

**Fortitude Valley Rugby League Football Club  
Junior Division Inc**

# **VALLEYS DIEHARDS**

**Managers' Handbook**



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# Managers Handbook

## Fortitude Valleys Rugby League Football Club

### Introduction

This handbook is to assist the team managers to quickly locate information relating to the administration and operations that relate to the manager role. It does not replace the requirements of Rugby League Brisbane and should be read in conjunction with the QRL Southeast Operations Manual and other relevant QRL policies. To the extent of any inconsistencies, the Rugby League Brisbane Operations Manual will prevail.

### Opening Hours

The clubhouse will be open on training nights and on game days for merchandise, registrations and general queries. More information relating to training night opening hours are located on our website.

### Club Website and Social Media pages

- Club website: [www.valleysdiehards.com](http://www.valleysdiehards.com)
- Facebook main page: [Valley Diehards – Public Page](#)
- Facebook Junior updates: [Valleys Diehards Juniors – Closed group](#)
- Facebook Senior updates: [Valleys Diehards Seniors – Closed group](#)
- Instagram: <https://www.instagram.com/valleysdiehards/>
- LinkedIn: <https://www.linkedin.com/in/valleys-diehards-rffc-65869ab2/>

In accordance with legislation, whenever team families take photographs, they must gain permission from the families of all children in the shots prior to posting them on Social Media.

### Related documents/Resources

The following resources are available to assist team staff, players and parents to understand the rules and policies relevant to all NRL members, players and their families/supporters.

Managers should refer parents and players to the NRL and QRL rules where appropriate and remind all team members and supporters of the Code of Conduct.

- [Valleys Club Handbook](#)
- [Rugby League Brisbane Club Information Handbook, Policies Procedures and Operations Manuals](#)
- [NRL Code of Conduct](#)
- [NRL Laws of the Game – Community](#)
- [NRL On Field Policy](#)
- [National Safe Play Code](#)
- [Rules of the Queensland Rugby Football League Limited](#)

### Club Handbook

Further information relating to Valleys is contained within the Club Handbook which is available on our website. It is important that managers familiarise themselves with the club handbook to enable them to assist parents and players with information where required.



## Managers Handbook Fortitude Valleys Rugby League Football Club

### Key Contacts

Committee and Key contacts are listed below. Please don't hesitate to contact any of these contacts where needed.

Example of assistance needed	Appropriate contact	Contact Details
<b>Sponsorship, grants, escalation of high level issues needing resolution</b>	Shahra McDonnell - President	<a href="mailto:president@valleysrugbyleague.com">president@valleysrugbyleague.com</a> 0413 850 601
<b>Email groups, correspondence, game changes and draws</b>	Carey-Ann Squire - Secretary	<a href="mailto:secretary@valleysrugbyleague.com">secretary@valleysrugbyleague.com</a> 0432 181 161
<b>Fees owing, payment plans, team accounts, supplier contacts, grants</b>	Brendan Beston - Treasurer	<a href="mailto:treasurer@valleysrugbyleague.com">treasurer@valleysrugbyleague.com</a> 0402 500 593
<b>Senior competition management, club operations</b>	Danny Walker – Football Operations Manager	<a href="mailto:Footballoperations@valleysrugbyleague.com">Footballoperations@valleysrugbyleague.com</a> 0410 465 549
<b>Player &amp; Volunteer Registrations, team player &amp; contact lists, eligibility</b>	Janice McLoughlin - Registrar	<a href="mailto:registrar@valleysrugbyleague.com">registrar@valleysrugbyleague.com</a> 0408 765 229
<b>Female Competition Co-ordinator</b>	Laura Frassetto-Lea	<a href="mailto:admin@valleysrugbyleague.com">admin@valleysrugbyleague.com</a>
<b>General Queries</b>	Club account	<a href="mailto:diehards@valleysrugbyleague.com">diehards@valleysrugbyleague.com</a>
<b>All coaching related questions, training times and field allocations</b>	Dean Collins – Coaching Director	<a href="mailto:coachingdirector@valleysrugbyleague.com">coachingdirector@valleysrugbyleague.com</a> 0413 957 751
<b>Sponsorship Enquiries</b>	Tony Stephens - Sponsorship Coordinator	<a href="mailto:sponsorship@valleysrugbyleague.com">sponsorship@valleysrugbyleague.com</a>

### Email Groups

Each team has a dedicated email group which is regularly updated with parents contacts. Emails are set up as with the team followed by @valleysrugbyleague.com e.g.: [under6@valleysrugbyleague.com](mailto:under6@valleysrugbyleague.com)

Please use this email group to communicate with your teams. If any parents are not receiving emails or wish to add an additional email, please contact the club secretary via [secretary@valleysrugbyleague.com](mailto:secretary@valleysrugbyleague.com) with the details to be amended/added/removed.



