



TOOWOOMBA JUNIOR RUGBY LEAGUE INC.

Representative Policy

April 2019



Contents

1. Purpose.....	3
2. TJRL Representative Teams.....	3
3. Selection of Coaching and Support Staff.....	3
3.1 Appointment of Positions.....	3
3.2 Positions.....	3
3.3 Minimum Requirements.....	3
4. Representative Staff Expectations and Responsibilities.....	4
4.1 Head Coach.....	4
4.2 Assistant Coach	4
4.3 Sports Trainer.....	4
4.4 Leaguesafe	4
4.5 Team Manager.....	4
5. Appointment of Selectors.....	4
5.1 Method of Appointment.....	4
5.2 Eligibility.....	4
6. Selection of Players.....	5
6.1 Method of Selection.....	5
6.2 Eligibility.....	5
6.3 Communication.....	5
6.4 Levy	5
7. Representative Trials.....	6
8. Player Poaching.....	6
Appendix 1 – Staff Nomination Form.....	7
Appendix 2 – Head Coach Job Description.....	8
Appendix 3 – Assistant Coach Job Description	9
Appendix 4 – Sports Trainer Job Description.....	10
Appendix 5 – Leaguesafe Job Description.....	11
Appendix 6 – Team Manager Job Description.....	12
Appendix 7 – Independent Selector Nomination Form	13

1. Purpose

This document has been created for the Toowoomba Junior Rugby League (**TJRL**). The purpose of this policy is to outline how the TJRL representative sides are selected and managed.

2. TJRL Representative Teams

The TJRL representative teams consist of under 12 to under 16 boys and girls.

3. Selection of Coaching and Support Staff

3.1 Appointment of Positions

The TJRL will call for nominations for the various representative positions before the TJRL Annual General Meeting. Nominations will be made via the representative nomination form (Appendix 1) to the TJRL Coaching Selection Panel (**Coaching Selection Panel**).

The TJRL Management Committee (**Management Committee**) will appoint a three-person Coaching Selection Panel to assess the nominations and make recommendations to the Management Committee. The positions will then be accepted and adopted at the next TJRL General Meeting.

3.2 Positions

Each representative team will have the below staff appointed:

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

The Management Committee must approve any additional staff.

All positions will be vacated at the end of the season and will be open for reappointment by the Coaching Selection Panel.

3.3 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 and Leaguesafe Qualification
Sports Trainer	Minimum Level 1 Sports Trainer Qualification. Level 2 Sports Trainer preferred.
Leaguesafe	Minimum Leaguesafe Qualification
Manager	Minimum Leaguesafe Qualification. Relevant experience preferred.

Representative staff cannot be appointed to representative grades that are the same age level as they are appointed to at club level. Representative staff will not be related to players eligible to be selected to teams under their control.

4. Representative Staff Expectations and Responsibilities

All representative staff members will act in the best interests of the TJRL and act within the Queensland Rugby League and National Rugby League Core Values and Beliefs.

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. Appointment of Selectors

5.1 Method of Appointment

The TJRL will call for nominations for Independent Selectors before the TJRL Annual General Meeting. Nominations will be made via the independent selector's nomination form (Appendix 7) to the Management Committee.

The Management Committee will appoint two independent selectors per age group to form a three-person selection panel with the Head Coach.

5.2 Eligibility

For a person to be eligible to be appointed as an Independent Selector, that person must:

- (a) Be approved by the Management Committee and must have the appropriate level of experience and expertise deemed necessary by the Management Committee;
- (b) Be available to attend the selection trials for the representative team;
- (c) Be able to perform the duties of an independent selector in the age group or age groups to which the Management Committee appoints the person;

- (d) Have no affiliation with the age group in question and should be selected from a broad cross-section of applicants. The coach is permitted to be involved in the selection process however carries the same single vote as each of the Independent Selectors;

In considering the selection of players, the Selectors must have regard to the requirement of the Coach to give priority to developing the skills of the individual players in the context of coaching the team by reference to age appropriate skill sets.

6. Selection of Players

6.1 Method of Selection

All players registered primarily to the TJRL shall be eligible for selection.

Players will be selected by the Head Coach and two independent selectors appointed by the Management Committee at an open selection trial. Selections will be decided by a simple majority. Under no circumstances are selectors to be approached, questioned, or harassed in any way by club officials, parents and/or players either during or after the selection trials.

The selection of the side shall be completed on the day at the conclusion of the trials and will be finalised by all selectors signing off the official team list – which will then be immediately forwarded to the TJRL Representative Coordinator for publication.

6.2 Eligibility

To be eligible for selection in any TJRL Representative team, players must be registered with a TJRL club and be fulfilling his commitments (both training and playing) for his club.

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 attend the selection trials may be granted an exemption by the Management Committee before the commencement of the selection trials. Exemptions are only allowed under exceptional circumstances (i.e. medical certificate, playing a higher level of rugby league). This is consistent with the selection process of the higher representative bodies – Western Mustangs and Central Crows.

6.3 Communication

Players who have been selected will be notified of their selection by an announcement on the TJRL Facebook page. Once this has occurred, representative staff are then able to contact players directly to provide further details on training and trial game times etc.

