



QUEENSLAND RUGBY LEAGUE

QRL Club Operations Manual

QRL Club Support Sunshine Coast





Club Operations Manual



QRL Clubhouse



Play NRL



Government Websites



League Operations Manuals

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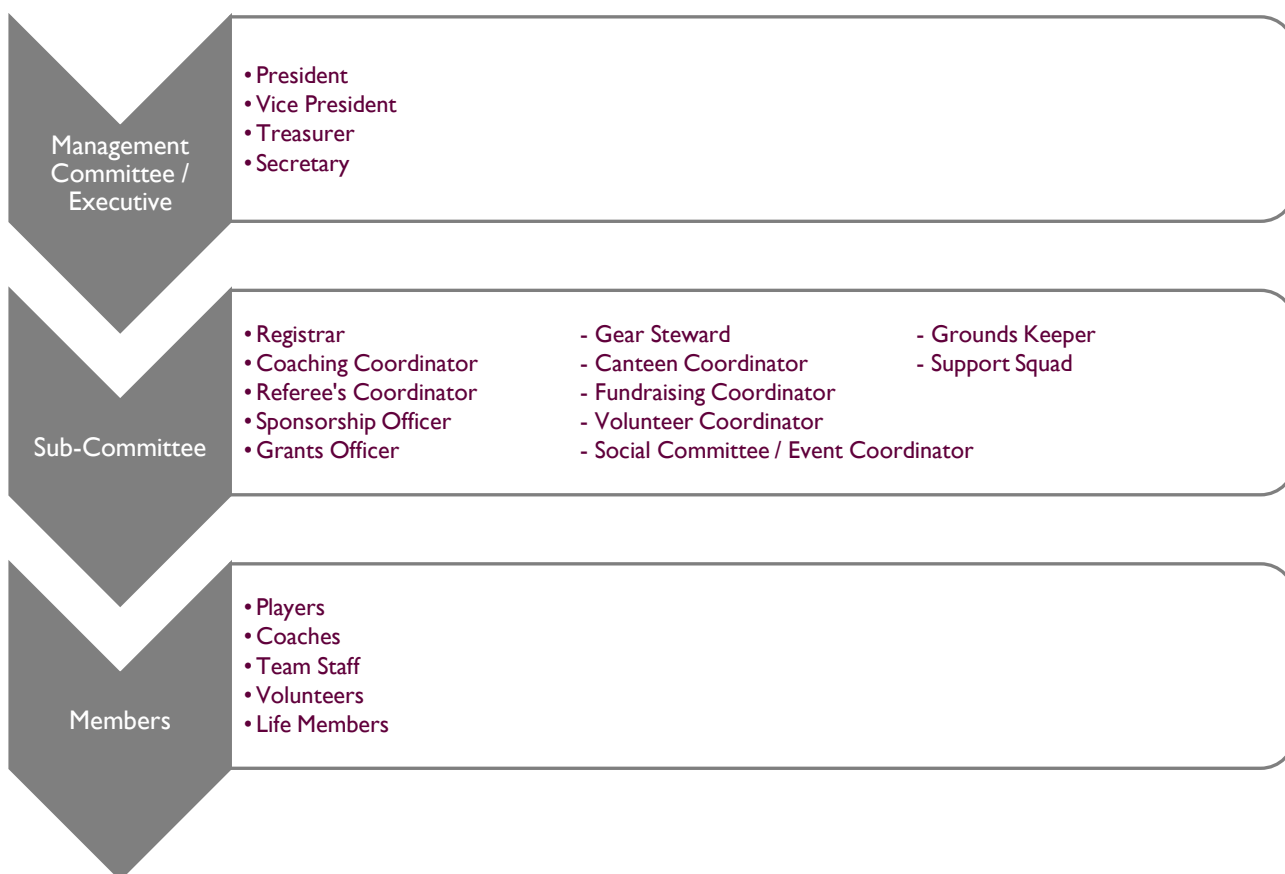


Section I – Pre-Season – AGM to Round I. (Oct – Mar)

How are clubs set up?

Most clubs set up as an Incorporated Association consist of:

- The Executive / Management Committee
- Sub-Committee Members
- Members



See appendix 1 for full role descriptions.