## Player Management

### Player Registrations

All players must be fully registered prior to playing or training. Player registrations are completed via the [playNRL.com](http://playNRL.com) website. Please refer to the club Registrar for details relating to registration processes.

All queries relating to player registrations and team lists can be directed to the club registrar via [Registrar@valleysrugbyleague.com](mailto:Registrar@valleysrugbyleague.com)

### Volunteer registrations and accreditations

All volunteers must be registered to the club via <https://profile.mysideline.com.au/register?source=rugby-league>. This includes any person that provides regular volunteer services to the team or club including but not limited to: Coaches, Managers, League Safe, Sports Trainers, Touch Judges, Bar and grounds persons.

Positions that require accreditation are Coaches/Assistant Coaches, Leaguesafe, Touch judge, Sports Trainers, Referees. Course dates and registrations are also located at playnrl.com through the [course finder](#).

Role	Course required	Timeframe accreditation is valid
<b>Coach</b> Refer to PlayNRL for further information on the appropriate course	<ul style="list-style-type: none"> <li>• Community Coach Online (select appropriate age group)</li> </ul> <i>Plus:</i> <ul style="list-style-type: none"> <li>• Community Coach Workshop (Face to Face) U6 – U18's</li> <li>• Senior Club Coach</li> <li>• High Performance Coach</li> </ul>	12 months
<b>LeagueSafe</b>	LeageSafe	1 year
<b>Sports Trainer</b>	League First Aid (green shirt; up to U15 only) Level 1 Sports Trainer (blue shirt) Level 2 Sports Trainer (orange shirt)	3 years Annual CPR update required
<b>Touch Judge</b>	Touch Judge Course	1 year

**IMPORTANT NOTE:** All roles must complete the course [Child Safety – Patrons of the Game](#)

### Player Fees

All junior fees are to be paid in full at the time of registration, or arrangements made with the committee to commence into a payment plan. Failure to pay or abide by the above will result in the player being stood down until the fees are finalised in full. Valleys is prepared to commence a payment arrangement with a parent/guardian assessed on an individual financial hardship related basis. Payments to cover these agreements will be as agreed at the time of commencing the payment plan.

## Blue Cards

Valleys require all volunteers holding roles in teams and the club to hold a valid 'Working with Children Check' otherwise known as a blue card. Roles requiring a blue card include but are not restricted to:

- Committee Person
- Coach
- Assistant Coach
- Manager
- LeagueSafe
- Touch Judge
- Sports trainer, and any other role which requires regular contact with the children on a weekly basis.

Bluecard forms can be downloaded from and submitted through the Bluecard Services website: <https://www.bluecard.qld.gov.au/applications/applications.html>. Valleys are required to keep a register of blue cards and ensure all are up to date. Please provide a copy to the Secretary.

## Training equipment provided

Coaches and managers will receive all training equipment at the beginning of the season including:

- Training kit including balls, tees (where applicable), markers
- First aid kit
- Jerseys
- Official shirts (LeagueSafe/Sports trainer)
- Touch flag

**All equipment remains the property of the club and needs to be returned at the end of the season.**

Where equipment is damaged or misplaced, please notify a member of the committee who can assist. Teams who have excessive loss of equipment may be required to replace this at their own cost.

## First Aid Kits

First aid kits are distributed to each team at the commencement of the season. Kits can be replenished on request. Please see a member of the committee who will direct you to the appropriate person.

Strapping tape is provided to older teams for game days. Players requesting to be strapped during training or for preventative only reasons must supply their own tape unless the need for strapping is a result of injury sustained while playing/training for Valleys. Strapping tape is available for sale from the club.

## Medical Advice Forms

All players must complete a [medical advice form](#) prior to training and playing. These are to be filed and kept in a location accessible to first aid officers and managers for reference in the case of injury/illness.

Medical advice forms will be emailed to managers early in the season for distribution to your teams.



## Team photos

Dates for junior team photos will be advised early in the season. Photos are usually taken around July and are provided to players on presentation day.

