



MUDGEE RUGBY CLUB

GUIDELINES FOR COACHES MANAGERS AND COMMITTEE



**MUDGEE WOMBATS
EST 1874**

MUDGEE RUGBY CLUB INC

GUIDELINES FOR THE COMMITTEE AND COACHES/MANAGERS



Mudgee Rugby Club exists to provide people of all ages with the opportunity to play and/or be involved the game of rugby. The club operates under a set of rules or Constitution and is managed by a committee of people defined in the Constitution and elected by the members of the club. The Committee meets once per month and makes decisions on behalf of the club.

There are a number of basic ideals upon which the club is founded:

- All members are respected and equal.
- To display good sportsmanship at all times is paramount, by both players and supporters.
- We regard rugby as a game for all people regardless of ability.
- We respect all opponents and their supporters and extend our hospitality to them at all times.
- We believe the game should foster friendship and social interaction
- We show respect to all referees and officials.

CONTENTS

1. THE CLUB

- a. Roles and Responsibilities
- b. Game Day Procedures
- c. Canteen Procedures
- d. Bar Procedures
- e. Buses
- f. Clubhouse Hire
- g. Club's side by side vehicle
- h. Incorporation

2. SENIORS

- a. Role Statement for Senior Coaches
- b. Role Statement for Senior Managers
- c. Guidelines for Senior Coaches and Managers
- d. Senior Players Code
- e. Under 18 Team (Colts)

3. JUNIORS

- a. Role Statement for Junior Coaches
- b. Role Statement for Junior Managers
- c. Role Statement for Junior Coach Development
- d. Guidelines for Junior Coaches and Managers
- e. Junior Players Code

4. SUB JUNIORS

- a. Role Statement for Sub Junior Coaches
- b. Role Statement for Sub Junior Managers
- c. Guidelines for Sub Junior Coaches and Managers
- d. Sub Junior Players Code

5. SPECTATORS

- a. Spectators Code

6. SAFETY GUIDELINES

7. MISCELLANEOUS

- a. Club Awards
- b. Life Membership
- c. Support for Representative Players
- d. Rugby AU Code of Conduct
- e. Policy/Procedures for the selection of coaches/managers
- f. Junior NZ Tour
- g. Sevens Tournament
- h. Responsible Use of Social Media
- i. Club Apparel
- j. Club Logo and Wombat Image

1. THE CLUB

(a) CLUB ROLES AND RESPONSIBILITIES

POSITION	RESPONSIBILITIES
President (Committee Position)	Chair meetings. Represent the club at official functions. Assist where required. Overall management of the club and its future. Liaise with Coordinators. Report to the AGM.
Vice-President (2 Committee Positions)	Duties of the President when President is not present. Assist the President as required. Liaise with Coordinators.
Secretary (Committee Position)	Responsible for all correspondence in and out. Minutes – to be taken at the meetings and emailed to the committee before the next meeting. Reminder notices for meetings.
Treasurer (Committee Position)	Maintenance of the financial records. Written report to each monthly meeting. Annual report to AGM. Present invoices for payment at monthly meetings. Banking of monies collected from canteen, gate, functions, etc. Payment of bills. Provide cash floats for canteen, bar and other events as necessary.
Registrar (Committee Position)	Co-ordination of the registration of players and members. Keeping records and liaising with Central West. Liaising with Coaches. Maintaining Register of Members. Issuing Members cards.
Senior Co-ordinator (Committee Position)	<ol style="list-style-type: none"> 1. Take primary responsibility as contact person for all issues and business concerning the senior section of the club. 2. Liaise with senior team managers and coaches to ensure they are aware of all communications and are following the club's policies and procedures. 3. Liaise with Central West officials regarding the senior competition. 4. Be responsible for the distribution of playing gear and equipment to the team managers. 5. Co-ordinate the set-up and pack-up of the fields on game days including the cleaning of changerooms.

	<ol style="list-style-type: none"> 6. Work closely with the other co-ordinator to organise senior buses when required. 7. Ensure the storerooms and club are secured at the end of post-game celebrations. 8. Work closely with the referees co-ordinator to ensure all games are covered. As required. 9. Liaise with the canteen co-ordinator and bar manager regarding schedule. 10. <i>Represent the senior section of the club at Committee meetings but also assist with the overall management of the club.</i> 11. <i>Work closely with the Assistant Senior Co-ordinator.</i> 12. <i>Attend Central West meetings as required.</i> 13. <i>Encourage senior players to support after-match functions and to assist with club activities.</i> 14. <i>Encourage players to support the club's major sponsor.</i> 15. <i>Liaise with the Junior and Sub-Junior Co-ordinators on organisational matters.</i> 16. <i>Ensure strapping supplies are adequate for upcoming game. If not, ensure top up is done by NSW First Aid.</i>
<p>Assistant Senior Co-ordinator (Committee Position)</p>	<ol style="list-style-type: none"> 1. Take responsibility for the registration of all senior players and liaise with the Club Registrar. 2. Co-ordinate the senior team managers regarding the scoring of games, submission of results and keeping of records. 3. Co-ordinate the provision of Ground Marshalls and Assistant referees for senior matches. 4. Work closely with the other co-ordinator to organise senior buses when required. 5. Co-ordinate the after match functions. 6. Co-ordinate the Friday night raffles. Make roster at start of year. Organise float with treasurer. Ensure money collected presented to treasurer for banking. Ensure Perry Street Meats have meat trays at the Ori on Friday afternoon. 7. <i>Represent the senior section of the club at Committee meetings but also assist with the overall management of the club.</i> 8. <i>Work closely with the Senior Co-ordinator.</i> 9. <i>Attend Central West meetings as required.</i> 10. <i>Encourage senior players to support after-match functions and to assist with club activities.</i> 11. <i>Encourage players to support the club's major sponsor.</i> 12. <i>Liaise with the Junior and Sub-Junior Co-ordinators on organisational matters.</i>
<p>Golden Oldies Co-ordinator (Committee Position)</p>	<ol style="list-style-type: none"> 1. Take primary responsibility as contact person for all issues and business concerning the golden oldies section of the club. 2. Liaise with other clubs regarding the arrangement of matches. 3. Be responsible for the distribution of playing gear and equipment. 4. Co-ordinate the after-match functions.

