

Marist Rugby Club



MaristCollege
Canberra



Volunteer's Handbook 2017

1. Introduction

Volunteers are an essential part of our successful Rugby Club. We need volunteers for every aspect of Marist Rugby – the Committee, coaches, referees, team managers, first aid, canteen, etc. Marist Rugby only exists with your help.

We have developed the *Marist Rugby Volunteer's Handbook* to outline the roles and responsibilities of all volunteer positions, and to guide all of our volunteers on game day and throughout the season. We hope this Handbook clarifies the requirements of each role, and is an easy-to-use guide to make the most of your precious time.

2. Policy Structure

The Volunteer's Handbook should be read in conjunction with the Marist Rugby Club Policy Guide, which includes the Club's Mission, our Aims, our Code of Conduct and our Privacy Policy. The Marist Rugby Club Coach's Handbook also contains useful information on this important role.

3. Volunteer opportunities

There are several areas below where you may like to volunteer. If you are interested in knowing more, or you are unsure of the time commitment required, please contact the Committee. Our Volunteer Coordinator can clarify any questions and we welcome any help you can provide. The Marist Rugby Club will fund all of your training, registration and kit if needed. The Club (and Marist rugby teams) simply need one hour of your time!

4. Working With Vulnerable People (WWVP)

The *Working with Vulnerable People (Background Checking) Act 2011* (the Act) commenced on 8 November 2012. This is a mandatory requirement for all Marist Coaches, Managers and First Aid volunteers.

4.1 WWVP Registration

The application Form can be found here:

http://www.ors.act.gov.au/resources/attachments/Working_With_Vulnerable_People_Application

The registration is free for volunteers, but the application form will need to be lodged at a Canberra Connect office. Please submit your form as soon as possible, as the current processing rate can take up to 4- 6 weeks.

When completing the form:

- Please choose "General Registration" (page 3).
- Page 5, under 'Regulated Activity Employer/Organisation', the Contact Person is Ms Loretta McNaught, phone 02 62987200, email: LorettaMcNaught@mcc.act.edu.au
- The name of the organisation is 'Marist Rugby Club', and the address is Marr Street Pearce ACT 2607

Once the Registration card has been received a copy will need to be provided to the College to be kept on file. Scanned copies can be sent to: wwvp@mcc.act.edu.au. It should be renewed every three years.

All coaches, managers and volunteers are required to carry the card on them while working with students.



5. Marist Rugby Committee

The Marist Rugby Committee is elected at the Annual General Meeting (AGM) each October, and comprises Office Bearers and General Members. The Committee roles are below, and role descriptions are in the *Marist Policy Guide*.

- President
- Vice-President
- Secretary
- Treasurer
- Rugby or Sports Master (school nominee)
- First Aid Coordinator
- Volunteer Coordinator
- Merchandising
- Webmaster
- Registrar
- Canteen Coordinator
- General Committee (NB General Committee members may take on roles or tasks as agreed eg Sponsorship Coordination, Events Organiser etc)

6. Team Volunteers

These roles are extremely important to us and to your son. These are the positions that ensure the teams are coached, organised to play (when and where), and us provide the essential management that is required. These positions include the following and role descriptions/requirements are included as shown

- Age Group Coordinator (Annex A)
- Coaches (Annex B)
- Team Manager (Annex C)
- Team First Aider (Annex D)

7. Game Day Volunteers

These volunteers are normally parents, grandparents etc who help with the running of activities on the day. All families will be rostered for one activity for one hour each season. This is all that is needed if everyone does their bit.

- Canteen Manager (Annex E)
- Canteen and BBQ Helper (Annex F)
- Ground Marshall (Annex H)
- Ground Assistant (Annex I)

8. Referees

Whilst not strictly volunteers (paid by ACT Rugby Referee's Association) this is an important role that literally must be filled before the game can go on. This is a great Saturday job for anyone interested and we fund all training, registration and clothing costs.

Please note: Contact with referees and other officials for any complaint or criticism is to be initiated through Marist Rugby, and not directly. Particularly in the case of refereeing matters, contact the Rugby Master, Sports Master or Committee in the first instance.

9. Contact Details

We thank you for volunteering to coach our boys this season and giving up so much of your time to do so. If you have any further questions, or we can be of any assistance, please don't hesitate to contact the Marist Rugby Club Committee.