## Fundraising

Team fundraising is highly recommended throughout the season to cover the cost of individual team break-ups, team staff gifts (if desired) and any other activities you wish to organize for your team. Each team has an account which is managed by the Treasurer/Ass Treasurer. All money raised must be banked with the club no more than one week of receiving these monies. Managers can request access to funds when required but **MUST** provide proof of purchase for the monies spent. **Please note, ONLY team managers will be authorized to access team accounts unless previous written authorisation for another parent has been given to the Treasurer or Asst Treasurer.**

## Presentation day

At the conclusion of the season the club will host a presentation day for all player and families. Details of the presentation day will be provided with as much notice as possible and it is encouraged that all players attend. In addition to the club presentation day, most teams organise an individual team break up to celebrate their season. Team break ups are the responsibility of managers and team staff.

## Competition Management

### Match reports/Game sheets

All game sheets/match reports must be completed on the MySideline app/website by 9pm Thursday evening. Any changes on game day must be completed **BEFORE** teams commence playing. A player cannot take the field until they are listed on the match report.

Scores are to be entered on the app live by each team unless agreed with the host club to do otherwise. The final score is to be agreed by both managers before it is submitted. If there is an incident on the field, this must be reported on a manual game sheet for the committee to forward to the RLB office.

You can learn more about MySideline through the online courses and FAQs in the RLB [The Clubhouse](#) page.

### Team Lists

Once teams have been nominated and prior to the first fixture, all managers will be requested to submit a team list for each team. **Every player** within each International team (Under 13 – Senior age group) competitions will be classified as either a ‘core player’ or ‘non-core player’ and are subject to the QRL rules relating to the movement of players.

The ten (10) best and most skilled players within each team must be classified as ‘core players’ for that team. Rugby League Brisbane reserves the right, in consultation with the club, to direct a player (or players) to be included in the list of core players.

Where there are multiple teams in the same age group (under 12 and above) clubs are required to grade their players into teams based on skill level. The best and most skilled players must be allocated to the highest graded team and the least skilled players to the lowest graded team within the same age group.



Teams Under 12 and below are NOT to be graded under any circumstances. **Teams are to be divided to ensure equal skill level across all teams within the same age group.**

### **Grading - International teams - Under 13 and above**

Teams participating in competitions for U13 and above are graded into one of the following: Division 1 (top grade), Division 2, Division 3 or Division 4 (where the number of nominated team permits)  
Grading matches will be held prior to the season to determine the most appropriate grade

### **Interchange**

Each international team playing in the Division one competition is required to appoint an interchange officer for each game. This interchange official will record the approved interchanges made by the opposition team on an interchange sheet provided on the day.

At the completion of the match, the completed player interchange sheets must be signed by the team coaches and returned to the host club. The interchange official will remain near the team dugout for the entire match to ensure clear communication with the team coach for interchange purposes.

**Refer Appendix D – Game times and Interchanges** for breakdown of each age group's requirements.

### **Player and Team Official Identification checks**

Player and team official Photo ID checks are to be completed for each team (Under 13 and above) prior to each match by a host club duty official or manager. Managers can check the opposition team photos unless the host club has an alternative process. The players and team officials must be listed on the match report.

A player who does not have his/her photograph uploaded on the NRL Database will not be eligible to play in any RLB fixture or Finals Series match.

**Any person including without limitation coaches, team managers, parents and club officials found to be complicit in the falsifying of information, including player photographs, on the NRL Database may face penalties of a suspension of up to five years (5) from participating in the game of rugby league.** Loss of premiership points and expulsion of the team may also be imposed.

### **Injury Reports and Medical Clearances**

A [player injury report](#) must be completed by the attending sports trainer for all significant injuries and these are to be submitted to the club secretary for appropriate filing. If there is no sports trainer present at the time of injury, the manager or person attending to the player should complete the form.

**Players are not to return after sustaining a significant injury** unless a medical clearance has been provided by their doctor or specialist. The clearance must state the date and conditions they may return as well as identify the date and type of injury sustained for which they are clearing. Significant injury includes but is not limited to Breaks / fractures / head injury / concussion / severe strains and other injury requiring ongoing medical attention. A clearance is also required when players have contracted a contagious illness.





## Concussion Management

Any player that is diagnosed with a concussion cannot return within the timeframes outlined below:

- **Adults (19 years and over):** Eleven (11) days. The earliest a player can be made available for team selection is on the 11<sup>th</sup> day after sustaining a concussion and only after all symptoms have resolved and the player has been cleared to play by a medical professional.
- **Children (18 years and younger):** Nineteen (19) days. The earliest a player can be made available for team selection is on the 19<sup>th</sup> day after sustaining a concussion and only after all symptoms have resolved and the player has been cleared to play by a medical professional.