	<ol style="list-style-type: none"> 5. Ensure the storerooms and club are secured at the end of post-game celebrations. 6. Liaise with the canteen co-ordinator regarding schedule. 7. Work closely with the other co-ordinator to organise golden oldies buses when required. 8. <i>Represent the golden oldies section of the club at Committee meetings but also assist with the overall management of the club.</i> 9. <i>Work closely with the Assistant Golden Oldies Co-ordinator.</i>
<p>Assistant Golden Oldies Co-ordinator (Committee Position)</p>	<ol style="list-style-type: none"> 1. Take responsibility for the registration of all Golden Oldies players and liaise with the Club Registrar. 2. Work closely with the other co-ordinator to organise golden oldies buses when required. 3. Be responsible for the set-up and pack-up of the fields on game days including the cleaning of changerooms. 4. <i>Represent the golden oldies section of the club at Committee meetings but also assist with the overall management of the club.</i> 5. <i>Work closely with the Golden Oldies Co-ordinator.</i>
<p>Junior Co-ordinator (Committee Position)</p>	<ol style="list-style-type: none"> 1. Take primary responsibility as contact person for all issues and business concerning the junior section of the club. 2. Liaise with junior team managers and coaches to ensure they are aware of what is going on and are following the club's policies and procedures. 3. Liaise with Central West officials regarding the junior competition. 4. Be responsible for the distribution of playing gear and equipment to the team managers. 5. Be responsible for the set-up and pack-up of the fields on game days including the cleaning of changerooms. 6. Work closely with the referees co-ordinator to ensure all games are covered, as required. 7. Work closely with the other co-ordinator to organise junior buses when required. 8. Liaise with the canteen co-ordinator regarding schedule. 9. <i>Represent the junior section of the club at Committee meetings but also assist with the overall management of the club.</i> 10. <i>Work closely with the Assistant Junior Co-ordinator.</i> 11. <i>Attend Central West meetings.</i> 12. <i>Work closely with the Senior and Sub-Junior Co-ordinators on organisational matters</i>
<p>Assistant Junior Co-ordinator (Committee Position)</p>	<ol style="list-style-type: none"> 1. Take responsibility for the registration of all junior players and liaise with the Club Registrar. 2. Co-ordinate the junior team managers regarding the scoring of games, submission of results and keeping of records.

	<ol style="list-style-type: none"> 3. Co-ordinate the provision of Ground Marshalls and Assistant referees for junior matches. 4. Work closely with the other co-ordinator to organise junior buses when required. 5. <i>Represent the junior section of the club at Committee meetings but also assist with the overall management of the club.</i> 6. <i>Work closely with the Junior Co-ordinator.</i> 7. <i>Attend Central West meetings.</i> 8. <i>Work closely with the Senior and Sub-Junior Co-ordinators on organisational matters</i>
Sub Junior Co-ordinator (Committee Position)	<ol style="list-style-type: none"> 1. Take primary responsibility as contact person for all issues and business concerning the sub-junior section of the club. 2. Liaise with sub-junior team managers and coaches to ensure they are following the club's policies and procedures. 3. Be responsible for the distribution of playing gear and equipment to the team managers. 4. Be responsible for the set-up and pack-up of the fields on game days including the cleaning of change rooms. 5. Work closely with the other co-ordinator to organise sub-junior buses when required for gala days. 6. Liaise with other clubs regarding the Gala Day schedule. 7. Organise the Mudgee Gala Day. 8. Liaise with the canteen co-ordinator regarding schedule. 9. <i>Represent the sub-junior section of the club at Committee meetings but also assist with the overall management of the club.</i> 10. <i>Work closely with the Assistant Sub-Junior Co-ordinator.</i> 11. <i>Work closely with the Senior and Junior Co-ordinators on organisational matters.</i>
Sub Junior Co-ordinator (Committee Position)	<ol style="list-style-type: none"> 1. Take responsibility for the registration of all sub-junior players and liaise with the Club Registrar. 2. Work closely with the other co-ordinator to organise sub-junior buses when required for gala days. 3. Organise a roster for the cleaning of jumpers. 4. Assist with the organisation of the Mudgee Gala Day. 5. <i>Represent the sub-junior section of the club at Committee meetings but also assist with the overall management of the club.</i> 6. <i>Work closely with the Sub-Junior Co-ordinator.</i> 7. <i>Work closely with the Senior and Junior Co-ordinators on organisational matters.</i>
Publicity Officer	Promotion of the club via the media. Includes coordinating regular reports of games from coaches/managers to the Guardian after each weekend. Communicate information and photos of play through social media platforms i.e. Facebook

Club Captain (Elected by the senior players)	Representing the senior club on social occasions e.g. making after game speeches. Making visiting teams feel welcome. Building club morale. Liaison between the players and the coaches and senior coordinators. Member of the Social Committee.
Central West Delegates Co-ordinators	Represent the club at Central West Meetings and report back to monthly meetings.
Sports Council Delegates	Represent the club at Sports Council Meetings and report back to monthly meetings
Referees Co-ordinator	Management of Referees for juniors and seniors, including developing a referees roster and liaising with Central West Referees.
Assistant Registrar	Assist the Registrar with registration where required. Be aware of the registration procedures.
Web Site Manager	Ensuring the information on the website is regularly updated. Liaise with Publicity Officer and Coordinators
Grounds Manager	Ensuring grounds are marked appropriately before all games. Liaise with Coordinators. Ensure the grounds of the clubhouse are mown regularly and kept neat and tidy.
Club House Bookings	Management of all bookings for the club house. Maintain a bookings diary and bring any proposed bookings to a monthly meeting for ratification.
Gear Steward	Order all apparel as decided at monthly meetings. Maintain record of club jersey sets. Distribution of jerseys to coaches. Liaise with Treasurer re the sale of other club apparel.
Club Licensee	Ensure that the bar is managed according to the appropriate legal requirements. Develop a roster of bar staff for senior home games. Liaise with the club through monthly meetings regarding any issues that may arise. Ensure that the bar fridges are adequately stocked. Liaise with Clubhouse Manager. Liaise with the Canteen Manager regarding the ordering/stocking of soft drinks/water/etc. Ensure incident reporting book is in order.
Canteen Co-ordinator	Responsible for canteen operation. Ensure canteen is set up and packed away each week. Liaise with co-ordinators to ensure volunteer rosters are in place. Liaise with treasurer to ensure floats are available and in place. Supervise canteen operation and

