



# CENTRAL HIGHLANDS RUGBY LEAGUE



## REPRESENTATIVE POLICY



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## Central Highlands Rugby League Coaching Panel

- Alan McIndoe (Chair & CH Coaching Director)
- Peter Bass
- RJ Stewart



# TO BE READ IN CONJUNCTION WITH THE QRL CENTRAL DIVISION COACHING PHILOSOPHY AND OPERATIONS SCHEDULE

## 1. Purpose

This document has been created for the Central Highlands Rugby League. The purpose of this policy is to outline how the Central Highlands Rugby League representative sides are selected and managed.

## 2. Central Highlands Representative Teams

The Central Highlands Rugby League representative teams consist of:

- Men's A-Grade
- Men's Under 20s
- Men's Under 18s
- Women's

## 3. Selection of Coaching and Support Staff

### 3.1 Positions

Each representative team will have the below staff appointed:

- Head Coach
- Assistant Coach
- Sports Trainer
- Leaguesafe
- Manager

Any additional staff must be approved by the CHRL Executive.

All positions will be vacated at the end of the season and will be open for reappointment by the Central Highlands Rugby League Coaching Panel.

### 3.2 Minimum Requirements

All representative staff must hold the relevant qualifications for their appointed positions:

Position	Qualification(s)
Head Coach	Minimum Club Coach Qualification. Senior Club Coach preferred.
Assistant Coach	Minimum Club Coach Qualification. Leaguesafe Qualification also required.
Sports Trainer	Minimum Level 1 Sports Trainer Qualification. Level 2 Sports Trainer preferred.
Leaguesafe	Minimum Leaguesafe Qualification.
Manager	Minimum Leaguesafe Qualification. Relevant experience preferred.



### **3.3 Appointment of Positions**

The Central Highlands Rugby League will call for nominations for the various representative positions prior to the CHRL AGM. Nominations will be made via the Representative Nomination Form to the Central Highlands Coaching Panel.

The Coaching Panel will then assess the nominations and make their recommendations to the Central Highlands Rugby League Executive. The positions will then be accepted and adopted at the next CHRL General Meeting.

## **4. Representative Staff Expectations and Responsibilities**

All representative staff members will act in the best interests of the Central Highlands Rugby League and act within the QRL and NRL Core Values and Beliefs, in person and social media.

All representative staff members must be over the age of eighteen (18) years and hold a current Queensland Blue Card Working with Children Check.

### **4.1 Head Coach**

A full description of the roles and responsibilities of the Head Coach can be found in Appendix 2 of this document.

### **4.2 Assistant Coach**

A full description of the roles and responsibilities of the Assistant Coach can be found in Appendix 3 of this document.

### **4.3 Sports Trainer**

A full description of the roles and responsibilities of the Sports Trainer can be found in Appendix 4 of this document.

### **4.4 Leaguesafe**

A full description of the roles and responsibilities of the Leaguesafe can be found in Appendix 5 of this document.

### **4.5 Team Manager**

A full description of the roles and responsibilities of the Team Manager can be found in Appendix 6 of this document.



## 5. Selection of Players

### 5.1 Method of Selection

All players registered primarily to the Central Highlands Rugby League shall be eligible for selection.

Players will be selected by the Head Coach and two other selectors in the previous season and/or trial matches in the current season leading up to any representative fixtures that each team chooses to play in (including the 47<sup>th</sup> Battalion).

### 5.2 Eligibility

To be eligible for selection in any Central Highlands Rugby League Representative team, players must play a minimum of 75% of their chosen home club's Home and Away fixtures scheduled prior to their respective representative carnival.

Players are only to be selected if they are fit to play competition at the time of the selections. Players who are injured and/or unable to fulfil the minimum quota of games may be granted an exemption by the Central Highlands Rugby League President. Exemptions are only granted under exceptional circumstances (injury, work etc.)

### 5.3 Communication

Initial contact with players who have been selected shall be made by the Central Highlands Secretary to selected players. Once this has occurred, representative staff are then able to contact players directly to provide further details on training and fixture times etc.

A closed Facebook group may be used for each representative team to communicate between each other. If a Facebook group is used, a member of the Central Highlands Rugby League Executive must be added as an "Administrator" to oversee the content posted in the closed group.

## 6. Representative Fixtures

Any fixtures that representative teams intend to participate in must be approved by the CHRL Executive prior to the fixture. All costings and details must be provided to and agreed upon by the CHRL Executive.

## 7. Player Poaching

No representative staff member nor anyone associated with Central Highlands Rugby League or team, shall use the Central Highlands representative program to poach a player registered with any other rugby league club in the Central Highlands region to their respective club. This means a player currently registered or registered in the immediate past season.