Further information relating to suspected concussion can be found on the [NRL Concussion Management and Return to Sport Strategy](#) page.

## Insurance

The QRL insurance provider for clubs is AJ Gallagher. This covers public liability as well as player insurance.

In the case of a player injury where insurance claims are being sought, the player/parent is required to contact AJG directly who will provide them with the information needed to complete their claims. Rugby League Brisbane provides a link to download a Gallagher's app to help you monitor player injuries. <https://sport.ajg.com.au/qld-rugby-league/>

Forms need to be signed and verified by the club Secretary or President and accompanied with an injury report. For insurance claims relating to club grounds/facilities, the club is to contact AJG directly. In cases where the claim is a result of unlawful actions, a police report may be required when lodging the claim. Website: <https://ajg.com.au/qrl>

## Wet Weather Procedures

Training and games will proceed during wet weather unless notified by the committee. When fields are closed for training/games for any reason, parents will be notified by email and via the club closed Facebook page. **Coaches and managers are not permitted to cancel training sessions for any reason unless prior approval has been granted by the club president or executive.**

## Code of Conduct

NRL Codes of Conduct Document <https://playnrl.com/referee/laws-of-the-game/code-of-conduct/>

**Note:** All breaches of the Codes of Conduct are subject to the Rugby League Brisbane Disciplinary and/or Judiciary Tribunal action under QRL Rules Part 5.

**IMPORTANT NOTE:** If Rugby League Brisbane Disciplinary Tribunal following investigation determines a game has been terminated because of the conduct of a coach, team staff and/or spectators of a team, that team will be deemed to have forfeited the game irrespective of the score at the time. This will be applied for all Premiership and Finals Series games. In the Finals Series matches, this would have an influence on the makeup of remaining Finals Series matches.



# Document Change History

Date	Version	Author	Description of changes	Approved by
May 2024	1.0	Carey-Ann Squire	Initial Version	
May 2024	2.0	Carey-Ann Squire	<ul style="list-style-type: none"> <li>- Updated Concussion Management timeframes and Added link to NRL Concussion Management page</li> <li>- Added Appendix D – Game Times and Interchanges</li> <li>- Updated links to NRL Code of Conduct and NRL Laws of the Game - Community</li> </ul>	