Committee Role	Name	Email Contact	Phone
Club Patron	Barry Lewis	rosandbarry@gmail.com	
Sports Master	Paul Mead	paulmead@mcc.act.edu.au	
President	Judy Swann	president.maristrugby@gmail.com;	0427 402 679
Vice President	Alastair Smith	berigora@outlook.com	0428 466 739
Secretary	Sally Boundy	maristrugby@gmail.com	0408 067 540
Treasurer	Ken Johnston	ken.johnston@gillespigroup.com.au	
Volunteer Coordinator and Social Coordinator	Sally Boundy	maristrugby@gmail.com	
Merchandise Coordinator	Aaron Verlin	Aaron.verlin@ag.gov.au	
First Aid Coordinator	Vanessa Pilla	Hamish@ashman.net	
	Danielle Ryan	gusbud@hotmail.com	
Registrar	Ian Campbell	registrar.maristrugby@gmail.com ;	
Webmaster	David Graham	webmaster,.maristrugby@gmail.com	
Home Ground Marshal	Mick Swann	Michael.swann@jacobs.com.au	
Canteen Coordinator	Patrick Bouquiaux	pb@tiffenandco.com ;	0407 298 698
Gear Steward		Vacant	
General Committee Member	Jacinta Kearns	bjjak@skymesh.com.au	
General Committee Member	Michael Riley	mriley@homeemail.com.au	
General Committee Member	Marc Hastie	Marchastie70@gmail.com	

Annex A - AGE GROUP COORDINATOR

Where possible the College will appoint a staff member to be an Age Group Coordinator. If not able to do so, the Rugby Master will identify a suitable parent volunteer.

- Before team selections - Receive the previous year's feedback sheets (from the Rugby Master) to aid team selections.
- At team selections - Liaise with the coaches of the age group throughout the selection process at the beginning of the ACTJRU season.
- Before Round 1 - Receive team contact lists for your age-group teams from the team managers.
- Each week - Discuss movement of players with the coach to address any issues with injury, numbers and the requirement to field a complete front row for each team.
- Ongoing - Liaise with the Volunteer Coordinator on the MRC Committee to ensure information flow.
- Ongoing - Support your team managers in coordinating the age group volunteers, coaches, staff, parents and volunteers to help organise trial teams, training and selections.
- Each week – Please note that contact with referees and other officials for any complaint or criticism is to be initiated through Marist Rugby. Particularly in the case of refereeing matters, contact the Rugby Master, Sports Master or Committee in the first instance.

Annex B – COACHES

Coaches are a critical element for the success of Marist Rugby. For this reason, coaches are selected carefully and we aim to have a large pool of trained and experienced coaches. Whilst this is a voluntary position, we hold coaches to the highest standards in terms of skills, experience and Code of Behaviour.

Marist Rugby Club will fully fund your training to ensure we have as many coaches as possible with ARU Level 1 and Level 2 qualifications. All ARU Level 1 and 2 Marist coaches will receive special recognition at the end of the season.

The Rugby Master, your Age Group Coordinator and Committee are here to support you. You will be in almost constant contact with the Rugby Master, and there are extensive resources available for you on the website.

- Ongoing – Maintain close contact with your team’s manager and Age Group Coordinator. Constant and proactive communication is the key to having a successful year, happy boys and supportive parents.
- Before Round 1 – Please read, and ensure parents and players are aware of the Marist Rugby Club Policy Handbook and Code of Behaviour (www.maristrugby.com.au)
- Before Round 1 - Complete the prerequisite *SmartRugby* Training and *Working With Vulnerable People* registration (details on www.maristrugby.com.au).
- Each Week - Lead training and coaching in line with Coaches Handbook, Skills Matrix, and Marist Sports Policy.
- Each Week – Work with your manager to ensure parents are involved in their volunteer roles and are guided on what is expected to ensure the smooth running of each game at every level over the course of the season
- Each Week – Consult with the manager to ensure the match results are submitted by 5pm every Saturday. Ensure that the match report is submitted on Tuesdays to the webmaster.
- Each week – Please note that contact with referees and other officials for any complaint or criticism is to be initiated through Marist Rugby. Particularly in the case of refereeing matters, contact the Rugby Master, Sports Master or Committee in the first instance.

Annex C – TEAM MANAGER

Alongside the the Coach, this is one of the most important roles in any team. The role of Team Manager is critical to the efficient running of Marist Rugby, and this person is usually the connection between the Club, the Coach, the boys and their families.

- As soon as appointed - Send a letter to your team parents (*Appendix A*) seeking their contact details and assistance
- As soon as this is received – Complete the Team Contact and Roster List (*Appendix B*) and send it to the Volunteer Coordinator, your Age Group Coordinator and the parents.
 - The list includes volunteers for all key positions
 - If everyone participates, each family only has to volunteer once per season
 - If families need to swap, they use the Team Contact List and notify you
- Before Round 1 – Please read, and ensure parents and players are aware of, the Marist Rugby Club Policy Handbook and Code of Behaviour (www.maristrugby.com.au)
- Before Round 1 - Seek team spectators to act as informal team photographers throughout the year. Players and families will appreciate the photos, and action shots are good for college publications and the Club website.
- Before Round 1 - Ensure that each team has two nominated first aid officers. There are paid professionals at the Home Games and at Garran oval, but each team requires dedicated volunteer first aiders (in visible vests), and the Club will fund First Aid training.
- Ongoing - Keep information flowing to the families. Make sure that they know of, and are encouraged to be involved in, the activities of their team and their Club.
- Each Home Game - (every fortnight) - please confirm that you have four families volunteering for the four volunteer spots on the roster (canteen manager, canteen and BBQ Helper, ground marshal and Ground Assistant.
- Each week - 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. Weekly draws will be updated on the website and sent out by e-mail from the Rugby Master.
- Each week - Please ensure your First Aid Volunteer and Field Marshall are identified and wearing their vests.
- Each week - Ensure the appropriate kit is available on game day. This includes footballs, cones, water bottles, first aid kit and vests, touch judge flag, orange vest for the field marshals etc.



