.

Assistant Coach & Sports Trainer:

Reporting to: as above, and during assembly to Coach & Manager.

COACHES & ASSISTANT COACH

Job Purpose

Coach:

- Accountability for the planning of learning environment and practices during the prescribed tenure.
- Responsibility for all technical and tactical implementation of policy during the prescribed tenure.
- To coach the selected players for a competitive state with due consideration for the mission and outcomes prescribed for the team.
- To represent the BJRU both visibly and ethically as required during the prescribed tenure.
- Assist the Team Manager in the supervision of team members.

Assistant Coach:

- Work with the coaches in the planning of learning environment and practices during the prescribed tenure.
- Work with the coaches in the provision of all technical and tactical implementation of policy during the prescribed tenure.
- To coach the selected players for a competitive state with due consideration for the mission and outcomes prescribed for the team.
- Assist the Team Manager in the supervision of team members.
- To represent the BJRU both visibly and ethically as required during the prescribed tenure.

The rest of this section applies to both the **Coaches & Assistant Coach**, unless specified otherwise:

Duties

- In compliance with the BJRU, QRU, QJRU, ARU “Safety Directives”, observe “Code of Conduct” provisions and ensure that instructions and directions as specified for safe work practices are followed.
- To coach and develop the selected players for a competitive state with due consideration for the mission and outcomes prescribed for the team.
- Plan, conduct and evaluate training sessions.
- Develop and communicate match plans to team management and players.
- Provide ongoing feedback to individual players and team units on performance during training and matches.
- Coordinate and supervise the activities of the team staff.
- Consult with medical staff on player injury rehabilitation.
- Keep abreast of the latest in coaching trends.
- Integrate appropriate sports science into the coaching plan.
- Assume responsibility for the operation of all staff that interacts with the players.
- To ensure that where selection from within the playing personnel for matches is required during tenure that such selections are made with respect for the team mission and objectives.
- Assume supervisory role of the team when required during the Championships, particularly when the team is in 'camp'.
- To be conversant with the Duties & Responsibilities of the Team Manager & Sports Trainer, and to assume those duties and responsibilities in either’s absence. In the first instance this should be the Assistant Coach.
- The **Head Coach** is to provide a Team Coach Post Carnival Report to the BJRU Management Committee member responsible for Region Representative Teams within two weeks of the Championships.

Attributes

- The appointed coaches and assistant coach should have at minimum a “current” Level I coach accreditation with the ARU (Level II would be an advantage, especially for the Coach). Appointment may be made conditional upon such accreditation being commenced before tenure commences.
- At any time during the Assembly, one Member of the Team Management MUST be legally able to drive a motor vehicle.
- Team management is not to smoke within close proximity of players.
- Unquestionable commitment to the position.
- High level of people management with particular sensitivity in communication and listening.
- Highly organised with forward planning a particular strength.
- Analytical approach and detailed observer.
- Ability to delegate.
- Team player, able to cooperate with all of the Union’s resources for the benefit of the team and Rugby overall.
- Sound contemporary knowledge of the game.
- Innovative
- Ability to realistically appraise the qualities of the team and the opposition.
- Able to work with other staff to the benefit of the team.
- Understanding of the role of sports science in injury avoidance, nutrition, mental skills, fitness and strength.
- Willing to research new methods and practices for adaptation to the benefit of the team and the Union.

Desirable Criteria

Over and above the essential criteria applicants will seek to provide the highest level of service. The following may enhance the development of additional knowledge and skills:

- Graduate Diploma of Sports Coaching.
- Level 2 ARU accreditation.
- Referee ARU accreditation.
- Sports training qualifications eg. NSCA, ACC General Principles.
- Sports medicine qualifications eg. SMAC, Sports Trainer, St John’s.
- Human Resource management or counselling qualifications.

TEAM MANAGER

Occupational Health & Safety Responsibilities

In compliance with the BJRU, QRU, QJRU, and ARU “Safety Directives”, observe “Code of Conduct” provisions and ensure that instructions and directions as specified for safe work practices are followed.

