QUEENSLAND RUGBY LEAGUE

MANAGERS HANDBOOK

A HOW-TO GUIDE

Contents

What is the role of a Team Manager?

Responsibilities

Team Managers have an extremely important role in working directly with the Coach to ensure the successful management of the team and welfare of the players in their care at training and competition games.

Duties:

- Must completed the MySideline Manager Course

- Must complete the Child Safety Patrons of the Game course

- Must load the team lists into MySideline Manager every Thursday, by midnight

- Understand their obligations under the NRL Code of Conduct

- Be the first point of call for any problems that may arise amongst team members, parents, the coach, and supporters

- Assist in the promotion of club events

- Assist in organising volunteers (team parents) when called upon by the volunteer coordinator

- Liaise with all team members, parents, coaches, and officials to ensure players are appropriately dressed and informed of training, competition, and club functions

- Act as liaison and communication officer between the club and the team

- Live score the game (**ONLY when you are the home team**) in MySideline Manager (Under 12+)

- Ensure the game sheet is correct before the match begins

- Ensure the Game Sheet is signed after the match and any other rules/regulations of the competition are carried out

- Ensure all welfare and safety requirements for the team are met

- Liaise with the club committee to ensure all players are eligible to play (e.g. fees have been paid, online registration has been completed etc.)
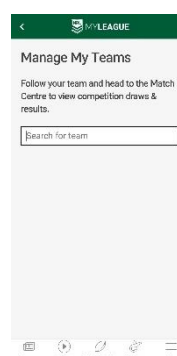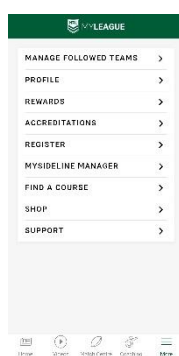
Bench Rules & Regulations

Team managers are to remain seated on bench at all times. 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, including comments directed at Referees and Touch Judges. Any comments made either towards Referees or Touch Judges can result in serious action being taken against offenders.

MySideline

- If you are a brand-new volunteer to Rugby League, you will need to set up a new profile via NRL.com.
- Team Managers are required to register to their club under 'Volunteer' via www.playrugbyleague.com.
- Team Managers must hold a Blue Card. Blue Card details must be provided to the Club Registrar to link to the Club's Blue Card Portal and must be visible on your MySideline profile.
- Download the MyLeague App (free) from your phones App Store.
- Once you have registered, contact your club Administrator to assign you access to your team.
- In the MyLeague App, click the 3 lines on the bottom right of the screen and select 'Manage Followed Teams'.
- Start typing the name of your club and team, then select them from the drop-down menu

Below are links to the MySideline Knowledge Base.

Accessing MySideline Manager: Knowledge Base

Laws of the Game, Codes & Policies: Knowledge Base

MySideline Manager: Injury Reporting: Knowledge Base

Accessing MySideline Manager: Knowledge Base
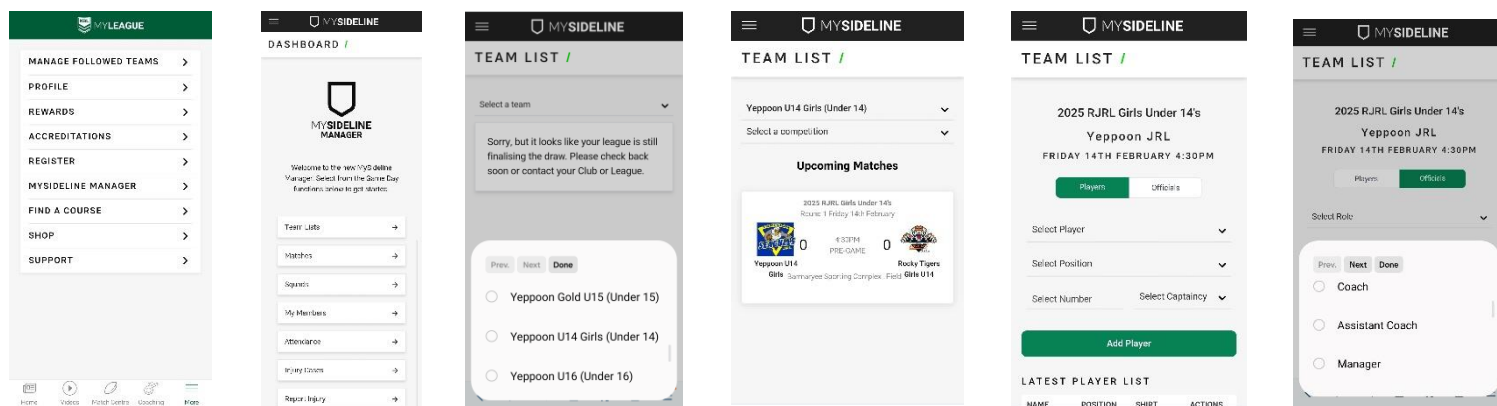
MySideline Manager: Managing a Match: Knowledge Base

