

## 2012 LETTER TO

# TEAM COACHES & MANAGERS

Many thanks for agreeing to Coach or Manage a Marist Rugby team for the 2012 season.

To any new Coaches or Managers, welcome! We hope that the experience will be a rewarding and enjoyable one.

To those of you who are “old hands”, welcome back!

This note, and the accompanying information, will hopefully be of some assistance to you in carrying out this important function. The pack may also help you keep track of the paperwork that you will doubtless accumulate during the year!

The roles of both Coach and Manager are vital in running a successful team. Coaches generally work directly with the boys, while Managers tend to have a role in assisting both the Coach and the Rugby Club by undertaking the administrative roles of a team.

Each season the Rugby Club, with assistance from the School, appoints a Coaches Coordinator for each age group. The Coaches Coordinator is responsible for appointing Coaches for each team in that year group, managing the trials, grading the trials (with independent assistance supplied by the Club / School), announcing teams etc.

Once appointed, the team Coach is responsible for their team. They appoint Managers, ensure appropriate team kit is available, set their team’s training times, train the boys, choose players for positions, appoint captains and manage the boys on game day.

Once appointed, the team Manager is responsible for the administrative side of their team to assist the Coach in his / her responsibilities. The role of team Manager is always critical to the efficient running of Marist Rugby and is done best when Coach and Manager communicate well and understand what each other’s role involves. Managers are usually the connection between the Club, the boys and their families. You have a two-way role:

1. **Keep information flowing to the families.** Make sure that they know of, and can be involved in, the activities of their team and their Club.
2. **Keep the Club Committee informed** of any issues that might arise that affects the team’s welfare and the boys’ enjoyment of their Rugby. This can be done through the Rugby Master, Sports Master or committee member (President or Manager’s Coordinator as a suggestion).

The next few pages outline some of the roles of the team Coaches and Managers. While the range of duties may look like a formidable task, the key is to involve as many sideline parents as possible. Try to get volunteers to assist at training or take on other roles. It’s an old cliché, but it’s certainly true - **“Many hands make light work!”** The more parents we can get involved the healthier the team and the Club will become. **You are the Team Coach or Manager not the team pack horse!**

Remember, if in doubt about any role or what you should be doing, don’t hesitate to contact

your age group Coaches Coordinator, the Manager's Coordinator or any other member of the committee.

Cheers and good luck!

Brian O'Rourke  
Manager's Coordinator

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# ROLE OF A MARIST RUGBY COACH AND MANAGER

## What does a Coach do?

The coach has the overall responsibility for a team. They determine such things as when the boys train (subject to available ovals), how often they train, who the team Manager will be, who the team Captain will be, what positions the boys play in, etc.

The Coach is also responsible for the day to day contact with the boys (coaching) to develop their skills. The aim of any junior Coach should always be to provide every opportunity for their team and individual players to improve their skills. Marist Rugby Coaches are expected to develop their players to the best of their ability in a fun, friendly and safe atmosphere.

While the Coach may seek assistance from parents who have the time and appropriate skills, the Coach retains the overall responsibility for the team.

## What does a Manager do?

In basic terms, the Manager's role is to provide a administrative assistance to the Coach to enable the Coach to focus his time on the boys and their development.

The Manager's role can be broken into 3 groups of tasks:

1. Assist the Coach with administrative functions. This may include keeping team lists, keeping team contacts, checking team availability, ensuring all players know where they are playing and at what time etc;
2. Provide a link between the Coach and parents. Keep information flowing to the families and ensures that they know of and are involved in, the activities of the club; and
3. Provide a link between the team and the Club Committee. Keeping the Committee informed of any issues that may impact on the teams' and players' enjoyment of their Rugby experience, and keeping the team informed of issues and actions taken by the Committee.

## What are the specific responsibilities of the Coach and Manager?

Regardless of who actually does them, there are a number of tasks that need to be carried out in any team.

It's the responsibility of the team Coach Manager to either do them – or ensure that they're carried out by others.