## Appendix A - Ground Locations

<b>Clubs</b>	<b>Venue Name</b>	<b>Venue Location</b>
Albany Creek Crushers	Southpine Sports Complex	South Pine Rd, Brendale
Aspley RLFC	Harry Kirby Park; O'Callaghan Park	29 Kirby Rd, Aspley; 340 Zillmere Rd, Zillmere
Banyo RLC	Bora Ring	Childs Rd, Nudgee
Beenleigh JRLFC	Hammel Park	Hammel St, Beenleigh
Beenleigh SRLFC	Bill Norris Oval	Boundary St, Beenleigh
Brighton Roosters JRLFC	Jim Lawrie Field	Tenth Ave, Brighton
Brisbane Natives	Warburton Park	14A Wellington St, Virginia
Brothers JRLFC	Gibson Park	Via Hayward St, Stafford
Brothers St Brendans JRLFC	Kookaburra Park	Beaudesert Rd, Rocklea
Browns Plains JRLFC	Grosvenor Park	Berkley Dr, Browns Plains
Bulimba Valleys RLFC	Balmoral Recreational Reserve	140 Bulimba St, Balmoral
Burpengary JRLFC	Burpengary Sports Ground	Station Rd, Burpengary
Capalaba District JRLFC	John Frederick Park	Banfield Lane, Capalaba
Carina JRLFC	Leo Williams Oval	Cnr Creek & Stanley Rds, Carina
Dayboro Districts JRL	Peter Albrow Oval	Don Kerr Memorial Dr, Dayboro
Eagleby Giants JRLFC	Bishop Street Park	1 Bishop St, Eagleby
Eastern Suburbs DRLFC	WJ Scott Park	Cnr Rita & Harold Sts, Holland Park
Easts Mt Gravatt JRLFC	Allan Innes Field	Tones Rd, Mansfield
Easts Springwood JRLFC	Tallowood Park	Rholanda Cres, Springwood
Forest Lake JRLFC	Warren Ritchie Field	Boundary Rd, Ellen Grove
Gaters RLFC	Jim Lawrie Field	Tenth Ave, Brighton
Greenbank RLFC	Greenbank Sport & Rec	Middle Rd, Greenbank
Logan Brothers RLC	Civic Park	Wembley Rd, Logan Central
Logan City Hawks RLC	Leighton Field	Loane Dr, Edens Landing
Logan Wanderers RLC	Bill Norris Oval	Boundary St, Beenleigh
Moreton Bay RLC	Ken Hayward Oval	64 Government Rd, Deception Bay
Murri Taipans RL	Ken Hayward Oval	64 Government Rd, Deception Bay
Mustangs Brothers RLFC	Mustangs Oval	Kenny Rd, Chambers Flat
Narangba Rangers RLFC	Narangba Sports Reserve	Williamina Crt, Narangba
Normanby RLFC	Bert St Clair Oval	Graceville Ave, Graceville
North Lakes Districts SRLC	Kinsellas Sporting Field	Kinsellas Rd East, North Lakes
Northern Suburbs JRLFC	Albert Bishop Park	Franklin St, Nundah
Nth Stradbroke Island RLFC	Ron Stark Oval	Ballow Rd, Dunwich
Pine Central Holy Spirit RLFC	Les Hughes Complex	Cnr Francis Rd & Baker St, Bray Park
Pine Rivers JLC	Mathieson Oval	Mundine St, Petrie
Redcliffe RLFC	Dick Tosser Turner Complex	Klingner Rd, Redcliffe
Redlands RLC	Pinklands Sporting Complex	Cleveland-Redland Bay Rd, Thornlands
Rochedale RLFC	Ian Clarkson Field	Underwood Rd, Rochedale South
Russell Island JRLFC	Bay Islands Sport & Resilience Hub	Union St, Russell Island
Samford & Districts RLFC	Alan Cash Oval	Main St & Cash Ave N, Samford
Slacks Creek RLFC	Usher Park	Rose St, Daisy Hill
Southern Suburbs JRLFC	Brandon Park	Mortimer Rd, Acacia Ridge
Souths Graceville Hounds	Bert St Clair Oval	Graceville Ave, Graceville
Souths Sunnybank RLFC	Jim Murdoch Oval	82 Woff St, Sunnybank



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<b>Clubs</b>	<b>Venue Name</b>	<b>Venue Location</b>
Valleys Diehards RLC	Emerson Park	Bega St, Grange
Waterford RLFC	Noffke Park	91 Armstrong Rd, Meadowbrook
West Arana Hills RLFC	Kev McKell Oval	247 Dawson Pde, Keperra
West Brisbane Panthers	Kev McKell Oval	247 Dawson Pde, Keperra
West Inala FC	CJ Greenfield Complex	Freeman Rd, Inala
Wests (Brisbane) JRLFC	Purtell Park	Lorward Ave, Bardon
Wests Mitchelton RLFC	Frank Lind Oval	Prospect Rd, Mitchelton
Wynnum-Manly JRLFC	Kitchener Park	Stradbroke Ave, Wynnum



## **Appendix B - Game day checklist**

### **MANAGER DUTIES ON GAME DAY Home/Away**

- Ensure all players are in correct uniform/jerseys
- Ensure that only fully registered players take to the field, or teams may be fined
- Ensure game sheet is correct with any last minute changes notified
- Complete ID checks at least 30mins prior to kick off
- Make sure you have a Leaguesafe (wearing league safe shirt) and touch judge with flag
- First aid officer also required for each game – U16+ must have at minimum level 1 sports trainer and U6-U15 minimum league first aid required for teams
- Notify club President or Secretary of any serious injuries and/or complaints (ensure this is written on the game sheet and injury report completed)
- Ensure you have 2 Duty Officials for home games and 1 for away games
- Ensure dressing sheds are left rubbish free when leaving (at all clubs/locations)
- Ensure your team/spectators respect the facilities made available to them
- If playing away ensure a copy of the game sheet is collected if any incidents are recorded (a photo of electronic game sheet is sufficient) and return to the club office on the next training night
- Under 13+ only – manager and coach to agree on 3-2-1 points to be submitted to the club secretary each week

### **HOME GAMES – DUTIES IN ADDITION TO THE ABOVE**

- Ensure you have two Duty Officials for all home games
- Team duty official must look after the sin bin where required
- If you are the first game of the day you are responsible for setting up the field (goal post pads, corner posts, etc.)
- All teams must assist with the reconfiguration of the field between games where required
- Where there is no tower person, managers must allocate a team parent to look after the scoreboard and game sheets
- If you are the last game of the day, you are responsible for dismantling the field
- Coaches/managers to ensure all training gear used for warm ups etc is put away neatly in the correct place and storage areas secured/locked
- Sometimes teams may be asked to assist with timing/tower duties
- Teams must provide a canteen volunteer for 1 hour prior to your home game. Teams are also encouraged to assist with game day raffles. These raffles fund the ongoing expenses for teams and we would love to see more parents and players getting involved in these activities.