	ensure minimal cash is held in register as day progresses. Ensure canteen is left clean and tidy. At the end of the day, check stock quantities for reordering purposes. Close till off and count money (two people to be in attendance) for banking. Ordering and pick up of required stock to facilitate canteen operation.
Club House Manager	Ensure any required clubhouse maintenance is carried out. Ensure that equipment in the clubhouse is in good working order. Ensure that the gas tanks are adequately full before game days and other functions. Ensure the clubhouse maintains a high standard of cleanliness and hygiene.
First Aid	Liaise with the Coordinators and coaches regarding their requirements for games. Ensure that appropriate first aid is present at all games.
Sevens Co-ordinator	Management of the Annual Mudgee Sevens Carnival. Form sub-committee to assist. Report to the Committee.
Under 15 Tour Co-ordinator	Management of fundraising and organisation of the tour. Form sub-committee to assist. Report to the Committee.
Sponsorship	Regular contact with all sponsors regarding their three-year commitment. Ensure sponsorships are received. Ensure sponsors are receiving the benefits expected. Ensure that thank you letters and invitations to finals, presentation days, etc are distributed.
Social Committee	Organise a number of social events throughout the season, e.g. quiz night, etc. Organise social activities on game days, e.g. ladies day, etc. Liaise with opposition teams re after match activities both home and away.
Membership	Encourage social membership and manage membership programs
Public Officer	Attend to all matters related to Incorporation, including annual reporting obligations.
Glen Willow Construction Co-ordinator	Liaise with MWRC and builder during construction of new clubhouse and grounds at Glen Willow Sporting Complex. Report progress back to committee at monthly meetings.

(b) GAME DAY PROCEDURES

Field set-up (Co-ordinators and Managers):

- Gates to Glen Willow Rugby grounds to be unlocked.
- Change rooms (not required for Sub Juniors) and Toilets to be unlocked.
- Goal post pads, corner posts and 22, half way markers (stored in equipment shed) to be placed in position.
- Official table and two chairs to be placed near the half way just inside the fence. These are available from the storage shed. (not required for Sub Juniors)
- Set up teardrop sponsor signage (stored in shed).

Clean-up/Lock-up (Co-ordinators and Managers):

- Goal post pads, corner posts, 22 and half way markers to be returned to equipment shed and locked away.
- Table and chairs to be returned to the storage shed.
- Sponsor signs to taken down and returned to storage shed.
- Change rooms and toilets to be cleaned out and locked.
- All rubbish on the field and spectator area to be placed in bins
- Ground lights to be switched off (if used).
- Storerooms to be locked
- Clubhouse locked and alarm set
- Gates to be locked up

(c) CANTEEN PROCEDURES

- The Canteen Co-ordinator is responsible for the operation of the canteen. Duties include:
 - Ensure canteen is set up and packed away each week.
 - Liaise with co-ordinators to ensure volunteer rosters are in place.
 - Liaise with treasurer to ensure floats are available and in place.
 - Supervise canteen operation and ensure minimal cash is held in register as day progresses.
 - Ensure canteen is left clean and tidy.
 - At the end of the day, check stock quantities for reordering purposes.
 - Close till off and count money (two people to be in attendance) for banking.
 - Ordering and pick up of required stock to facilitate canteen operation.
- The canteen will be staffed by volunteers sought from the membership including players, their partners and parents.

- The responsibility of producing a roster will be that of the Co-ordinators of each section of the club. The Co-ordinators will liaise with the Canteen Co-ordinator regarding the rosters of volunteers.
- The Treasurer or nominated Committee representative will provide the Canteen Co-ordinator with a float each week and collect the funds at the end of the day for banking.

(d) BAR PROCEDURES

- The management of the bar is the responsibility of the bar co-ordinator and licensee. Duties include:
 - Ensure that the bar is managed according to the appropriate legal requirements.
 - Ensure there are bar staff for senior home games and any other event held at the club where the bar is required.
 - Liaise with the club through monthly meetings regarding any issues that may arise.
 - Ensure that the bar fridges are adequately stocked.
 - Liaise with Clubhouse Manager.
 - Liaise with the Canteen Manager regarding the ordering/stocking of soft drinks/water/etc.
- All bar staff are to have a current RSA qualification.

(e) BUSES

- The buses are to be organised by the Co-ordinators of each section of the club.
- Team Managers should liaise and check with the Co-ordinator re bus arrangements in any given week.
- Team Managers will collect the bus money and pass on to the Treasurer as soon as possible for banking.

(f) CLUB SIDE BY SIDE VEHICLE

- The minimum requirement to drive the club's side by side vehicle will be a current driver's licence.
- The vehicle must, at all times, be used in a safe and appropriate manner.
- The vehicle is to be comprehensively insured.

(g) INCORPORATION

- The Mudgee Rugby Club is an Incorporated Association and has been since 4 March 1987. The registered no. of the association is Y0224801.

An incorporated association has its own legal identity separate from its members, providing protection to members in legal transactions.