Specific tasks include:

- Maintain a **current player list for each game**. It is a requirement to have a current playing list available for interested parties (eg, opposition coaches) from each game. These lists can be requested even after a game is over.
- Establish a **contact list** for the team. A basic list will be provided by the Club but it is important to contact players AND parents to obtain their best contact (even if they provide multiple email addresses and phone numbers). Email addresses are crucial for sending out

notices and the Newsletter etc but having mobile phone numbers for parents (and those boys who have their own phones) are also obviously extremely useful for urgent contact.

- Ensure the appropriate **kit is available** on game day. This will include footballs, cones, water bottles, first aid kit, touch judge flag etc. It could also include arrange to hold / run the kicker's kicking tee, having oranges or lollies for energy at half time (arrange a roster for this with all parents involved) and ensuring each player has his own Jersey (in good condition).
- Make sure that the team knows **where and when they are playing**. In particular, if the team is playing out of town, make sure that the players and their families know the time, the venue, and any other necessary details. Make sure that all players have arrangements in place to get to and from games (especially away games). On game day, make sure that all your players are present or accounted for well before kick off time.
- If you need to **check or confirm the venue** for your game (eg, if you think it might have changed), check for updates on the Marist Rugby website and then contact the Sport's Master or Rugby Master to ensure the correct location. Ensure the team is aware in plenty of time.
- In the event of **possible cancellation** through bad weather or any other circumstance, check the main radio stations. For ground closures, the ACT JRU has to wait on notification from the ACT Government prior to cancelling / postponing games, which can occur as late as 9AM. If there is any doubt, then it's best to just go to the venue and wait for a decision. Better to be there in case the game goes ahead, rather than making your own mind up that it's off and missing the start or forcing a forfeit!
- Distribute **notices and newsletters** when available, either electronically or in hard copy. The link to the newsletter on the Marist Rugby Club website will generally be e-mailed out each week but you may be required to pass on to some parents.
- Ensure Parents and Players are aware of the Club's Policy Handbook and Code of Behaviour. These are published on the Club's website. It is essential that all people involved in Marist Rugby (players, officials, parents and spectators) are aware of what is expected of them.
- Ensure that each team has a nominated **first aid officer**. While all Clubs will generally have a first aid officer at each ground, their time is split over a large number of boys. Having a team first aid officer who can assist the boys and ensure the first aid kit is stocked and available at each game is vital. The Club can arrange training for volunteers (contact the First Aid Coordinator).
- Provide a **touch judge** to help out each game. It may be one of the Mums and Dads or it may be a confident sibling. The touch judge is only there to assist the referee, they won't be asked to make major decisions.
- Ensure that a regular **match report** (including the score) is prepared and submitted each week for inclusion in the Newsletter. It's difficult to convey the importance of the match

report; regardless of whether they're under 10s or First XV, the boys love to read about their team's performance. Match reports need to be e-mailed in "Word" format to the Webmaster ( [webmaster@maristrugby.com.au](mailto:webmaster@maristrugby.com.au) ) by the Tuesday afternoon following the game. This will enable the next newsletter to be assembled and distributed on schedule.

- Seek informal "**team photographers**" throughout the year. There's nearly always someone there with a camera, so ask if they'd mind taking a few shots throughout the year. Players and families will appreciate the photos, and action shots are good for college publications and the Club website. The spread of digital cameras has made this whole process much easier! Photos for inclusion on the Rugby Club website ( [webmaster@maristrugby.com.au](mailto:webmaster@maristrugby.com.au) ).
- Organise at least **one team function** (eg, a BBQ) in the year. If the team is new (ie, few of the boys have played together before and parents don't know each other), you may wish to organise it early in the season. Try to invite, involve and recognise the team sponsor if there is one.
- Maintain **accurate game statistics**. It's extremely useful for the manager to ensure that accurate records are maintained; not just the actual score for the game, but who played in a particular game, who scored, etc. In particular, compiling and maintaining this information over the year will help the school to keep track of how many games each boy has played for Marist. Every coach & manager will have their own preferred method of maintaining team statistics. However, a sample template is attached which may be useful for maintaining the above basic information.
- **Confirm the score** at the game's end. Check with referee immediately after the game to confirm the final score. If you have a results sheet or statistics sheet, ask the referee to confirm and either provide his / her name or even sign the sheet. This will reduce the likelihood of disputes occur over the outcome. It may only be Junior Rugby but believe it or not, this has been known to occur.