Purpose of the Position

- The Team Leader.
- To ensure the proper and efficient conduct of the Assembly.
- Ensure team members are well supervised at all times.
- To represent the BJRU visibly and ethically as required during the prescribed tenure.

Essential Personal Qualities and Skills

- Unquestionable commitment to the position.
- Analytical approach and detailed observer.

- MUST at all times during the Assembly ensure that one member of the Team Management is legally able to drive a motor vehicle.
- Ensure Team Management does not to smoke within close proximity of players.

Team Managers Responsibilities:

Taking note of the BJRU & QJRU Timelines

- Coordinate and supervise the activities of team prior to and during the Skills Development Carnival. This includes :
 - a. Passing on all relevant information to the players and Team management received from the BJRU; and
 - b. Assist the Coach with data for Team Coach Post Carnival Report.
 - c. Provide a separate Team Managers Post Carnival Report

Teams Notification

- The Team Manager will in conjunction with the Coaches contact all players, initially by phone and then in writing of their selection in the region team and commencement training and field location times.

Prior to Assembly

- Liaise with Team Coaches as to their requirements for the team preparation prior to and during Carnival.
- Arrange training venues.
- Coordinate activities of both management and players to ensure all team members are adequately supervised at all times.
- Fill out a player detail form for each player at the first training session.
- Collect or record payment of the BJRU Player Levy and pass that total onto the BJRU Competition Manager/Secretary as per the invoice supplied.
- Liaise with the BJRU Competition Manager to organise, order and pick up the team playing strip. Any changes after the order is placed need to be organised by a re-shuffle of sizes within the team. Some shorts are held by the BJRU Competition Manager.
- Ensure that all accounting procedures are maintained.

During the Carnival

The Team Manager must take the chief responsibility for the supervision of players when the team is in 'camp'/designated areas. This responsibility includes -

- Delegating supervisory roles to the coach, assistant coach and sports trainer.
- Ensuring players are supervised for all activities.
- Establishing a timetable for players to follow (lights out, etc.).

Match Day

- Ensure that the pre match timetable runs to schedule.
- Check List:
 - Strapping time.
 - Team meeting time and venue.
 - Transportation.
 - Special individual needs of players.
 - Ensure players have ground entry tickets, all personal playing needs; boots, mouthguards etc.
 - Check Kick Off time.

- Venue
 - Assembly points inside ground if travel is by cab or private vehicle.
 - Change room allocation and outfitting, strapping table, fluids, ice etc.
 - Change room security.
 - Check location of ground Doctor and medical room.
 - Seating.
 - Programs.
 - Photo time, pick up etc.
 - Locate warm up area.

Post Carnival Reports

A report on the championship must be made within two weeks of the final day of the Carnival to the BJRU Management Committee Member responsible for Region Representative Teams. Note this is not the Coach's Report. This is to include-

- Team Assembly General Comments.
- Match Results.
- Serious Injuries.
- Recommendations on Assembly.
- Comments on each Team Management member.

Coaches & Assistant Coach Duties & Responsibilities

The Team Manager is to be conversant with the Coaches & Assistant Coach and Sports Trainers Duties & Responsibilities.

SPORTS TRAINER

The Sports Trainer is under control of the Manager. He or she will also be responsible for:

- a. The Teams physical welfare on field and off the field, including at Training.
- b. Attend to any player who is injured in the first instance and then call for further medical assistance if required.
- c. Relaying the Coaches instructions on the field.
- d. Assisting with Training as directed by the Coach.
- e. Assisting the Manager.
- f. Obtaining & maintaining a suitable medical kit.
- g. Complete any injury tracker forms as required
- h. Maintaining a log of injuries on each player and within two weeks of the conclusion of the carnival **must** supply a copy of this log to the players Club Secretary and for inclusion in the Team Managers Post Championship Report.

Note: That you are permitted 2 persons as Water Runners during games, the Sports Trainer would normally be one of these. BJRU Teams are to ensure that these are not the Coaches, Assistant Coach or Manager and avoid using players (if players are used they are not to be wearing the Teams Jersey).