A staff member found guilty of poaching a player will be removed from their chosen representative staff position.

## Appendix 1 – Head Coach Job Description

### JOB DESCRIPTION: Head Coach

#### PURPOSE OF ROLE:

- To lead the planning, preparation and coaching of the playing squad.

#### PRINCIPAL DUTIES:

- To lead in the selection and development of current squad members.
- Leading role in the planning and delivery of the technical and tactical component.
- Monitoring and evaluation of individual player and team performance.

#### EXPECTATIONS/TASKS:

- Arrive at the appropriate time prior to the field session/s and games.
- Assist with the setting out and packing up of Equipment each session.
- Set up assigned drills/stations prior to training start time.
- Delivery of tactical and technical sessions and components of session.
- Email or provide a copy of the training plan to relevant staff prior to coming to training/camps.
- Lead the Pre- Game Preview and Post-Game Review.
- Lead the selection of squad members and the playing squad for each fixture.
- Provide feedback to players in the squad.

#### LINE MANAGEMENT PROCESS:

- Work in conjunction with the CH Coaching Director, CHRL Executive and coaching staff to ensure that all players are supported and developed in achieving player targets.
- Ensure that there are robust and effective methods of positive communication between all players and staff.

#### EXPERIENCE AND KNOWLEDGE FOR ROLE:

- The ability to deliver and implement technical and tactical plans of a high standard to ensure effective preparation and participation in an elite competition.
- Positive attitude to achieve results in potentially difficult circumstances.
- Excellent communication skills with both players and staff

#### STANDARDS OF BEHAVIOUR AND RESPONSIBILITIES:

- Good organisational and time management skills.
- Ability to work in a team and multi-skill environment.
- Self-motivated and an ability to motivate others.
- Professional appearance suitable for the relevant environment.

#### REVIEW AND PERFORMANCE IN ROLE:

- You will receive feedback and assistance from the CH Coaching Director and CHRL Executive before, during and after the competition season.



## Appendix 2 – Assistant Coach Job Description

### JOB DESCRIPTION: Assistant Coach

#### PURPOSE OF ROLE:

- To assist in the planning, preparation and coaching of players.

#### PRINCIPAL DUTIES:

- To assist in conjunction with Head Coach the selection and development of current players within the squad.
- To assist the Head Coach in planning and delivering the technical and tactical aspects of the squad preparation and participation in their respective competition.
- Assist in the monitoring and evaluation of individual player and team performance in association with the Head Coach.

#### EXPECTATIONS/TASKS:

- Arrive at all sessions/games at the appropriate time.
- Assist with the setting out and packing up of equipment each session.
- Assist set up drills/stations prior to training start time.
- Delivery of tactical and technical sessions and components of sessions.
- Assist in providing Pre Game Preview and Post Game Review.
- Assist with the selection of squad members and the playing squad for each fixture.
- Assist with the implementation of the Game Day warm-up.
- Deliver Game Day messages on field. **(Must be Leaguesafe accredited)**
- Assist in the provision of feedback to players in the squad in conjunction with the Head Coach.

#### LINE MANAGEMENT PROCESS:

- Work in conjunction with the Head Coach and coaching staff to ensure that all players are supported and developed in achieving player targets.
- Ensure that there are robust and effective methods of positive communication between all players and staff.

#### EXPERIENCE AND KNOWLEDGE FOR ROLE:

- The ability to deliver and implement technical and tactical plans of a high standard to ensure effective preparation and participation.
- Positive attitude to achieve results in potentially difficult circumstances.
- Excellent communication skills with both players and staff

#### STANDARDS OF BEHAVIOUR AND RESPONSIBILITIES:

- Good organisational and time management skills.
- Ability to work in a team and multi-skill environment.
- Self-motivated and an ability to motivate others.
- Professional appearance suitable for the relevant environment.

#### REVIEW AND PERFORMANCE IN ROLE:

- You will receive feedback and assistance from the Head Coach and CHRL Executive before, during and after the competition season.

## Appendix 3 – Sports Trainer Job Description

### JOB DESCRIPTION: Sports Trainer

#### PURPOSE OF ROLE:

- To help deliver sport-specific First Aid and Strapping that fits the needs of players.

#### PRINCIPAL DUTIES:

- Monitor and Deliver First Aid and occurrence of injury treatment at all games.
- Strap players for prevention of injury and stability prior to games.
- Monitor players during games with regards to potential injuries or occurrence of injuries and initial treatment of.
- Assess, record and document players' injuries that occur in games.

#### EXPECTATIONS/TASKS:

- Arrive at an appropriate time. This will be determined by the Head Coach
- Assess players who are injured during games and give initial treatment.
- Assist with the preparation of players in terms of strapping and first aid prior to the Game Day warm-up.
- Assist with the delivery of water (hydration)/First Aid treatment) on match day.