MySideline Manager: Training Attendance: Knowledge Base

MySideline Manager: Squad Management: Knowledge Base

Uploading Team Lists

- All managers must upload their team list into MySideline Manager every Thursday, by midnight – log in via the MyLeague App.
- In the MyLeague App, select MySideline Manager – Team Lists – your team
- Select the match from the Upcoming Matches list.
- Select and add Player, Position & Jersey Number from the drop-down lists and click 'Add Player' for each player. Once your team has been added, scroll down to click 'Submit' to save.
- Repeat for team staff under the 'Officials' tab ensuring each person is added in the correct role. Once all team staff have been added, click 'Submit' to save
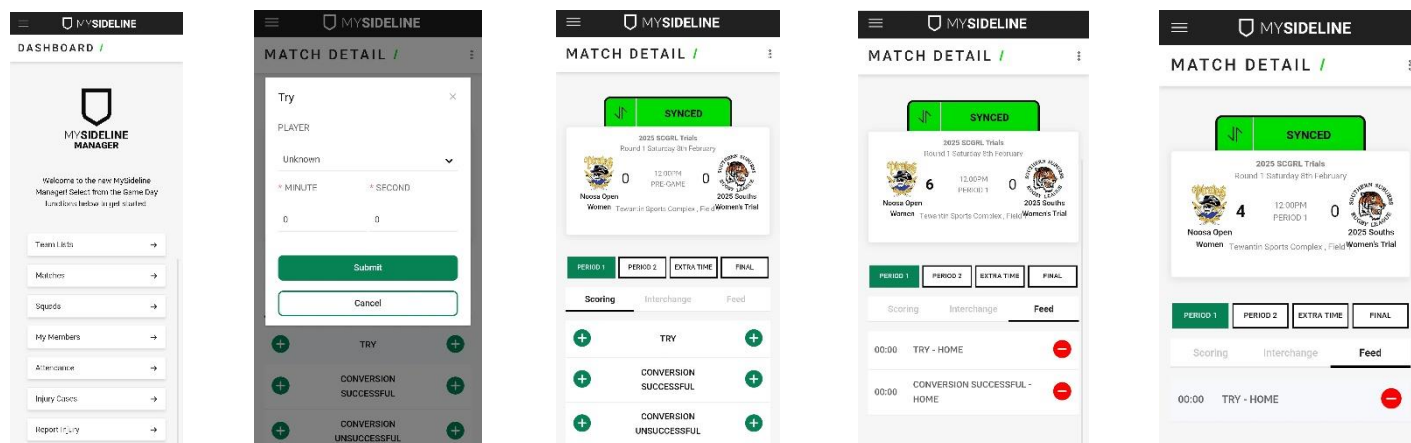

Game Day

Before Game

- Under 12 to Under 17 - Before the commencement of the game, team managers should locate the Operations Area, check the printed team sheet, and make any adjustments required. Both managers are to initial the team sheet to show that the team list has been checked. There are no printed game sheets for Under 6 to Under 11, however team lists must still be uploaded to MySideline.
- Under 12 to Under 17 - alterations to the online team lists can be made up to 15 minutes before the commencement of the match. Online changes cannot be made during a match. If this deadline is missed, make the changes on the printed Team Sheets for alteration later.
- Under 12 only - Because the FR and DH vests cover jersey numbers, managers are required to make a note on the Team Sheet of the players who fill these roles – e.g., "FR first half #9", and keep those notes up to date if they change because either the FR or DH is replaced due to injury.
- Ensure each role is fulfilled by a separate person on game day (ie: the same person is not covering multiple roles within the team).