Incorporated Associations

Most community sporting clubs are set up as an 'Incorporated Association'.

What is an [Incorporated Association](#)?

What is an Association?

noun

1. a group of people organized for a joint purpose.

Association is essentially another name for the club. In your constitution, it will refer to the club as the 'Association'.

What is Incorporation?

Incorporation is a method of registration that gives an association legal advantages, in return for accepting certain legal responsibilities.

An incorporated association and its members are legally separate. Under normal circumstances, it provides protection to the management committee from personal liability for the actions of the incorporated association, provided those actions are carried out in good faith and with due diligence.

Essentially, it's a way of setting up a club in a legal way that protects its management committee from personal liability.

All incorporated associations must have a set of operating rules. These rules are sometimes known as the incorporated association's constitution.



Club Constitution

The foundation and overarching document of any club is its constitution.

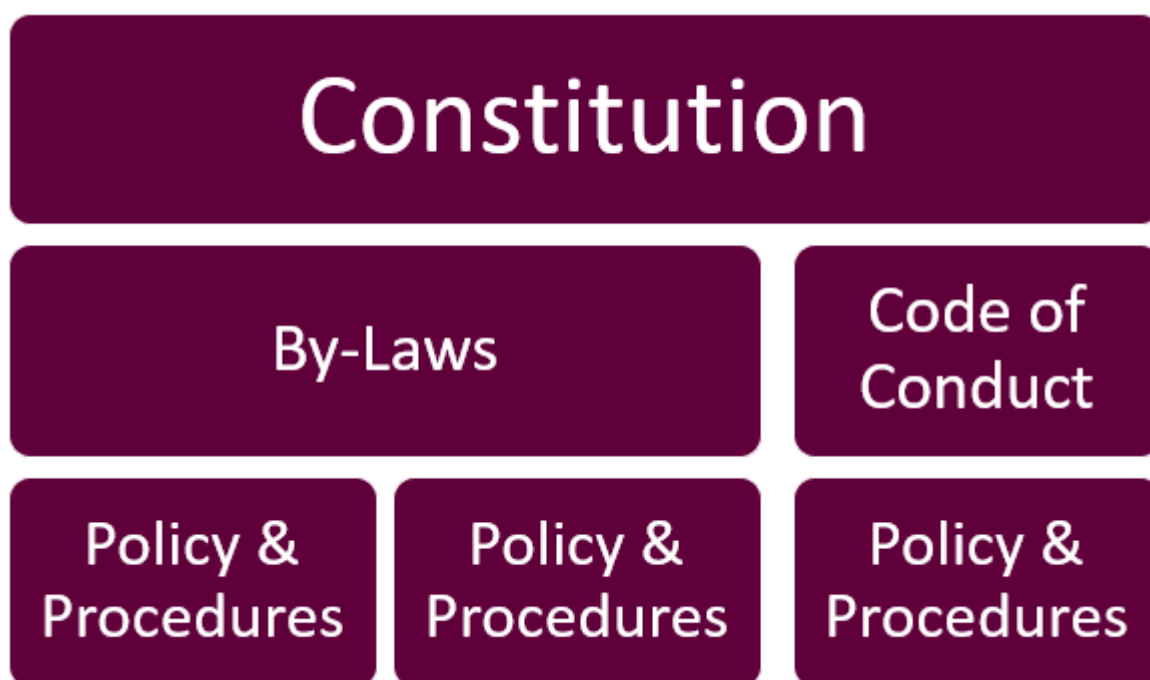
A constitution is a basic set of rules for the daily running of your club. It details for your members and others the name, objects, methods of management and other conditions under which your club operates, and generally the reasons for its existence.

It will outline what type of members you have as well as what 'voting rights' each member type has.

The Constitution defines the roles of the Executive / Management Committee.

It will also outline how the Executive / Management Committee will meet and run the club.

Any by-laws created must be in line with the club constitution and will sit under the constitution document.



[Click here](#) for an example of a club constitution template.

Your constitution will also outline your requirements on how to conduct your AGM.