## **Appendix C - Role Descriptions for Team Staff**

### **Team manager**

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

#### ***Responsible to:***

The Team Manager is responsible to the Executive Committee.

#### ***Responsibilities and Duties***

The Team Manager should:

- Liaise with all team members, parents, coaches and officials to ensure the players are properly informed of training, fixtures and club functions.
- Regularly liaise with club Registrar, monitoring player registrations to ensure all players are eligible to train and play prior to fixtures.
- In consultation with the team Coach, appoint team volunteers such as League Safe, Duty Officials, First Aid Officer and other volunteers as required.
- Liaise with Registrar to ensure all volunteers are registered in the database and hold appropriate qualifications and blue cards.
- Adjudicating any problems that may arise amongst team members, parents, the coach and supporters and escalating to committee representatives where required.
- Acting as liaison officer between the club and the team on all matters.
- Ensuring all equipment is safe and the first aid kit is ready for use.
- Ensure players are appropriately dressed in playing apparel prior to taking the field.
- Ensuring the game sheet and any other rules/regulations of the competition are carried out.
- Ensuring all welfare and safety requirements for the team are met.
- Any money received from team fundraising handed to club Treasurer within a week of receipt to ensure it is banked into team bank accounts held by club.
- Distributing to players and coaches club updates and any relevant club/league office information.
- Ensure all NRL and Local League policies are adhered to.

#### ***Knowledge and Skills Required***

Ideally a Team Manager is someone who:

- Has strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators
- Has strong organisational skills
- Has a sound knowledge of the selection procedures and rules/regulations of the competition

#### ***Commitment Required***

The Team manager is appointed for 1 season.



***Bench Rules & Regulations***

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. This includes all comments that are directed at Referee and also to Touch Judges. Any comments made either at Referee or Touch Judge will result in serious action being taken against offenders. It is expected that team managers will also address any team staff, parents or players who are breaching the above behavioral requirements. All Team managers and staff must wear their Blue Card and Qualification cards when performing official duties.



## League Safe

The role of the LeagueSafe trainer during a match is to provide water to players and to assist with the interchange process as required. LeagueSafe Trainers must be at least 14 years of age and have completed the NRL LeagueSafe course.

LeagueSafe Trainers must at all times during a match:

- wear a yellow shirt, vest or jumper with the words 'LeagueSafe' clearly labelled on the back; and
- wear appropriate enclosed footwear.

### **Responsibilities and Duties**

#### **In accordance with the Rugby League Brisbane Rules:**

- Leaguesafe have access as per the following conditions:
  - When a try has been scored (not during a penalty goal attempt);
  - 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;
  - When the referee calls an agreed 'drinks break' option (to be agreed by both coaches and referee prior to kick off);
- Leaguesafe officers are not to engage in any communication with match officials unless about an injured player.
- Leaguesafe officers are not to engage in any communication with any member (players and staff) of the opposition team.
- Leaguesafe officers may walk the interchange players along the sideline to affect the desired interchange, they must not enter the field of play during this process and must return to the dugout area immediately after the interchange has been made.
- Leaguesafe officers must remain in the dugout area at all other times.
- Leaguesafe officers must enter and leave the field of play from an on-side position.
- Duties of the Leaguesafe officer are:
  - To administer water;
  - To assist in the interchange process;
  - To convey messages. Messages must not be given to the team whilst play is in progress.
- If an Accredited NRL Sports Trainer/Trainer is busy attending a player, the Leaguesafe may assist an injured/ill player under the Guidelines of Leaguesafe training until a person of higher training arrives. The Leaguesafe person must report all incidents to the accredited NRL Sports Trainer/ Trainer.

### **Important Notes**

NO on-field personnel will be allowed on the field of play, at training or during a game, nor manage an injured or ill player, nor provide advice **unless registered and trained by the NRL**.

In the event of an altercation on and/or off the field of play, Accredited NRL LEAGUESAFE / Sports Trainer / HEAD TRAINER must not interfere in any way. They must move clear and totally distance themselves from the incident. The control of on/off field behaviour is the duty of the Match Officials. The only exception to the above would be when an injured / ill player needs shielding from possible further harm.