During Game: Live Scoring (Under 12 to Under 17s only)

- Please note that the live scoring function is not available on MySideline for Under 6 to Under 11s. This is due to these age groups being non competitive (please refer to NRL Player Development Framework for more information).
- Before kick off, log into MySideline Manager via the MyLeague App and select 'Matches'
- Select the match being played and then 'PERIOD 1'
- When live scoring, select the green/white + button for the home or away team for Try, Conversion Successful, Conversion Unsuccessful, Penalty Goal Successful, Penalty Goal Unsuccessful etc.
- Player names are not to be entered against any points scored. Leave as PLAYER Unknown, and click 'Submit'. The score will be automatically updated to reflect.
- If you have accidentally added points that need to be removed, click 'Feed', the red – button and OK. Click on 'Scoring' to return to the live scoring screen.
- At the end of the 1st half, click 'PERIOD 2', then OK. Score as per PERIOD 1.
- At the end of the game, click 'FINAL' to submit score. Once you have clicked submit, scores cannot be changed.
- Should you finalise the game and there is an error in the score, click the DISPUTE button to request this be updated by the League Administrator.
- Under 12 to Under 17 games are to be scored progressively, with a manual record, including tries and goals scored by players, kept on the printed team sheet in case of internet or computer failure during the game. After the game, the online score should be verified with the record on the printed Team Sheet, and then the game should be marked 'final.' The deadline for finalising completed matches is 12 midnight of the day of the game.
- Under 12 games are scored 'behind the scenes' for the purpose of grading, and pools allocation, not for premiership points. Online scoring of MySideline can occur as this does not show online, as well as recording the score on the paper team sheet as the game progresses. Scores are not to be displayed on the field.
- When allocating a try or goal, the points scorer's name is NOT recorded on MySideline. This is only recorded on the printed team sheet. When recording on MySideline, select Try or Goal, then 'Player Unknown'

After Game

- Post game, Managers from both teams should ensure they agree on the score before it is finalised on MySideline.
- Once both Managers have agreed, click 'FINAL'.
- Both Managers should sign the team sheet to acknowledge that they are in agreeance with the score.

Troubleshooting

- I can't find a player to add to the Team List
  - Player needs to register
  - Player isn't added to squad list (contact club administrator to add)
  - Player playing up an age group (contact club administrator to add)
- I can't add a player to the Team List (error when trying to add player)
  - Player is suspended
  - Player has been marked as a suspected concussion (NRL Concussion Management and Return to Sport policy applies)
- I can't add team staff to the Team List
  - Volunteer is registered in incorrect role
    - Coach must register as Coach
    - Leaguesafe and First Aid/Sports Trainer must register as Trainer
    - Manager must register as Volunteer
  - Volunteer has been added to squad list under incorrect role (contact club administrator)
  - Volunteer holds multiple roles but can only perform one on each squad list (contact club administrator to change role for each game required)
  - Registered volunteer is over 40 and is also registered as a player (meaning they require medical clearance under player rules). Have your club Administrator contact the League Administrator to make this person available to select in MySideline Manager.
  - Can't find my team for the current season
    - Remove all followed teams from the previous season.
    - Uninstall the MyLeague App
    - Reinstall the MyLeague App
    - Add followed teams for the current season

Important Links

Sunshine Coast Junior Rugby League Operations Manual

QRL Clubhouse

QRL Club Operations Manual

Positive Environment Program

Junior League Laws (U6-U12)

International League Laws

NRL Code of Conduct

NRL Player Development Framework

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