Annual General Meeting (AGM)

It is a requirement of all Incorporated Associations to have an Annual General Meeting once a year.

All clubs must conduct their AGM after September 30 (*Rugby League Financial year Oct 1 – Sep 30*) as the club must have the [financial audit](#) completed to present at the AGM (*see club financial audit*). The AGM must be completed before Sunshine Coast Rugby League Associations scheduled AGM. Sunshine Coast Rugby League Associations will notify of their scheduled AGM dates. All clubs must have their AGM completed and paperwork submitted to the league before the scheduled leagues AGM date.

Your constitution will outline the minimum procedures of how to conduct your AGM.

These usually consist of:

- Calling and notification of AGM
 - The Secretary will call an Annual General meeting of the association
 - The Secretary will give at least 14 days' notice of the meeting to all members via public notice
- Business conducted at AGM
 - Receiving the associations financial statement, and Audit report, for the last reportable financial year
 - President & Treasurer present their annual reports
 - Presenting the financial statement and audit report to the meeting for adoption
 - Electing members to the management committee
 - Appointment of subcommittee roles
 - [Appointing an auditor](#) for the current financial year (*QRL Rule 3.8*) requires all clubs to have an independent Auditor)
 - Determination of Registration fees for the upcoming season
- Procedure at AGM
 - President is to preside as chairperson
 - Quorum must be achieved for the meeting to go ahead (*a Quorum is defined in your club constitution*)
 - Voting rights of members will be outlined in your constitution
 - Secretary to ensure full and accurate minutes of all questions, matters, resolutions, and other proceedings of the meeting
 - Management Committee to vacate positions, an ordinary member to step in as interim chair for election of Members

Example of AGM minutes [click here](#)



Appointment of Roles

There are certain rules around who can be appointed to certain roles in the executive.

- All members of the executive must be over 18 years of age
- The Secretary must be a resident of QLD or be living within 65km's of the QLD border

The nomination process is outlined in your club constitution.

These are some common example protocols in the nomination process (*refer to your club constitution for the exact process*):

- All candidates must be nominated by at least 2 members
- The nomination must be in writing; and
- Signed by the candidate and the members who nominated him or her; and
- Be given to the Secretary at least 14 days before the annual general meeting

Note: *if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.*

Completion of AGM

At the completion of your AGM certain paperwork must be filled out on the day.

1. The incoming committee are required to sign the QRL Club Affiliation Application. [Click here](#) to begin this process. [Here](#) is a how to Guide to fill this out.
2. The incoming committee are required to sign the QRL Club Affiliation Agreement. [Click here](#) to begin this process. [Here](#) is a how to Guide to fill this out.
3. Secretary to submit Incorporated Association Annual Return to Office of Fair Trading (*best to do this on the day so previous Committee can assist if new Secretary*)

Incorporated Association Annual Return

Once the AGM has been conducted the Secretary will need to submit the Annual Return to the [Office of Fair Trading](#) within a month of the AGM. [QRL Rule 3.8](#) requires clubs to have this process completed by no later than the 15th November (*SCJRL & SCGRL require clubs to have this process completed before the League AGM's*).

The Annual Return will require the following documents:

- Signed AGM minutes
- Signed Financial Documents (Profit & Loss, Balance sheet & Audit Report)

You will also have to pay the annual fee at this point as well.



To submit your Annual Return log into [here](#) and:

1. Click on *Fair Trading Annual Return Associations and Non-profits*
2. Enter your Incorporated Associations Organisation Number (*your IA number*)
3. Then fill out the fields as required

Once you have submitted your annual return you will need to provide the following documents to the Sunshine Coast Rugby League Associations (*Juniors, Seniors, or both*):

- Signed AGM minutes
- Signed Financial Documents (Profit & Loss, Balance sheet & Audit Report)
- Office of Fair-Trading Annual Return Lodgement Receipt
- [Budget](#) for the upcoming year

The **outgoing committee** are now required to complete your QRL End of year checklist & declaration. This will require the following documents:

- Signed AGM minutes
- AGM Reports (*President & Treasurer*)
- Signed Financial Documents (Profit & Loss, Balance sheet & Audit Report)
- Office of Fair-Trading Annual Return Lodgement Receipt
- [Budget](#) for the upcoming year

[Click here](#) to begin this process.