An incorporated association:

- is a 'legal person'
- can enter into and enforce contracts in its own name
- can open a bank account
- can hold, acquire and deal with property in its own name
- can sue or be sued
- continues, even though its members may change.

While there are benefits to be gained from incorporation, there are also obligations. These include annual reporting obligations, maintaining minutes, proper financial and membership records and registers.

- As an Incorporated body the Association must appoint a Public Officer to deal with matters of Incorporation. This person who can be any member of the association, is the contact for the association with the NSW Department of Fair Trading. In the event of this position becoming vacant it must be filled within 28 days and a Notice of the change sent to the Department of Fair Trading on the appropriate form.
- As an Incorporated Association the club has certain obligations:
 - The committee must, as soon as is practical, after the end of its financial year prepare a financial statement to be presented at the Annual General Meeting.
 - The club's financial year ends on 30th September.
 - The association must then make a report to the Department of Fair Trading. The type of report is dependent upon its status as a Tier 1 (large or total revenue collected greater than \$250,000) or a Tier 2 (small, total revenue less than \$250,000) association. Tier 1 associations must also have their financial statements audited and this included in their report.
 - The club's AGM has to be held within 6 months of the club's EOFY. Our Club AGM is usually held in November. Within one month of the AGM, the public officer is required to lodge the annual summary of financial affairs with the Department of Fair Trading and pay the appropriate fee. This is to be done on Form A12-T1 (Tier 1) or Form A12-T2 (Tier 2). Forms are available on the Department's website.
- The club is able to change the Constitution at the AGM or a Special General Meeting, provided the rules laid out in the Constitution are followed. Any change must be lodged with the Department of Fair Trading on form A6 and the corresponding fee must be paid.

2. SENIORS (1sts, 2nds, Colts and Women)

(a) ROLE STATEMENT FOR SENIOR COACHES

- Ensure you have the appropriate coaching qualifications.
- Prepare your team by providing regular, appropriate training sessions for your players.
- Select teams in conjunction with the other senior coaches (The 1st grade coach has the final say in selection of first grade).
- Prepare and coach the team on game days.
- Work closely with your team manager.
- Follow club policies and procedures as laid out in the club handbook.
- Liaise with the Senior Co-ordinators.
- Determine your team award winners as per the handbook.
- Provide a good example for players in standards of dress and behaviour.

(b) ROLE STATEMENT FOR SENIOR MANAGERS

- Ensure you have the appropriate qualifications (e.g. Smart Rugby).
- Attend training sessions.
- Liaise with the Registrar regarding player registrations.
- Be responsible for the provision and security of jerseys, footballs, water bottles and any other equipment required at training and game days.
- Ensure that all the entry of team lists and necessary recording of scores is completed on Rugby Explorer on the game days.
- Liaise with other team managers and senior co-ordinators regarding ground set up and clean up.
- Ensure change rooms are clean after your team has played.
- Liaise with Senior Co-ordinators.
- Collect Bus money as required and pass on to Treasurer.
- Attend monthly committee meetings

(c) GUIDELINES FOR SENIOR COACHES AND MANAGERS

- It is important that every effort is made to provide significant game time each week for all registered, available members.
- The 1st and 2nd grade teams are to be selected on the basis of ability i.e. the 1st grade side is the best side available.
- The 1st and 2nd grade teams are to be selected by the coaches and managers of all teams with the 1st grade coach having the casting vote on 1sts.
- The women's team and Colts team are to be selected by their respective coaches and managers.
- To play in the 1st grade side, players are expected to attend all training sessions. There may be occasions where players may miss training due to extenuating circumstances but these must be discussed with the coaches and managers beforehand to obtain permission.

- Regular attendance at 2nd grade training, women's training and Colts training must be rewarded by significant game time. It is expected that all players will attend training.
- Selected players (1st grade coach to decide) from the 2nd grade side become the reserves for 1st grade after the 2nd grade game is completed. The 2nd grade coach has absolute control over the team selected for 2nd grade until the final whistle.
- Players must be registered and fees paid before they are permitted to take the field.
- It is expected that all Coaches and Managers wear the appropriate dress uniforms to games i.e. club dress shirt and tie. It is important to set the example for the players who are expected to wear the same.

(d) SENIOR PLAYERS CODE

- Play for the enjoyment.
- You will be encouraged to play hard and strive to win within the laws of the game
- Work equally hard for yourself and your team – thus your teams` performance will benefit as well as your own.
- When you commit yourself to a team for the season, honour that commitment. Attend all training sessions and games each week for the whole of the season.
- Treat all other players, as you yourself would wish to be treated.
- You will play by the rules, never argue with an official, referee or other players. Let the coach or manager sort out any problems.
- You must cooperate with coaches, team mates and opponents. Without them you do not have a game.
- Learn to win with grace and lose with dignity. Be modest in success and appreciate your opponents` performance, even when defeated.
- At the conclusion of the game, the opponents are to be thanked for the game as should the referee and officials who have made the game possible.
- Ensure that you are always dressed in the correct Wombat uniform for all games. Players are expected to wear club dress shirt and tie to and from the games and at after match functions.
- Be punctual to all games. You should be at the ground an hour before the match starts. If you arrive late you can expect to be a reserve if there is a surplus of players.
- If you are unable to attend training you must notify your manager or the coach as to the reason why you are unable to attend. Failure to do this or supplying an unacceptable excuse may result in you not being selected in the run on side for the following match.
- If you are unsure of what to do or need to be assisted in any way, speak to the team manager for help. You will be provided with the telephone numbers of the coach and the manager.
- Rugby is a winter sport and the game should be considered on, despite inclement weather.
- You are expected to help with the equipment at both training and at all matches. Equipment should be looked after and cared for by the whole team. Always thank your coach after all training sessions and all games.

- You are a member of a club. Every player has a responsibility to assist club officials with the running of the club. You should look for opportunities to lend a hand whenever possible.
- All senior players, men and women, are expected to attend the after-match functions both home and away.

