Volunteer Position Description

Team Staff

Team staff consists of Coaches, Team Manager, LeagueSafe & First Responders.

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 President of the Club and all registered players.

Responsibilities and Duties
The Coach should:

- Attend accreditation courses as required and ensure that the WWC Blue Card is current;
- Encourage players and team support staff to abide by and respect the NRL National Code of Conduct and Safe Play Code;
- Encourage players to become involved in rugby league as a safe, healthy and enjoyable activity;
- Introduce programs to improve player's fitness levels for a healthier lifestyle;
- Maintain a thorough knowledge of the laws of the game;
- Encourage players to develop a proper attitude to competitiveness and foster Club spirit amongst all players and team staff;
- Ensure that the coaching reflects the level of the competition being played;
- Test, evaluate and refine each player's individual skills and provide positive coaching advice/feedback;
- Organise training and match days;
- Liaise with the club's Coaching Co-ordinator and support the coaching initiatives of the club, league/region/state.

Initial Duties

- In the absence of a Team Manager, liaise with the Registrar to ensure that all players are correctly registered prior to training or playing;
- Ensure that all qualifications/accreditations as required by the NRL, league/region/state are current;
- Plan and prepare all training sessions using appropriate drills, and ensure that the necessary equipment (balls, markers etc) is available;
- Ensure that field hardware (goal post protectors etc) are in place before the commencement of each training session;
- Be punctual for all training sessions and games.

Game Day Requirements

- In conjunction with the Team Manager, ensure all parents and players know when and where they are playing each week and ensure that players are correctly attired for each game;
- Encourage maximum participation by all players and ensure that all players are treated fairly and equally - under no circumstances is the Coach to call instructions to his/her players during the game;
- Always remain seated on the team bench - do not enter the field of play unless instructed by the referee;

Team Manager

Team Managers have an extremely important role ensuring the successful management of the team and welfare of the athletes in their care at training and competition games.

Responsible to:
The Team Manager is responsible to the President of the Club.

Responsibilities:
The Team Manager should:

- Liaise with all team members, parents, coaches and officials to ensure the athletes are appropriately dressed and informed of training, competition and club functions;
- Adjudicate any problems that may arise amongst team members, parents, the coach and supporters;
- Encourage maximum participation by all players and see that no player is treated unfairly;
- Act as liaison officer between the club and the team, represent the team at all club meetings;
- Liaise with the Registrar to ensure that appropriate information has been supplied by each player and obtain an updated list of registered players prior to training or playing;
- Ensuring all equipment is safe, the first aid kit is ready for use and the players have their own drink bottle;
- Ensure that all welfare and safety requirements for the team are met;
- Ensure only registered players take the field to train or play;
- Distribute to players and coaches the club newsletter and any State Association information;
- Carry out any reasonable tasks or duties relevant to team management as requested by the Club Committee from time to time, in accordance with club policies, procedures and directives.

Game Day Duties:

- Ensure that all players are correctly registered prior to their first game;
- Be responsible for all club gear given to the team and ensure its prompt return at the end of the season;
- Ensure all parents and players know when and where they are playing each week;
- Arrange for team jerseys to be washed each week and ensure that they are available for the next game;
- Ensure that all players are correctly attired for each game;
- Ensure the score card/match sheet and any other rules/regulations of the competition are completed/carried out as required;
- Always remain seated on the team bench - do not enter the field of play unless instructed by the referee;
- Under no circumstances call instructions to players during the game;

LeagueSafe / First Responders

There are two clearly defined match day roles for on-field safety: LeagueSafe Trainer and First Responder. Each role has the primary objective of keeping participants safe. Matches cannot commence until the required on-field personnel are available.

Minimum Requirements:

AGE	MINIMUM PERSONNEL REQUIRED	MINIMUM ACCREDITATION REQUIRED
U6-7	One (1) x First Responder for up to four (4) matches being played on an International Field.	• League First Aid; or • NRL Level 1 Sports Trainer; or • NRL Level 2 Sports Trainer
U8-9	One (1) x First Responder for up to three (3) matches being played on an International Field.	
U10-12	One (1) x First Responder per match	
U13-15	One (1) x First Responder per team for each match.	
U16+	One (1) x First Responder per team for each match.	• NRL Level 1 Sports Trainer; or • NRL Level 2 Sports Trainer.

Responsibilities:

- Must have completed the appropriate NRL course and hold a current NRL accreditation (minimum age for LeagueSafe is 14 years, minimum age for First Responders is 18 years);
- Must always wear the designated coloured shirt and appropriate enclosed footwear;
- Must access the field from an onside position and return immediately to their team's bench area as soon as possible after fulfilling their duties - not stay on the field or walk along the sideline;
- Are not allowed on the field of play after the referee has ordered a scrum until the ball has emerged and the team is in possession;
- Any water runner 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;
- Are bound by the NRL's On-Field Policy and Code of Conduct.

LeagueSafe Trainer - Yellow Shirt:

Field of play access for LeagueSafe Trainers during a match varies depending upon the age group:

U6 - U12's: maximum of one (1) LeagueSafe trainer is permitted on the field of play at the following times only:

- After a try has been scored;
- During a time out called by the Referee;
- In the event of an injury, a LeagueSafe trainer can attend to the injured player until the First Responder arrives.

U13 and above: maximum of two (2) LeagueSafe trainers are permitted to access the field of play at the following times only:

- After a try has been scored;
- During a time out called by the Referee;
- In the event of an injury, a LeagueSafe trainer can attend to the injured player until the First Responder arrives;
- When their team is in possession of the football to conduct interchange and to provide water only.

First Responders

- Must remain seated on the team bench and cannot enter the field of play until there is a break in play; or unless summoned by the Referee;
- Must administer first aid and/or offer advice to injured or ill players;
- Maintain accurate records in relation to player medical advice cards, injurie management and return to play provisions;
- Assist an injured/ill player on and off the field of play at training and/or game;
- Assist by observing and monitoring players during play as well as those who have been removed from the field of play through injury/illness;
- Should further assistance be required by the Sports Trainer, he/she should seek the attention of either the Referee or Touch Judge who will stop play immediately as they become aware of situation;
- All assessed injuries and illnesses must be recorded in accordance with the NRL injury reporting guidelines;
- Shall determine at their discretion whether a player should continue in a match.

1. ***League First Aid - Green Shirt:*** the minimum accreditation required for U6 to U15 teams, and are permitted on the field of play at the following times:
    - After a try has been scored;
    - During a time out called by the referee;
    - In the event of an injury.

2. ***Level 1 Sports Trainer - Blue Shirt*****:** the minimum accreditation required for U16 to opens teams and:
    - Has unlimited access to attend an injured/ill player and to administer water;
    - Is not allowed or permitted to carry, convey or deliver messages;
    - Must assist an injured/ill player on the field in the absence of a Level 2 Sports Trainer or when more than one accredited Sports Trainer is needed.

3. Level 2 Sports Trainer - Orange Shirt: maximum accreditation required for all teams and:

- Is the most senior person within the Sports Trainers team and will supervise all on field personnel including LeagueSafe.
- 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 Level 2 Sports Trainer
- All directions given to on field personnel by the Level 2 Sports Trainer must always be adhered to