Structure of Rugby League in QLD

QRL

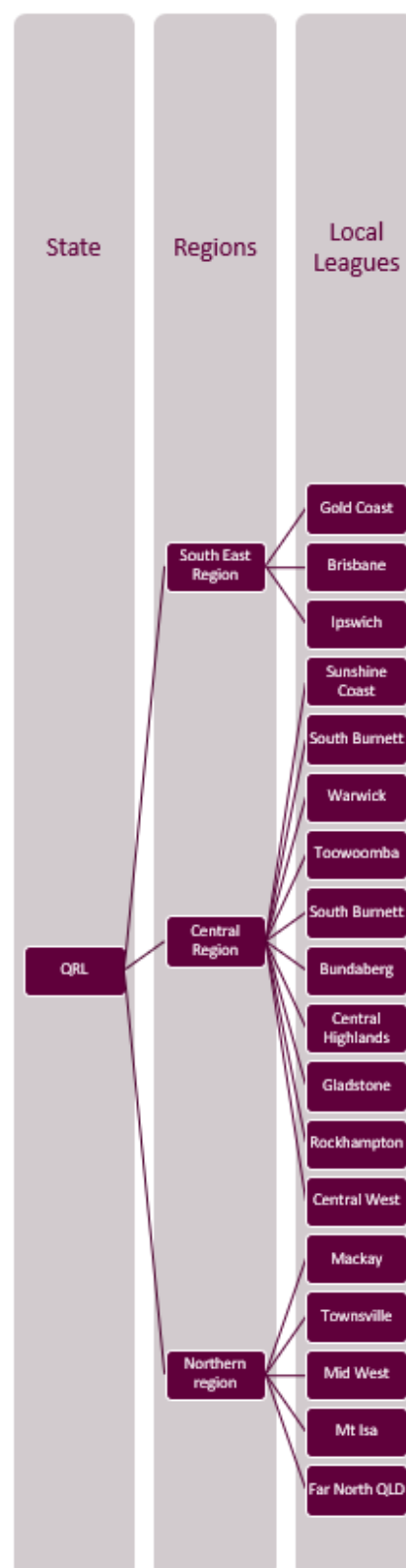
Queensland Rugby League (QRL) is the peak body in the state of Queensland for Rugby League. All formats of Rugby League are governed by the QRL.

Community Rugby League in QLD is divided into 3 Regions.

- South East Region
- Central Region
- Northern Region

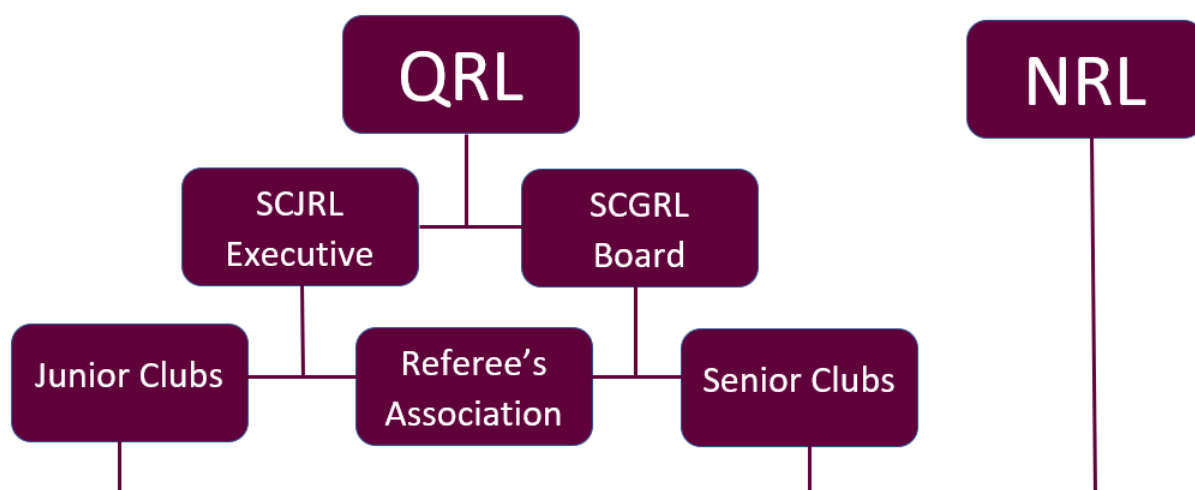
Each Region has a number of local leagues.