**Note:** Contact with referees and other officials for any complaint or criticism is to be initiated through Marist Rugby, rather than directly. Particularly in the case of refereeing matters, contact the Rugby Master, Sports Master or Committee in the first instance.

### **What's the aim?**

By ensuring that all these things are done, and involving other parents of team members, the Coach and Manager can ensure not only that the team operates efficiently, but that the whole team "family" has a happy, successful year.

That success isn't just measured on the scoreboard. A team will hopefully develop a real sense of community among the players, coaches and parents. Ideally, at the end of the year, everyone should be able to look back and say "*We had a good time this year*", regardless of whatever the actual results on the field were.

### **So who does all of this?**

As noted earlier there is a lot to do. The Coach and Manager don't have to be the only people involved. In fact it is best for all concerned if they are not actually doing all these tasks themselves, and if they are to operate efficiently, they can't.

Some suggestions to assist:

- Make yourself known to the other parents and try to get some of them involved. For example, a parent or parents who bring a camera along, ask them to take photos through the year. If you find that someone has first aid experience – make use of that, ask if they can be on hand. If someone's handy with a clipboard, ask if they would be willing to record statistics. Perhaps some parents might be interested in helping out on allocating points for best and fairest for that week. Someone will no doubt be willing to assist with running the line or bringing the oranges.
- Don't feel backward in approaching parents and asking. In most cases, people are happy to help – even keen. Many people will have the attitude *"Well, I'm going to be here most weeks anyway – if I can do some little thing to help, and keep busy instead of just nervously pacing the line, then all the better"*. The direct approach is often the best way. Parents can be contacted either directly or, if you prefer, through a note sent home with the players.

By ensuring that all necessary tasks are carried out, and by hopefully involving as many of the team "family" as possible, the Manager can play a very important role in helping to build this spirit and camaraderie, and helping to ensure that everyone associated with their team has a good year.

**REMEMBER**

**DON'T TRY TO DO EVERYTHING YOURSELF!**

**BUT DO TRY TO MAKE SURE THAT EVERYTHING NECESSARY IS DONE!**

## CONTACT DETAILS AND ASSISTANCE - POSSIBLE LETTER TO PARENTS

### MARIST RUGBY CLUB TEAM CONTACT LIST

#### Dear Parents

Name of Coach / Manager:..... Phone(s).....

As your team Coach / Manager I have the responsibility to organise a range of activities. I am seeking your support in fulfilling these roles.

The first job is to get a **team contact list** so players and parents can stay in contact as well as allowing me to distribute the Rugby newsletter. The club uses an electronic newsletter so we need to collect as many emails as possible to reduce the need to produce a hard copy for every player. If you don't have access to email I can arrange a hard copy for your son.

The other roles we need to fill are listed below and I would really appreciate you nominating to assist in one of the areas.

- Assist at Training
- Assist in Game Day
- Team photographers
- First Aid
- Touch Judges
- Oranges / lollies
- Match Reports

Whether you can help out each week or only occasionally let us know your availability and we can work together to ensure our boys get the best Rugby experience possible.

#### CONTACT DETAILS

Parents Name (s): \_\_\_\_\_ Phone: \_\_\_\_\_

Son's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent's Email: \_\_\_\_\_

\_\_\_\_\_

Son's Email: \_\_\_\_\_

I am / am not available to assist each week / occasionally with the tasks below:

Nominated area to help. (Please circle)

**Team BBQ, Team Photographer, Match Report, Scoring / Statistics; First Aid**

Signed: \_\_\_\_\_

## **Sports First Aid**

Marist Rugby Club seeks to appoint first aid officers for each team and we ask all interested parents to consider volunteering. The Rugby Club will fund training for volunteers through Sports Medicine Australia or another suitable provider and qualified first aiders will be covered for insurance purposes

The training course will be approved and equivalent to a senior first aid course. It is aimed at equipping parents, coaches and first aiders to act as the first response to any first aid emergency.

The first aider will be responsible for attending games played by their son's team, including away games. Where possible it is advisable to have a relief first aider available. It will also be the first aider's role to complete an injury report for serious injuries and to keep the first aid kit stocked (the club will supply items).

Should parents wish to volunteer for this position or consider course dates etc, they will need to contact the First Aid Coordinator to nominate.