#### EXPERIENCE AND KNOWLEDGE FOR ROLE:

- FAO Level 1 minimum-FAO Level 2 preferred.
- Positive attitude to achieve in potentially difficult circumstances.
- Excellent communication skills with both players and staff

#### STANDARDS OF BEHAVIOUR AND RESPONSIBILITIES:

- Good organisational and time management skills.
- Ability to work in a team and multi-skill environment.
- Self-motivated and an ability to motivate others.
- Professional appearance suitable for the relevant environment.

#### REVIEW AND PERFORMANCE IN ROLE:

- You will receive feedback from the Head Coach and Representative Co-ordinator before, during and after the competition season.



## Appendix 4 – Leaguesafe Job Description

### JOB DESCRIPTION: Leaguesafe

#### PURPOSE OF ROLE:

- To help deliver messages on the field and to assist the Head Coach and Assistant Coach.

#### PRINCIPAL DUTIES:

- Assist the Sports Trainer in the monitoring of r players during games with regards to potential injuries or occurrence of injuries and initial treatment of.
- Assist in the monitoring and evaluation of individual player and team performance in association with the Head Coach and Assistant Coach.
- Deliver Water and Game Day Messages on field.

#### EXPECTATIONS/TASKS:

- Arrive at all sessions/games at the appropriate time.
- Assist with the setting out and packing up of equipment each session.
- Assist set up drills/stations prior to training start time.
- Assist in providing Pre Game Preview and Post Game Review.
- Assist with the implementation of the Game Day warm-up.
- Deliver Game Day messages on field. **(Must be Leaguesafe accredited)**
- Assist the Team Sports Trainer

#### LINE MANAGEMENT PROCESS:

- Work in conjunction with the Head Coach and coaching staff to ensure that all players are supported and developed in achieving player targets.
- Ensure that there are robust and effective methods of positive communication between all players and staff.

#### EXPERIENCE AND KNOWLEDGE FOR ROLE:

- The ability to deliver and implement technical and tactical plans of a high standard to ensure effective preparation and participation.
- Positive attitude to achieve results in potentially difficult circumstances.
- Excellent communication skills with both players and staff

#### STANDARDS OF BEHAVIOUR AND RESPONSIBILITIES:

- Good organisational and time management skills.
- Ability to work in a team and multi-skill environment.
- Self-motivated and an ability to motivate others.
- Professional appearance suitable for the relevant environment.

#### REVIEW AND PERFORMANCE IN ROLE:

- You will receive feedback and assistance from the Head Coach, Assistant Coach and Sports Trainer before, during and after the competition season.

## Appendix 5 – Team Manager Job Description

### JOB DESCRIPTION: Team Manager

#### PURPOSE OF ROLE:

- To represent the team on behalf of the League and ensure all team members (including staff) are up to date with competition requirements.

#### PRINCIPAL DUTIES:

- Ensure that all players are correctly registered prior to the set deadline.
- Liaise with the CHRL Executive to ensure that all appropriate information/paperwork has been provided to each player.
- Ensure the QRL Match Report is completed appropriately at each scheduled fixture.
- Work with the CHRL Executive/QRL in co-ordinating all travel and accommodation arrangements appropriate to the program.
- Remain near the bench/officials table during scheduled matches to address any issues that may arise.
- Be responsible for all apparel (including playing equipment) provided to each player.
- Represent the team at relevant meetings.
- Ensure all team members respect the Division and the game at all times (Report any breaches of the Code of Conduct as required).
- Ensure all player and staff are appropriately attired at all functions/games
- Arrange for on field apparel to be washed after each fixture and ensure it is available for the next game.

#### LINE MANAGEMENT PROCESS:

- Work in conjunction with the Head Coach and coaching staff to ensure that all players are supported and developed in achieving player targets.
- Ensure that there are robust and effective methods of positive communication between all players and staff (including the Representative Co-ordinator).

#### EXPERIENCE AND KNOWLEDGE FOR ROLE:

- Must be familiar with all aspects of the relevant QRL Competitions Manual.
- Must be familiar with all relevant QRL / Divisional rules
- Must be familiar with the NRL Code of conduct

#### STANDARDS OF BEHAVIOUR AND RESPONSIBILITIES:

- Good organisational and time management skills.
- Ability to work in a team and multi-skill environment.
- Self-motivated and an ability to motivate others.
- Professional appearance suitable for the relevant environment.

#### REVIEW AND PERFORMANCE IN ROLE:

- You will receive feedback and assistance from the CHRL Executive before, during and after the competition season.