- **South East Region**
 - Gold Coast
 - Brisbane
 - Ipswich
- **Central Region**
 - Warwick
 - Western Downs
 - Roma Districts
 - Toowoomba
 - Sunshine Coast
 - South Burnett
 - Central Burnett
 - Fraser Coast
 - Bundaberg
 - Central Highlands
 - Central West
 - Northern Districts
 - Gladstone
 - Rockhampton
- **Northern Region**
 - Mackay
 - Townsville
 - Mid-West
 - Mt Isa
 - Far North QLD





Structure of Rugby League Sunshine Coast



The collective name for all Rugby League competitions on the Sunshine Coast is known as, Rugby League Sunshine Coast.

Rugby League Sunshine Coast consists of 2 local leagues:

- Sunshine Coast Junior Rugby League (Juniors)
- Sunshine Coast Gympie Rugby League (Seniors)

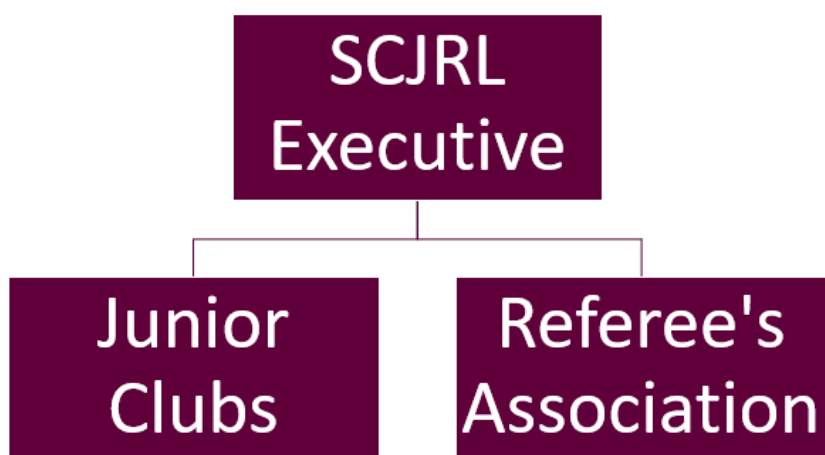
QRL acts as a governing body for both Leagues and a support for all local clubs.

NRL provides clubs support around education, engagement in schools, and on field accreditation compliance.



Sunshine Coast Junior Rugby League (Juniors)

Sunshine Coast Junior Rugby League is an Incorporated Association. The association is made up of an elected Executive and ordinary members.



The Sunshine Coast Junior Rugby League Association is made up of 15 Junior clubs (Members):

- Gympie Devils
- Pomona-Cooran Cutters
- Noosa Pirates
- Coolum Colts
- Nambour Crushers
- Palmwoods Devils
- Maroochydore Swans
- Kawana Dolphins
- Caloundra Sharks
- Nirimba Hurricanes
- Beerwah Bulldogs
- Stanley River Wolves
- Caboolture Snakes
- Beachmere Pelicans
- Bribie Island Warrigals



The Executive of the Sunshine Coast Junior Rugby League consists of:

- President (elected)
- Treasurer (elected)
- Secretary (elected)
- The chairman of each Junior Football Club within the Sunshine Coast
- The chairman of the Referee's Association

These 15 Junior clubs plus the Sunshine Coast Referee's Association have equal voting rights to elect nominees to the Sunshine Coast Junior Rugby League Executive elected positions.