## **Reporting Injuries**

Marist Rugby abides by the School policy of reporting all significant injuries sustained by players. Copies of a Sports Injury Report Form, along with guidelines for reporting Sporting Injuries, are attached.

This is intended to:

- document and keep track of cases of injury to individual players; and
- help monitor the incidence and nature of injury to players, and thus help develop methods of minimising injuries over time.

Not every bump and bruise may need to be recorded. A player who, for example, has a slight cork that may require icing after a game may not require an incident report to be filled out. However, a player receiving such injuries as a concussion, a torn muscle, dislocation or a broken bone certainly **would**.

Where any uncertainty as to the severity of the injury may exist, it is expected that a form would be completed and further medical advice sought.

Copies of the completed injury forms should be kept by the team coach or manager as well as being submitted to the Sports Master as soon as possible after the injury.

## **Serious injuries**

Serious injuries requiring professional medical assistance should be managed as a priority. In addition, in the event of a serious injury occurring to a player, there is also a requirement that the ARU be informed, via our First Aid Coordinator, Rugby Master or Sports Master.



**Marist College Canberra  
Sports Injury Report Form**

**Coach/Manager/Person-In-Charge** to complete at time of injury and forward to Secondary School Sports Master as soon as possible after completion.

**Injury Details**

Student Name \_\_\_\_\_ Year \_\_\_\_\_

Date of Injury: \_\_\_\_\_

Sport: \_\_\_\_\_

Location of Sporting Fixture: \_\_\_\_\_

Details of Injury: \_\_\_\_\_

Details of what caused the injury: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What in your opinion could be done to prevent these types of injuries?

\_\_\_\_\_  
\_\_\_\_\_

Name of Person completing this form: \_\_\_\_\_

Signature: \_\_\_\_\_

**Secondary School Sports' Master to Complete**

Comment on whether the circumstances of the injury warrant further investigation in relation to training, preparation of players, preparation of playing surfaces, weather conditions or game control or any other factors:

\_\_\_\_\_  
\_\_\_\_\_

College Nurse has entered on School Injury Database Yes/No \_\_\_\_\_ / \_\_\_\_\_ / 2012

**Guidelines for Reporting Sporting Injuries**

The following are some of the injuries considered reportable:

- Any loss of consciousness
- Any fracture

- Any dislocation
- Any cut or puncture wound where blood flows freely
- Any injury where teeth are loosened or knocked out
- Any injury where an ambulance is called
- Any injury where a player has to be carried or stretchered from the field
- Any injury where more than RICE first aid treatment is required
- Any injury where a player or parent are advised to seek further medical attention:

## **Insurance**

Occasionally, Rugby-related medical costs may mean that parents wish to seek reimbursement of associated costs through the relevant insurance cover.

Procedures for this are that:-

- The accident form contained in this kit is filled out.
- The form is then returned to the College
- The College Finance office will follow up the matter with the family from there.

**Reminder** to all parents that they should effect and maintain appropriate ambulance cover in the case of emergency transportation to a medical centre or in the case of hospitalisation. The College or Marist Rugby club does not provide for insurance cover for emergency ambulance treatment or transportation to hospital.

## **Prohibited Employment Form**

It' is a requirement that all Coaches, Managers and Committee members complete the 'Prohibited Employment Form' if you have not previously done so. For further information or to request a form, please contact the Sport's Master by email [michaelgrealish@mcc.act.edu.au](mailto:michaelgrealish@mcc.act.edu.au) or [mlgrealo@webone.com.au](mailto:mlgrealo@webone.com.au) in the first instance, OR YOU CAN FIND IT ON THE CLUB WEBSITE AT:

[www.maristrugby.com.au/forms.html](http://www.maristrugby.com.au/forms.html)

If you have already completed and lodged this form in previous years, you may not be required to repeat the requirement this year but advice should be sought from the Sports Master.

**2012 MATCH RESULT SHEET**

Each team is to complete this form and retain it in case of any dispute. It must be provided on request by ACTJRU Secretary or Recorder.