## Sports Trainer /First Aid Officer

Sports Trainers are responsible for attending to on field injury/illness as well as observing and monitoring those players who have been removed from the field of play through injury/illness.

In accordance with the NRL On-Field Policy, No match shall commence under any circumstances until the required on-field safety personnel are available. The minimum accreditation requirements for each age group are summarised below:

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.	<ul style="list-style-type: none"> <li>• League First Aid; or</li> <li>• NRL Level 1 Sports Trainer; or</li> <li>• NRL Level 2 Sports Trainer</li> </ul>
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.	

### **FIRST RESPONDER**

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 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.
- First Responders must at all times during a match:
  - wear the designated coloured shirt, vest or jumper with the words 'League First Aid' or 'Level 1 Sports Trainer' or 'Level 2 Sports Trainer' clearly labelled on the back; and
  - wear appropriate enclosed footwear.

First Responders must at all times during a match be in a position to respond quickly and access the field of play:

- to attend an injured or ill player;
- after a try has been scored; and
- during a timeout called by the referee.

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.

**Table:** Summary of shirt colours for First Responders and LeagueSafe

ACCREDITATION	SHIRT, VEST OR JUMPER COLOUR DESIGNATION
LeagueSafe Trainer	Yellow with 'League Safe Trainer' clearly labelled on the back
League First Aid	Green with 'League First Aid' clearly labelled on the back
Level 1 Sports Trainer	Blue with 'Level 1 Sports Trainer' clearly labelled on the back
Level 2 Sports Trainer	Orange with 'Level 2 Sports Trainer' clearly labelled on the back

### Important Notes

The most important issue is that no on-field personnel will be allowed on the field of play, at training and or a game, nor manage an injured / ill player, nor provide advice **unless trained by the NRL** at one of the above levels of accreditation. Nurses of all levels, Ambulance Service Personnel and Doctors CAN BE ACCREDITED INTO THE SCHEME dependent upon supplying evidence of suitable qualifications if wishing to provide services to a club or team.

In the event of an altercation on and/or off the field of play, Accredited NRL LEAGUESAFE / Sports Trainer / HEAD TRAINER **must not interfere in any way**. They must move clear and totally distance themselves from the incident. The control of on/off field behaviour is the duty of the Match Officials. The only exception to the above would be when an injured / ill player needs shielding from possible further harm.

On-field personnel must not, at any time, enter the line of sight of a player when they are attempting a kick for goal, or do anything which may in any way interfere with, or distract, an opposition player whilst they are participating in the match, or constitute some disadvantage to the opposing team.

The Level 2 Sports Trainer / Head Trainer is the only person of the on-field personnel who may approach a Referee or Touch Judge in relation to player welfare-related concerns; they cannot instruct an official on how to referee a game but only express concerns directly related to player welfare. This is to be done in a respectful manner and only occur during technical stoppages of play. (for example, when a try has been scored or at halftime.) In the absence of a Level 2 Sports Trainer in attendance, the most experienced Level 1 Sports Trainer in attendance may approach a Match Official on a matter of player welfare however the same restrictions will apply.

If any on-field personnel abuse their roles or behave in a manner contrary to the NRL ON FIELD POLICY or NATIONAL CODE OF CONDUCT, or bring the game of Rugby League into disrepute and/or their team/club into disrepute, they may be subject to sanctions and/or disciplinary action, up to and including removal from the NRL National Database.

## Touch Judge

The role of the Touch Judge is to support referees to enforce the Laws of the Game. This varies between age groups and may include, but is not limited to:

- Indicate when and where the ball goes into touch
- assist the Referee in judging kicks at goal
- report a player's misconduct to the referee where appropriate and according to the rules
- provide advice to the referee when requested

All junior teams are required to have one touch judge for each game, both at home and when playing away.

All teams are expected to supply accredited touch judges and accredited touch judges will always take precedence, even if this means both touch judges are supplied by the same club or the away side supplies an accredited touch judge if the home side can't supply one.

In accordance with the Brisbane Rugby League Operations Manual, touch judges must be:

for seniors, at least eighteen (18) years of age if not accredited or at least sixteen (16) years of age if accredited as a touch judge or junior referee;

for juniors, at least 16 years of age if not accredited or at least fourteen (14) years of age if accredited as a touch judge or junior referee.

Touch judges must wear appropriate enclosed footwear.