The elected positions on the executive are:

- President
- Treasurer
- Secretary

The elected executive positions are voted in each year at the league AGM. All clubs have equal voting rights, however, to be able to vote, all clubs must:

- Have completed their club AGM properly and submitted all relevant documents to the league 48 hours before the scheduled league AGM
- Have no outstanding debts to the league
- A club executive member be present at the AGM at the time of the vote

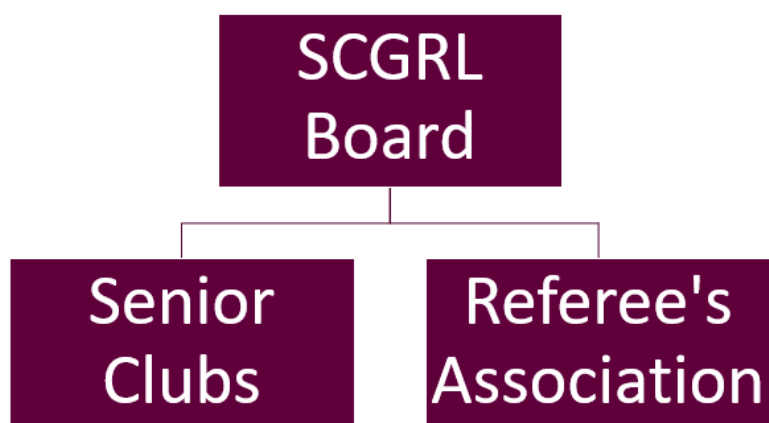
These rules are outlined in the [SCJRL Constitution](#).



Sunshine Coast Gympie Rugby League (Seniors)

The Sunshine Coast Gympie Rugby League is a not-for-profit company limited by guarantee.

Unlike an Incorporated Association, a Board of Directors are elected by the members to represent and run the League (*Company*) on behalf of its members. This is the preferred model by QRL when larger sums of money are being transacted. A company limited by guarantee is regulated under Australian Securities & Investment Commission (ASIC) which is considered to have a vigilant and quality regulatory framework.



The Sunshine Coast Gympie Rugby League is made up of 17 Senior clubs (*members*):

- Gympie Devils
- Mary Valley Staggs
- Pomona-Cooran Cutters
- Noosa Pirates
- Coolum Colts
- Yandina Raiders
- Nambour Crushers
- Palmwoods Devils
- Maroochydore Swans
- Kawana Dolphins
- Caloundra Sharks
- Beerwah Bulldogs
- Kilcoy Yowies
- Stanley River Wolves
- Caboolture Snakes
- Beachmere Pelicans
- Bribie Island Warrigals



These 17 Senior clubs plus the Sunshine Coast Referee's Association elect a Sunshine Coast Gympie Rugby League Board of Directors.

The Board consists of:

- President
- Treasurer
- Secretary
- Minimum of 3 or a maximum of 5 x Club elected, directors
- The Board may also appoint 1 or 2 x Board nominated, directors

The board is voted in each year at the league AGM. Club / Association voting rights are as follows:

- A Grade clubs = 2 votes
- All other Clubs / Associations = 1 vote

However, to be able to vote, all clubs / Associations must:

- Have completed their club AGM properly and submitted all relevant documents to the league 48 hours before the scheduled league AGM
- Have no outstanding debts to the league
- A club / Association executive member be present at the AGM at the time of the vote
- A Grade clubs require 2 members of their Executive to be present to use their 2 votes

These rules are outlined in the [SCGRL Constitution](#).



Junior League Meetings

Sunshine Coast Junior Rugby League's constitution require them to meet once every calendar month by way of in-person or online (teams) meetings.

All clubs are required to have a representative of their Executive attend these meetings.

Clubs who do not attend 2 meetings in a row will be fined \$200 as per Rule 10.2 [SCJRL Operations manual](#).

These meetings are where any rule changes or amendments are voted on.

These meetings are where clubs have their say on how the SCJRL operates.

Senior League Meetings

Sunshine Coast Gympie Rugby League meet at the request of the board. General meetings will be called by the company secretary and will provide at least 21 days' notice to its members. These meetings can be in-person or online (teams) meetings.

All clubs are expected to have a representative of their Executive attend these meetings.

These meetings are where clubs have their input on how the SCGRL operates.