(e) UNDER 18 TEAM (COLTS)

- For organisational purposes the Colts team will be regarded as a senior team.
- There is to be no alcohol on any bus on which the Colts team travel and any player who hasn't turned 18 is not to drink alcohol while involved in any club activities.
- All players and coaches are to follow the Senior Player's Code of Conduct as outlined above.

3. JUNIORS (12s, 14s and 16s)

(a) ROLE STATEMENT FOR JUNIOR COACHES

- Ensure you have the appropriate coaching qualifications.
- Ensure you have completed the child protection paperwork.
- Prepare your team by providing regular, appropriate training sessions for your players.
- Select teams following the guidelines laid down by the club.
- Prepare and coach the team on game days.
- Work closely with your team manager.
- Follow club policies and procedures as laid out in the club handbook.
- Liaise with the Junior Co-ordinators and Coaching Co-ordinator.
- Determine your team award winners as per the handbook.
- Provide a good example for players in standards of dress and behaviour.

(b) ROLE STATEMENT FOR JUNIOR MANAGERS

- Ensure you have the appropriate qualifications (e.g. Smart Rugby).
- Attend training sessions.
- Ensure you have completed the child protection paperwork.
- Liaise with the Registrar regarding player registrations.
- Be responsible for the provision and security of jerseys, footballs, water bottles and any other equipment required at training and game days.
- Attend to paperwork associated with the team on game day.
- Ensure that all the entry of team lists and necessary recording of scores is completed on Rugby Explorer on the game days.

- Liaise with other team managers regarding ground set up and clean up.
- Ensure change rooms are clean after your team has played.
- Liaise with Junior Co-ordinators.
- Collect bus money as required and pass on to Treasurer.
- Attend monthly committee meetings

(c) GUIDELINES FOR JUNIOR COACHES AND MANAGERS

- It is extremely important to foster good sportsmanship in all junior players – coaches and managers have the prime responsibility to ensure this occurs.
- It is extremely important to foster a healthy respect for referees and other officials in all junior players – coaches and managers have the prime responsibility to ensure this occurs.
- Coaches and Managers need to be exemplary role models for junior players in the way they talk to the players, the officials and the opposition and by the way they present themselves.
- Coaches and Managers should always encourage players to thank the opposition after the game and clap them off the field and give three cheers.
- Players should give three cheers to the referee after the game.
- Every effort should be made to provide all players with significant game time each week.
- Preference for significant game time will be given to players who attend training.
- While winning is important, the participation of available players should be the main criteria for selection of the team on the field.
- Coaches will identify areas for improvement in individual players and work with those individuals to increase skill level in a positive manner.
- Coaches will ensure adequate game time is provided for all individuals to develop their skill level.
- Where there are enough players to form two teams, teams are to be divided as much as possible into age groups (e.g. the 14's would have one team of 13 year olds and one team of 14 year olds).
- It is expected that all Coaches and Managers wear the appropriate dress uniforms to games i.e. club dress shirt and tie. It is important to set the example for the players who are expected to wear the same.

(d) JUNIOR PLAYERS CODE

- Play for the enjoyment.
- You will be encouraged to play hard and strive to win within the laws of the game

- Work equally hard for yourself and your team – thus your teams` performance will benefit as well as your own.
- When you commit yourself to a team for the season, honour that commitment. Attend all training sessions and games each week for the whole of the season.
- Treat all other players, as you yourself would wish to be treated.
- You will play by the rules, never argue with an official, referee or other players. Let the coach or manager sort out any problems.
- You must cooperate with coaches, team mates and opponents. Without them you do not have a game.
- Learn to win with grace and lose with dignity. Be modest in success and appreciate your opponents` performance, even when defeated.
- At the conclusion of the game, the opponents are to be thanked for the game as should the referee and officials who have made the game possible.
- Ensure that you are always dressed in the correct Wombat uniform for all games. Players are expected to wear club dress shirt and tie to and from the games.
- Be punctual to all games. You should be at the ground an hour before the match starts. If you arrive late you can expect to be a reserve if there is a surplus of players.
- If you are unable to attend training you must notify your manager or the coach beforehand as to the reason why you are unable to attend. Failure to do this or supplying an unacceptable excuse may result in you not being selected in the run on side for the following match.
- If you are unsure of what to do or need to be assisted in any way, speak to the team manager for help. You will be provided with the telephone numbers of the coach and the manager.
- Rugby is a winter sport and the game should be considered on, despite inclement weather.
- You are expected to help with the equipment at both training and at all matches. Equipment should be looked after and cared for by the whole team. Always thank your coach after all training sessions and all games.
- You are a member of a club. Every player has a responsibility to assist club officials with the running of the club. You should look for opportunities to lend a hand whenever possible.

4. SUB JUNIORS (6s, 8s and 10s)

(a) ROLE STATEMENT FOR SUB JUNIOR COACHES

- Ensure you have the appropriate coaching qualifications.
- Complete the child protection paperwork.
- Organise weekly training sessions.
- Organise Friday night teams and games.
- Organise and coach gala day teams.
- Liaise with Sub Junior Co-ordinators, parents and Coaching Co-ordinator.

- Follow club policies and procedures as laid out in the club handbook.
- Determine your team award winners as per the handbook.
- Provide a good example for players in standards of dress and behaviour.

(b) ROLE STATEMENT FOR SUB JUNIOR MANAGERS

- Ensure you have completed the child protection paperwork.
- Ensure you have current Smart Rugby.
- Assist the coach with training.
- Liaise with parents and the Sub Junior Coordinators.
- Be responsible for the jerseys, footballs and water bottles.