6.4 Levy

Selected players will be required to pay a levy as set by the Management Committee. This levy must be paid before players participate in the representative program. If the levy is not paid by the due date, the player will be deemed to be unfinancial. The player will be suspended from playing in any TJRL sanctioned competitions until either the dues are paid in full, or a payment plan is made with the Management Committee.

7. Representative Trials

The Management Committee must approve any trials that the representative teams intend to participate in. All costings and details must be provided to and agreed upon by the Management Committee.

8. Player Poaching

No representative staff member nor anyone associated with the TJRL or representative team shall use the TJRL representative program to poach a player registered with any other rugby league club to their respective club. This means a player currently registered or registered in the preceding football year.

A staff member found guilty of poaching a player will be removed from their appointed representative staff position and face the TJRL Disciplinary Tribunal.

Appendix 1 – Staff Nomination Form



Name:			DOB:			
Address:						
City:			Postcode:			
Home Phone:			Work Phone:			
Mobile:			Email:			
Position Applied For:	Team	Head Coach	Assistant Coach	Sports Trainer	Leaguesafe	Manager
Clothing Sizes	Shirt Size:		Shorts Size:			
Accreditation Held (include Level & Folio Number)			Relevant Experience for Position Applied			
Bluecard #:			Expiry Date:			

The Toowoomba Junior Rugby League (**TJRL**) are calling for applications from coaches and support staff to work with the TJRL Representative teams in 2020.

The TJRL's representative program needs people who operate at the highest standard and are outstanding role models.

Applications for head coach, assistant coach, sports trainer, leaguesafe and manager are now open for under 13, 14 and 16 boys.

Representative staff cannot be appointed to representative grades that are the same age level as they are appointed to at club level. Representative staff will not be related to players eligible to be selected to teams under their control.

To be considered for these roles, email all applications marked **2020 Rep Staff Application** to admin@tjrl.org.au before COB Friday 1 November 2019.

Appendix 2 – Head Coach Job Description

PURPOSE OF ROLE:

- To lead the planning, preparation and coaching of the representative team.

PRINCIPAL DUTIES:

- To lead in the selection and development of the players.
- Monitoring and evaluation of individual player and team performance.

EXPECTATIONS/TASKS:

- Arrive at the appropriate time prior to training and games.
- Assist with the setting out and packing up of Equipment each session.
- Set up assigned drills/stations prior to training start time.
- Lead the selection of players and the playing squad for each game.
- Provide feedback to players in the team.

LINE MANAGEMENT PROCESS:

- Work in conjunction with the Representative Coordinator and coaching staff to ensure that all players are supported and developed.
- Ensure that there are robust and effective methods of positive communication between all players and staff.

EXPERIENCE AND KNOWLEDGE FOR ROLE:

- 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 Representative Coordinator before, during and after the season.

Appendix 3 – Assistant Coach Job Description

PURPOSE OF ROLE:

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

PRINCIPAL DUTIES:

- To assist in conjunction with Head Coach the development of current players.
- Assist in the monitoring and evaluation of individual player and team performance in association with the Head Coach.

EXPECTATIONS/TASKS:

- Arrive at all training and 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 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 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.
- Ensure that there are robust and effective methods of positive communication between all players and staff.

EXPERIENCE AND KNOWLEDGE FOR ROLE:

- 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 Representative Coordinator before, during and after the season.

Appendix 4 – Sports Trainer Job Description

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 warmup.
- 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 Coordinator before, during and after the season.

Appendix 5 – Leaguesafe Job Description

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 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 training and 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 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.
- Ensure that there are robust and effective methods of positive communication between all players and staff.

EXPERIENCE AND KNOWLEDGE FOR ROLE:

- 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 from the Head Coach, Assistant Coach and Representative Coordinator before, during and after the season.

Appendix 6 – Team Manager Job Description

PURPOSE OF ROLE:

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

PRINCIPAL DUTIES:

- Liaise with the Representative Coordinator to ensure that all appropriate information/paperwork has been provided to each player.
- Ensure the QRL Match Report is completed appropriately at each scheduled game.
- Remain near the bench/officials table during games 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 always respect the Division and the game (Report any breaches of the Code of Conduct as required).
- Arrange for on field apparel to be washed after each game 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.
- 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 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 Representative Coordinator before, during and after the competition season.

Appendix 7 – Independent Selector Nomination Form



Name:		DOB:	
Address:			
City:		Postcode:	
Home Phone:		Work Phone:	
Mobile:		Email:	
Position Applied For:	Team		Selector
Clothing Sizes	Shirt Size:		Shorts Size:
Accreditation Held (include Level & Folio Number)		Relevant Experience for Position Applied	
Bluecard #:		Expiry Date:	

The Toowoomba Junior Rugby League (**TJRL**) is seeking to ensure an open and transparent selection process for all players within the TJRL seeking higher representative hours.

TJRL formally invites nominations for Independent Selectors for the under 12 to under 16 boys and girls teams in the 2020 representative season.

Applicants must have the appropriate level of experience and expertise, be available for selection trials and be able to perform the duties of independent selector in the age group or age groups to which the applicant may be appointed with no affiliation with the age group or age groups in question.

To be considered for these roles, email all applications marked **2020 Selector Application** to admin@tjrl.org.au before COB Friday 1 November 2019.