A Touch Judge is at all times under the control of the Referee and may be dismissed and replaced if, in the opinion of the Referee, he can no longer be considered to be neutral.

A Touch Judge must not unduly interfere with the Referee's control of the game by reporting incidents which have obviously been seen by the Referee.

Each Touch Judge must carry an approved flag.

## **Role of Duty Officials**

Each team must appoint two duty officials at home games, and one duty official when playing away.

Duty officials who should be of a responsible nature and be over eighteen (18) years of age.

The visiting duty official's main role is the control of their own team's spectators. Visiting team duty officials should always support the home team duty officials.

Duty officials are considered officials of RLB and have the full support of the RLB Management.

Duty officials:

- shall be neatly attired and must, with no exceptions, wear the identification vest supplied by the RLB and enclosed footwear.
- shall always be clearly visible and will control spectator behaviour and all off field incidents and assisting the referee as required.
- must ensure there is no drinking or smoking outside of the designated areas.
- should control and supervise spectators and supporters. Spectators shall not be allowed to encroach upon the playing area at any time during or immediately after any game and should not be allowed to shout abuse or obscenities at any player, official or other spectator. Club officials will support and assist the duty officials in this supervision and control.
- will be requested to provide a written report of any incident that requires further action. These reports should be lodged with the host club in the first instance.
- are to assist the referee and touch judges as required. They should escort the referee and touch judges from the field at half time and full time. The duty officials are to ensure that no players, team officials or spectators harass the referee or touch judges before, during or after the game.

### **SIN BIN**

Duty Officials will escort players to the sin bin and remain with them until their designated sin bin time has elapsed. They are to ensure that players are not harassed while they are in the sin bin.

Players in the sin bin can be treated for injuries and/or given assistance by qualified personnel. Players may return to their teams at half time. Half Time and time off do not constitute sin bin time.

When a player has been sent from the field by the referee, the duty official shall ensure that the player goes directly to the dressing room. The player must not leave the dressing room in his playing gear and is not permitted to return to the players' enclosure for the duration of the match.

The duty officials will obtain from the referee the charge sheet for any player sent from the field of play and deliver a copy to a team or club official of the player concerned. This should be done approximately twenty (20) minutes after the completion of the match.

All referees have been instructed not to commence a match unless at least two (2) duty are in attendance. Where a match is not played for this reason it will be regarded as a forfeit by the host team.

Duty officials should always be approachable. The best way to defuse most situations is to be non-confronting and understanding to the needs of referees, touch judges, players, team officials and spectators.



## Appendix D - Game Times and Interchanges

Age Group	Game Duration	Interchanges	Players / team list
Mini League (Under 6-9)	4 x 8-minute quarters, 1-minute break between quarters + 2- minute half time break	Unlimited	N/A
Mod League (Under 10-12)	2 x 20-minute halves, 5-minute half time break	Unlimited	N/A
Junior International	2 x 30-minute halves, 10-minute half time break	Div. 1-10 Interchanges Div. 2,3,4 Unlimited	19 player
Junior International	2 x 30-minute halves, 10-minute half time break	Div. 1-8 Interchanges Div. 2+ Unlimited	19 player
Junior Females	2 x 30-minute halves, 10-minute half time break	Unlimited	19 player
Community Grade	2 x 35-minute halves, 10-minute half time break	Unlimited	19 player
Premier Colts	2 x 35-minute halves, 10-minute half time break	8 Interchanges	17 player
Premier Reserve Grade	2 x 35-minute halves, 10-minute half time break	8 Interchanges	17 player
Premier A Grade	2 x 40-minute halves, 10-minute half time break	8 Interchanges	17 player
Masters (Over 35s)	2 x 25-minute halves, 10-minute half time break	Unlimited	N/A
Community Women's Reserve Grade Women's	2 x 30-minute halves, 10-minute half time break	Unlimited	19 player
Premier Women's	2 x 35-minute halves, 10-minute half time break	Unlimited	19 player

\* Time off during junior and community senior competition finals will be applied for injuries only, irrespective of the fact that the referee may indicate time off for player misconduct or any other reason.

\*\* Time off will apply for all Premier Grade competitions as per signal by the referee.

## Valleys Club Song

Good Old Valley's forever  
We know how to play the game  
play the game  
Side by side we stick together  
To uphold the grand old name ....  
**The Diehards!**

Hear the barrackers a shouting  
Like all barrackers should, should, should  
For the Premierships awaiting  
For the Good Old Royal Blue ....  
**Up The Diehards!**