(c) GUIDELINES FOR SUB JUNIOR COACHES AND MANAGERS

- You have responsibility for the behaviour of your team and its supporters. Exercise it.
- Be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that they have other interests and demands on their time.
- Teach your players that laws of the game are mutual agreements, which no one should evade or break.
- Ensure that all players get a game. The 'just average' players need and deserve equal time.
- Remember that young people play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the players for making mistakes or losing a game.
- The scheduling and length of practice times and games should take into consideration the maturity level of the players.
- Develop team respect for the ability of opponents, as well as, the judgment of referees and opposing coaches.
- Remember that young people need a coach they can respect. Be generous with your praise when it is deserved and set a good example.
- Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development of young people.
- Encourage young people to develop basic skills and avoid over-specialisation in positional play during their formative years.
- Create opportunities to teach sportsmanship, just as you would in teaching the basic skills.
- Ensure that efforts for both skill improvement and good sportsmanship are rewarded by praise.
- Ensure that skill learning and free play activities have priority over highly structured competitions for very young people.
- **INSIST ON FAIR PLAY**, do not tolerate foul play, fighting, or foul language. Be prepared to sit an offending player out of training or a game for repeated infringements. If they persist with this type of behavior discuss the situation with the committee who will decide whether a suspension is warranted.
- Discourage excessive talk on the pitch.
- **INSIST** on a disciplined approach by players and mean what you say.

- Set a good example by personal good behaviour.

(d) SUB JUNIOR PLAYERS CODE

- Play for the 'enjoyment', not just to please your parents or coach.
- Play the laws of the game of Rugby
- Never argue with the referee's decisions. Let your captain ask any necessary questions.
- Control your temper – no 'mouthing off'.
- Work equally hard for yourself and your team – you team's performance will benefit and so will your own.
- Be a good sport. Applaud all good play, whether by your team or by your opponent.
- Treat all players, as you yourself would like to be treated. Don't interfere with, bully or take unfair advantage of any player.
- Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show off or always try to get the most points.
- Co-operate with your coach, manager, team mates, referee and opponents, for without them you don't have a game.

5. SPECTATORS CODE

- Remember that young people play organised sports for their own fun. They are not there to entertain you and they are not miniature Wallabies.
- Be on your best behaviour. Don't use offensive language, or harass players, coaches, referees or other spectators.
- Applaud good play by your own team and the opposition team.
- Show respect for your team's opponents. Without them there would be no games.
- Never ridicule or scold a player for making a mistake during the game.
- Condemn the use of violence in all forms.
- Respect the referee's decisions.
- Encourage players to play according to the laws.
- SLEDGING: THIS CANNOT BE ACCEPTED in any shape or form. Players and Referees are NOT fair game.
- Do not approach a referee/touch judge at any stage during or immediately after a game.

6. SAFETY GUIDELINES

All coaches and managers should make themselves fully aware of all Rugby AU documents concerning the safety of players. These can be easily accessed via the **Rugby Explorer** app main menu under **Participate/Coach Rugby/ Rugby AU Codes and Policies**.

In particular, it is imperative that all coaches and managers know how to manage concussion or potential concussion and how to manage serious injuries and the serious injury reporting procedures.

It is also important that all coaches and managers take all safety protocols and procedures extremely seriously in the context of playing and training for rugby.

7. MISCELLANEOUS

(a) CLUB AWARDS (To maintain integrity and consistency in the awards, Coaches and Managers are to adhere strictly to these guidelines for all awards. No extra awards are to be presented at the presentation or in private.)

SENIOR (Including Women and Colts):

- **Best and Fairest** (each team) – decided by coaches/ managers. Points awarded on a 3, 2, 1 basis for each game. Any player who has been suspended by the judiciary during the season is ineligible for this award. (Colts B&F – Adam Mort Shield)
- **Player's Player** (each team) – decided by players, managed by coaches/managers
- **Rookie of the Year** (one award for all senior male and female club members but not Colts) – decided by senior coaches/ managers, male and female.
- **Best Back** (each team) – decided by coaches/managers
- **Best Forward** (each team) – decided by coaches/managers
- **Coaches Award** (each team) – decided by coaches
- **Highest try scorer** (each team)
- **Highest point scorer** (each team)
- **Senior Clubperson of the Year** (Ross Smith Award)– decided by the Committee for a person, normally a senior player, who has contributed greatly to the club off the field.
- **Roslyn Lee Shield** – decided by the Committee for a person who has contributed greatly to the development and promotion of Mudgee women's rugby.

JUNIOR:

- **Kevin Sheridan Shield** (Best and Fairest Under 16s) – decided by coaches/managers, with points awarded for each game on a 3,2,1 basis.
- **Alan Hill Shield** (Best and Fairest Under 14s) – decided by coaches/managers, with points awarded for each game on a 3,2,1 basis.
- **Peter Toole Shield** (Best and Fairest Under 12s) – decided by coaches/managers, with points awarded for each game on a 3,2,1 basis.
- **Best back** (each junior team) – decided by coaches/managers

- **Best forward** (each junior team) – decided by coaches/managers
- **Most improved** (each junior team) – decided by coaches/managers
- **Junior Clubperson of the Year** (Barry Slater Award) – decided by the Committee for a junior person (normally a player under 18) who has contributed greatly to the club off the field.

SUB JUNIOR:

- **Best and Fairest** (3 in each age group) – decided by the coaches/managers
- **Most Improved** (3 in each age group) – decided by the coaches/managers

COMBINED CLUB AWARDS

- **Clubperson of the year** – decided by the Committee, for a person, normally a non-player, who has contributed greatly to the club throughout the year.
- **Supporters Trophy** – decided by the Committee for a person, normally a non-committee person who has contributed greatly to the club throughout the year.
- **Herb Daly Award** – decided by the Committee, not necessarily awarded each year. It is awarded to someone who has made an outstanding contribution to the Mudgee Rugby Union Club over a period of time.

PRESENTATION OF PLAYING JERSEYS

- Playing jerseys will be given to the following at the conclusion of each season
 - Members of any premiership winning team
 - Players that are graduating from the juniors (i.e. those turning 16 in the particular calendar year)
- The number of times an individual plays in a particular jersey is a major determinate as to who receives that jersey.