**Match Details:**

**Date:**

**Age/Division:**

**Round:**

**Club/School:** Marist College, Canberra

**Opposition :**

MARIST TEAM						OPPOSITION				
Tries	Goals	P/Gs	F/Gs	Total		Tries	Goals	P/Gs	F/Gs	Total

**Result of match - Won by:** ..... **Score:** \_\_\_\_

**Referee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_





## **ANNUAL DINNER**

Every year Marist Rugby Club holds the Marist Rugby Dinner. This is one of the major fund raising events for Marist Rugby and assistance with organising and more importantly participation at the dinner is greatly appreciated. It is a great night with good food, drinks and music and includes guest speakers, a raffle, an auction, lucky door prizes and much more!

Planning for the annual Rugby Dinner for 2012 is already underway.

Tickets will be promoted through the website, newsletters and at home games but we ask that each team Manager assists with promotion of the event as a huge social night and also assists with sale and distribution of tickets within their team.

Around May, each Manager will be sent a certain number of tickets and a list. They are then asked to let people know that the Dinner is on, take bookings, collect money and distribute tickets to those parents and friends attending from their team.

Managers then return the collected money, the list of those attending and any unsold tickets to the dinner coordinators by the specified date.

Tickets generally sell well – the event has been a sell-out for some years.

It is not a requirement for Managers to do a “hard-sell” to parents. Nevertheless, it’s always welcome to see a good turn-out from as many teams in the Marist Rugby community as possible, so Managers are encouraged to make parents aware of the event.

As mentioned before, it’s always an excellent social occasion, and has a great reputation – you may be surprised at how easy it is to sell tickets!

As you would expect, the organising of an event like the Rugby Dinner is a big undertaking – but again, many hands make light work.

Anyone interested in participating on the planning and organisation of this year’s Dinner would be welcome. Please contact the functions coordinators or a Committee member.

**Hope to see you there!**



# Marist Rugby

## *What do you do when...*

◆ you have a large squad?

It is an absolute expectation of the College and the Rugby Club that all players have equal time on the field.

Every player must have a minimum of half a game.

We do not have permanent reserves.

Keep a roster to ensure that players are being rotated through their half games.

Explain to the players **and the parents** how your roster operates.

Black Division teams (Royals) are allowed a maximum of **five** replacements. Therefore a Royals squad cannot consist of more than twenty players.

JRU Rules of Competition allow the interchange of players. Check with the Referee prior to the start of the game to ensure everyone agrees on the interchange.

◆ you are short of players due to injury?

Inform the Rugby Master.

Wherever possible, additional players should come from a lower division team in the **same age group**. Consult with the coach of the other team, speak to the players and the players' parents.

Players from younger grades should only be used as an emergency measure, and only after seeking agreement from all relevant people (**not just the player**).

Players from younger grades must never take the field when fit players from the same grade are available.

Be aware of JRU restrictions regarding the number of games that a player may take part in before he becomes ineligible to return to a lower grade or division of a grade.

◆ you want to re-grade a player?

Basically, for junior ages, don't do it.

Consult with the Rugby Master.

Remember that the JRU has regulations governing the movement of players between divisions.

◆ a parent complains about or questions the grading of players?

Consult with the Rugby Master.

Keeping parents and players informed about how gradings will take place is most important. Although selections do not have to be finalised until after Round 3 of the main competition, it is preferable to announce final squads as soon as possible after the Pre-Season Competition. The coach of the Royals team is responsible for organising trials and for overseeing gradings.

◆ you cannot make it to training?

Contact the College as soon as possible.

◆ players fail to attend training?

Players are expected to attend all trainings and games. You can quite reasonably insist upon it.

At the start of the season inform players and parents about how best to get a message to you and about the consequences of failing to attend training.

Enlist the help of the Rugby Master.

◆ you have a serious discipline problem with a player?

Consult with the Rugby Master.

Sanctions such as suspending a player need to be handled in a professional and open manner. Training, travelling and playing are College activities. As we are a school-based Club, all disciplinary matters need to be administered in conjunction with the Rugby Master.

◆ you have a problem with a referee, the coach of an opposing team, a spectator or the behaviour of an opposing team?

Inform the Rugby Master.

The Referees Association, the ACT Junior Rugby Union, other clubs and schools have officials who deal with these kinds of matters, as we do. Generally, it is much more effective if the Rugby Master manages these problems.