Team Manager – continued

- Each week – Please note that contact with referees and other officials for any complaint or criticism is to be initiated through Marist Rugby. Particularly in the case of refereeing matters, contact the Rugby Master, Sports Master or Committee in the first instance.
- Each week - Prepare the current player team list. (ARU numbers to be supplied by Registrar).
 - Use the ACTJRU Carbon Copy book (*Appendix C*)
 - On arrival boys will need to sign the book against their name prior to warming up.
 - You will need to exchange the team sheet with the opposition manager and ensure the referee has signed the result section at the end of the game.
 - This is a record that can be requested if there is a dispute over who played by the ACTJRU at any time. Please keep the book for the entirety of the season.
- Each week - Organise a touch judge to help out each game. This can be parent or sibling who can assist the Referee. They will not be asked to make major decisions.
- Each week - Confirm the score at the end of the game. 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.
- Each week - Maintain accurate team statistics. Template attached (*Appendix G*) for the game score, who played, who scored, and who was awarded the 3, 2, 1 points.
- Each week - If you are in an U13 to Open team - Apply the mercy rule when a team is winning by more than 30 points. (*Appendix D*)
- By 5pm Saturday - Provide match result to Cherie Bouquiaux (a volunteer parent) by 5pm each Saturday to cbouquiaux@gmail.com. Please type the results in the following format:
 - Subject line: U15 Marist Skys Round Number or Match Date
 - Body of Email: U15 Marist Skys 100 and opposition U15 Eddies Nil
 - Or use 2017 Match Result Sheet (*Appendix E*)
- By Tuesday after the game - Ensure that a regular Match Report (including the score) is prepared and emailed to webmaster@maristrugby.com.au by the Tuesday afternoon following the game (*Appendix F*)

Annex D – TEAM FIRST AID OFFICER

Marist Rugby Club seeks to appoint two first aid officers (with a current first aid certificate) for each team. The Rugby Club will fund training for volunteers and details are on www.maristrugby.com.au.

- Before Round 1 – Complete the recognised First Aid course (this is advertised on our website) and complete the Working With Vulnerable People registration.
- Each Week – Arrive a bit early to each game make sure the First Aid Kit is out and ready. You may like to bring a few bags of ice (double bagged in large freezer bags) in a small esky so that you have ice on hand,
- Each Week - A fully supplied First Aid Kit and Vest is available at each game These must be restocked if used (please contact the Committee First Aid Coordinator via maristrugby@gmail.com)
- Each Week – attend games, including away games, and watch the games so you can stay on top of potential injury/accident (it is useful if you saw how an injury occurred).
- Each Week – If there is a serious injury, use Annex G of the Guidelines to complete an injury report (Appendix H). Work with the Team Manager to notify parents (if not at the game).

Annex E – CANTEEN MANAGER

- The Canteen Manager is a selected individual who runs the canteen operations at all home games. There are approximately six (6) home games per season.
- Under direction from the Canteen Coordinator (Committee position), the canteen manager will arrive at the Marist rounds at 8:00am and help set up.
- The Canteen Manager will have a list of volunteers to expect that week (from the Canteen Coordinator) and will manage the helpers all day.
- The canteen will close at 4:00pm, and with the help of the last volunteers and the Canteen Coordinator, the manager will clean and pack up.

Annex F – CANTEEN and BBQ HELPER

- The Canteen and BBQ helpers are the parents/supporters representing their team that week.
- Canteen/BBQ help is only required every 2nd week at home games. If all families help, you will only be required to volunteer once per season.
- Your Manager will develop a roster with all families contributing at least once (more if you choose).
- If you want to swap, please use your Team Contact List and arrange your own swap. Please advise your Team Manager of the updated details.

Annex G – GROUND ASSISTANT

- The Ground Assistant is required to support the Rugby Master and Ground Marshall to ensure referees are at the right fields, games start on time and are the point of contact for Ground Marshal if there is an issue that requires resolution.
- The Ground Assistant is only required on home games (every 2nd week) and will wear a specially marked vest.
- The Ground Marshall (Committee member) will seek volunteers for this role through an email to parents at the beginning of the season.

Annex H – Ground MARSHALL

- The Ground Marshal's role is to ensure all game day ACTJRU protocols are followed. The protocols are listed below.
- The Ground Marshall must also be aware of field of play guidelines which are listed in APPENIDIX I.
- Each Manager needs to inform the team of the Ground Marshal's responsibilities.