GAME MILESTONES

- Senior players who have played 100 games for the club (or 150, 200, 250, 300, etc) will lead their team onto the field for that game and will be presented with a special club tie for 100 games, mug for 150 games and a gift chosen by the committee for 200, 250, etc to recognise the event at the after-game speeches. Presentation to be done by the President.

(b) LIFE MEMBERSHIP

- Life members can only be nominated by the committee or any active life member.
- Any person must fulfil the following criteria to be nominated for life membership:
 - Have been active in the club for at least 15 years as a player, coach or administrator.
 - Have held a committee position for at least five of those years.

- Have regularly attended club meetings over those 15 years.
- Have regularly assisted with the hands-on running of the club on game days and special events such as the annual sevens carnival.
- Have assisted with the junior development of the club.
- Have always upheld the ideals of the Mudgee Rugby Club i.e. fair play, good sportsmanship, positive relationships with other club members and visiting teams.
- Have positively promoted the club in the wider community.
- The decision on the life membership must have the support of at least 75% of the committee and the active life members.
- If the nomination is for a committee person, the voting is to be confidential and managed by the president. If the nomination is for the president, the voting is to be confidential and managed by the vice-president.
- Any new life members are to be announced and presented with their life membership and a life member tie and gift at the annual presentation night.
- Any new life members are to be added to the life member honour board in the club house.

(c) SUPPORT FOR REPRESENTATIVE PLAYERS

- The Committee will consider applications for financial support from any club member who has been chosen to represent the club at NSW Country, State or International level while they are a playing member of the club. This does not include school representation.
- The financial support, to be decided by the Committee, is limited to \$750 per player per year.

(d) CODE OF CONDUCT

All committee members, coaches, managers and players should make sure that they are aware of the Rugby AU Code of Conduct which is readily accessible on the Rugby Explorer app. The code sets out the behaviour expectations of all those involved in the game of rugby. This code must be taken seriously. It is important that all those people involved in the game ensure that the code is adhered to at all times.

(e) POLICY/PROCEDURES FOR THE SELECTION OF COACHES AND MANAGERS

SENIOR AND JUNIOR COACHES AND MANAGERS

- Within 2 months of the conclusion of the season, the coaches and managers positions for the following season are to be advertised in the local media and on the club web site.

- Prospective coaches and managers should apply on the specific application form to be available on the club web site. On the application form they should address the following criteria:
 - Personal information
 - Current coaching/managing qualifications
 - Extent and evidence of coaching/managing experience
 - Reasons why they want to coach/manage the Wombats
 - Any special skills and experiences they would bring to the club
 - Any other information they feel is relevant
- The selection committee will consist of the executive committee of the club and the two co-ordinators for that section of the club for which the coaches/managers are being selected (e.g. for the junior coaches/managers, the selection committee will be the president, vice president, secretary, treasurer, registrar and the 2 junior co-ordinators).
- The selection committee is to meet as soon as is practical after the closing date for applications to consider the written applications for the positions. The president will chair all selection committees.
- Notice of at least one week is to be given for a selection meeting. Earlier meetings may be held if all the selection committee members are able to attend.
- At this meeting the selection committee will rank the applicants based on the written applications and will determine which applicants will be invited for interview. If there is only one applicant for a position and all the selection committee agree that the applicant is suitable, the interview process may be dispensed with.
- After this initial meeting, all applicants are to be contacted by the president to inform them whether or not they have been successful in gaining an interview. Applicants that are to be invited for interview, should be given at least one week's notice of the time and place of the interview.
- At the interview(s), the applicants are to be asked the same questions, to be determined before the interview, with probing questions permitted to clarify any points raised.
- At the conclusion of all the interviews, the selection committee will consider the original rankings and any changes that may occur as a result of the interviews and then make a final decision on who is successful for the position being considered.
- Voting will be in accordance with the club's constitution – position goes to the majority vote of the selection committee. In the event of a tied vote, the president will have a second and casting vote as per the constitution.
- All aspects of the selection process should remain confidential within the selection committee.
- The President will announce the decisions of the selection committee.

SUB JUNIOR COACHES

It is the responsibility of the Sub Junior Co-ordinators to organise the Sub Junior Coaches. Requests should be made for volunteers among the parents of sub junior players and the Sub Junior Co-ordinators will assign positions of responsibility. The club will provide, where possible, opportunities for parents to obtain their Smart Rugby qualification.

(f) JUNIOR NZ TOUR

Points to Consider

- Junior coordinators to meet with all potential players & families to elect tour leader, tour secretary, tour treasurer. Mudgee Rugby committee to clear.
- Tour leader to start considering adults who may chaperone the players to NZ, for eg: coaches, assistant coaches, manager, 1st aid (medical), strappers, trainers, gear stewards. Mudgee Rugby committee to clear.
- Tour money account- agreement at hand is that the current tour leaves an extra \$1000 in account at the final balancing of their tour.
- For Junior players to be eligible to tour they must play a minimum of 1 year prior to the tour, the year of the tour & preferably the year after the tour for Mudgee Rugby Juniors.
- For Mudgee Rugby Juniors that go to boarding school, same applies, but they need to actively play for Mudgee Rugby in school holidays & be active with fundraising.
- All NZ tour fund raising ideas to be floated @ MRUFC committee meetings for approval.
- A delegate From the NZ tour committee must be present at each MRUFC monthly meeting to present their treasurers report & any matters arising.
- All Sponsorship approaches for the NZ tour must be cleared by MRUFC, to avoid double up sponsorships.
- NZ tour group to organise a tour company for logistics.
- NZ tour group to organise games in NZ.
- NZ tour group to get these games sanctioned & follow up on a regular basis how the sanctions are progressing.
- NZ tour group to organise itinerary/activities, accommodation, transport, flights, insurances, if the tour company they choose does not include in price.
- NZ tour group to organise a payment plan for families to pay for tour, as soon as they can establish a cost per player.
- NZ tour group to organise travel insurance before any player payments proceed
- NZ tour group to set a date for non-refundable moneys to families, usually done when deposits for flights, accommodation start.
- NZ tour group to have signed parent/guardian authority for any high-risk activities, eg; bungy jumping
- Eligible players & tour chaperones chosen by NZ tour leader are the only people to travel with The NZ tour group.