OTHER REQUIRED READING

All members of the Team Management are required to read and be familiar with the following Documents:

1. Junior Rugby Code of Conduct.
2. Player & Parent Code of Ethics and Conduct Form.
3. BJRU Region Representative Team – Appointments & Selection.
4. BJRU Region Representative Teams - Selectors Job Description.
5. BJRU Region Team Management - Conformation of Duties and Responsibilities Form.
7. BJRU Team Managers Handbook.
8. Supplementary Directions - not available until the BJRU Coaches & Managers Meeting.

SUPPLEMENTARY INFORMATION

The following information has not been included in any of the attachments and has been extracted from Minutes of BJRU Competition Committee & QJRU Management Committee Minutes:

Player Eligibility - Suspension

1. Any Player who is suspended prior to the Carnival, and the said suspension would include a Carnival game as part of that suspension, is not eligible to play in the Carnival and is to be replaced.
2. No part of the Carnival will count towards that suspension regardless of whether they have already been selected.
3. Any player who is suspended after they have been selected for an U12 Skills Development team but whose suspension does not include the Carnival or Championship game may be removed from their respective skills development team at the discretion of the management committee in consultation with the Head Coach.

Team Manager Documentation

The Team Manager is to be issued with a number of draft documents to aid them in Managing the team. These documents are available electronically from the BJRU Competition Manager. They include:

- a. Excel spread sheets in a number of formats for maintaining team data.
- b. Team Sheet – minimum of two copies for each game, one to Championship Convenor after each game and the second as Team record.
- c. Team requirements Notification.
- d. Letter for Player Post Carnival.
- e. Copy of a Post Carnival Report.
- f. Player Appearance Request.

BJRU Player Levy

1. This levy is calculated annually based on the cost of player kit and carnival expenses per player. Each team will be issued with an invoice for the total team amount. Payment is to be made by cash, bank cheque, online registration or money order or direct deposit. All bank cheques are to be made out to the Brisbane Junior Rugby Union. Personal Cheques will not be accepted.
2. The player levy typically covers, jersey, shorts, socks, training shirt, hat, hoodie, 2 x lunches, (includes team management) at the Carnival and any additional items supplied by the **BJRU**. Other items are pennants, trophies, photos, programs etc.

Teams Going In Camp

1. The BJRU makes no allowance for teams to go into camp and you are not encouraged to do so.
2. If you contemplate going into camp it must be on the agreement of **all** the players' parents. Cost must be considered, a lot of parents are stretched to meet the basic levy without the added burden of accommodation costs etc.
3. Before you make any commitments to going into camp, you are to gain clearance from the BJRU Chairman of Selectors.

Trial Games

1. The BJRU is happy to sanction trial games for the U12 Skills Development Teams, however, they will not be sanctioned prior to the June Queens birthday weekend.
2. Whilst it is beneficial for teams to have a trial game, team management must be mindful of sustaining injuries. Injured players will not be allowed to maintain their position in the team, if they cannot play the carnival.

3. Games can be organised between other skill development teams, or with combined club sides.

CONFIRMATION OF DUTIES & RESPONSIBILITIES

Each Member of the Team Management is to complete the attached Confirmation of Duties and Responsibilities Form at Attachment 5. Failure to complete this form will see you removed from your appointed position.

Associated Documentation

The following associated documentation can be found on the BJRU web site under Representative Info.

1. Junior Rugby Code of Conduct.
2. Player & Parent Code of Ethics and Conduct Form.
3. BJRU Region Representative Team – Appointments & Selection.
4. BJRU Region Representative Teams - Selectors Job Description.
5. BJRU Region Team Management - Confirmation of Duties and Responsibilities Form.
7. BJRU Team Managers Handbook.
8. Supplementary Directions - not available until the BJRU Coaches & Managers Meeting.

Competition Manager
Brisbane Junior Rugby Union Inc

29 April 2012