(g) ANNUAL MUDGE SEVENS CARNIVAL

The following tasks need to be completed early in the season:

- Ensure there are sponsors on board
- Decide on the number of teams to play in the carnival and the tournament rules. Currently being run as a domestic team only carnival with Premier Mens, Womens

and Social Mens competitions. Set a date (has been the Saturday after the long weekend in October) and set a final date for entries after which there will be no refunds. (It is important to have a set date so there is no confusion from one year to the next and many teams like to book well in advance)

- Book grounds with Council early in the year
- Apply to Council for events assistance
- Apply to Australian Rugby to sanction the event and when received ensure that event insurance is obtained and paid for with Gow Gates.
- Set up a method of payment and registration via the website and club facebook. Works best when payment has to be made at the same time as registration.
- Begin promoting the carnival early (once the prior points are in place). Send letters/emails to teams that have previously participated. Contact Australian Rugby and have the carnival advertised on the domestic sevens carnival page. Promote on club facebook sites and mudgee sevens facebook site. Send invitation emails and facebook posts to all Central West clubs, Shute Shield clubs, Sub-district clubs, Newcastle clubs, ACT clubs and NSW Country Rugby Union.
- Check with South Sydney referees on their availability. We usually organise and pay for half their accommodation. They are happy to stay at Lion's Drive caravan park – needs to be booked early (Contact: Simon Brown - 0414293493) In recent years they have received \$2000 from the sponsors and they have referee shirts made with the sponsors displayed.
- Check with Karl Fletcher that he is available on the day and willing to provide first aid. Karl has done this in the past without charge as a sponsor but should be asked each year.
- Check with Trent Robertson that he is available to be the announcer on the day.
- Check that the Lion's Club are available and willing to do the gate.
- Book the security for the day.
- Check with the organisers of the Junior NZ Tour if they would be willing to assist with BBQ and Canteen for a donation from the club (decided by the committee to be \$1000)

The following tasks need to be done several weeks before the event:

- Collect prizes for the day and ensure that any trophies are purchased and engraved. Ensure perpetual trophies are engraved with the previous year's winners
- Team registration sheets to be printed and distributed to teams.
- Invites sent to major sponsors and the Mayor.
- Prepare as much of the paperwork as possible i.e. draws, result sheets, instructions, recording sheets, and collect necessary equipment such as folders, clipboards pens and pencils, timing devices, walkie talkies, hooters, ball pump.
- Recruit the personnel required to run the day. Need at least 2 or 3 per ground, 3 or 4 in the central recording position, announcer, bar staff and a couple roaming, one of whom could do the registrations and welcome in the morning and boys and girls to be runners for each ground and ball kids.
- Organise cleaners to clean the stadium after the event.

As close as possible to the closing date for entries:

- Complete the draws
- Send out information packs to the teams and the referees containing the following:
 - Draws
 - Tournament Rules
 - Map
 - Facilities
 - Under age players
 - Insurance information
 - Prizes
 - Passes (Wrist bands) for the team (15) + 2 for coach and manager
 - Team Registration sheets
- Have programs printed
- Prepare whiteboards with pool results and finals draws
- Have the treasurer arrange to collect the prizemoney and have floats for the gate canteen and bar.

Day before the event:

- Make sure all trophies are collected and taken to the field.
- Collect the key to the stadium from the Council
- Collect equipment from the clubhouse and deliver to the ground– side by side, field dressing, hi viz vests, tables, chairs, marquees, 4 match balls, white boards.
- Mark out fields required and erect goal posts where required
- Place advertising for sponsors on field
- Set up corporate room for sponsors
- Place rubbish bins around the fields
- Dress the fields with goal post pads, corner posts etc.

Day of the event:

- Erect marquees on the fields and set up tables.
- Set up welcome /registration table near the entrance.

RUN THE CARNIVAL

This usually happens via a team of 2 or 3 at each ground headed by a ground manager. The referees organise their own roster so need to liaise with them if any late changes. The team at the ground ensures the teams take the field promptly, supply their own touch judge and ball, and keep score. They send the result sheet for each game to a central recording area where records are kept, to determine the finalists. The time keeping is done from the central recording position with games beginning and ending on a hooter.

- Have presentation on the field at the end of the carnival. Invite sponsors and/or Mayor to present trophies/prizes
- Clean up

(h) RESPONSIBLE USE OF SOCIAL MEDIA

- Mudgee Rugby Club has an official website, Instagram account, a club Facebook account, a supporters Facebook account, Teamsnap, and a number of other social media accounts related to various sections of the club.
- Teamsnap is the only official means of social media communication to be used with parents and players in the junior sections of the club.
- It is imperative that these accounts are used appropriately at all times. i.e. they should positively reflect the ethos of the club where all members are treated equally and respected and that we respect all others, including opponents and playing officials.
- All posts should be positive and promote the club in the best possible light. We should remember that these accounts are the public face of our club.
- All posts should not involve any bullying or harassment. Confidentiality should be respected where appropriate.
- Any negative posts regarding the club, individuals, opponents or playing officials should immediately be removed by the manager of that account and reported to the committee who shall decide any further action.
- All members are to use email and personal social media accounts responsibly. Any member found to be involved in bullying or harassment via email or a personal social media account is to be reported to the committee who will decide action to be taken which could include suspension or expulsion from the club in extreme circumstances.

(i) CLUB APPAREL

- All apparel used when representing the club on and off the field must be approved by the Committee.
- Anyone requiring club apparel may do so through the committee or online store when available.

(j) CLUB LOGO AND WOMBAT IMAGE

- The Club Logo and Wombat image is not to be used in any promotion or on any apparel without the formal approval of the Committee.