Rugby League Sunshine Coast Operational Boundaries

Rugby League Sunshine Coast operates over 5 Council jurisdictions:

- Gympie Regional Council
- Noosa Shire Council
- Sunshine Coast Regional Council
- Moreton Bay Regional Council
- Somerset Regional Council



Each Council jurisdiction operates slightly differently. This is particularly the case when it comes to the leasing and management arrangements for club's facilities.

Councils have very different ways they interact with clubs. Some Councils have designated Sport & Recreation officers which are club's primary point of contact with Council. Other Councils have officers that only deal with specific issues and clubs will need to contact the officer that deals with the specific issue they are enquiring about.

Here is each Council and their specific set up:



Gympie Regional Council

Clubs

- Gympie Devils
- Mary Valley Staggs

Gympie Regional Council do not have specific Sport & Recreation officers. Instead, they have a range of Council officers clubs can contact in relation to a range of issues.

Who is the community sporting clubs main contact point at Council?	Marcus Matthews Officer Open Space Planning 5481 0440 marcus.matthews@gympie.qld.gov.au
Who do clubs speak to in relation to their lease agreements?	Estelle Cummings Coordinator Property and Open Space 5481 0760 Estelle.cummings@gympie.qld.gov.au
Who do clubs speak to in relation to their field maintenance?	Rick Johnston Coordinator Open Space Maintenance 5481 0986 Rick.Johnston@gympie.qld.gov.au
<ul style="list-style-type: none">• Who do clubs speak to in relation to strategic plans?• Prospective growth options and long-term planning principles for community sport.	Erin Wheatley Coordinator Urban Design 5481 0495 erin.wheatley@gympie.qld.gov.au Acting Manager Property and Open Space – tony.jermyn@gympie.qld.gov.au



Noosa Shire Council

Clubs

- Pomona Cooran Cutters
- Noosa Pirates

Noosa Shire Council have a designated Sport & Recreation Officer that is the primary contact point for clubs to Council.

Noosa Shire Council also has a Sport, Strategy and Projects Advisor who deals with strategic planning & larger infrastructure.

NSC Sport Liaison Officer	NSC Sport, Strategy and Projects Advisor
Name: Margit Cruice	Name: Amanda Tie
Mobile: 0416 292 661	Mobile: 0408 901 248
Email: margit.cruice@noosa.qld.gov.au	Email: amanda.tie@noosa.qld.gov.au

There are 2 types of tenure in the Noosa Shire Council.

- Land is State owned, but Council is trustee – Council issues a Trustee Lease or Trustee Permit – these have varying terms. Maximum term for a trustee lease is 10 years (but there is one exception for longer term, but that involves major capital investment and doesn't happen very often). I believe Trustee permit can be for up to 5 years. These arrangements come under the Land Act (Qld) and therefore there are standard terms and conditions for Trustee Leases and Permits. (Cooran Cutters, Noosa Pirates at Tewantin)
- Land is State owned, and tenure is directly to the club – Lease terms are generally longer – approx. 20 years (Noosa Rugby League at Cooroy). Council has no involvement in the management of the site aside from regulatory (i.e. usual building/plumbing and town planning approvals for development)

Trustee Leases are generally registered with the State and Trustee Permits are not. Maintenance and development responsibilities and/or permissions may vary.

All clubs operating in Noosa, irrespective of the of the land ownership, are supported by the Sport and Active Lifestyles team and are eligible for Council grants including Sports Field Maintenance funding.



Sunshine Coast Regional Council

Clubs

- Coolum Colts
- Yandina Raiders
- Nambour Crushers
- Palmwoods Devils
- Maroochydore Swans
- Kawana Dolphins
- Caloundra Sharks
- Nirimba Hurricanes
- Beerwah Bulldog

Sunshine Coast Regional Council (SCRC) have designated Sport & Recreation Officers that are the primary contact point for clubs to Council. SCRC split their Sport & Recreation Officers into 3 zones, North, Central & South.

North Zone	Central Zone	South Zone
Clubs: Coolum, Yandina, Nambour & Maroochydore	Clubs: Kawana & Palmwoods	Clubs: Caloundra, Nirimba & Beerwah
Name: Stephen Parr	Name: Rebecca Urquhart	Name: Louisa McCrea
Mobile: 0419 563 839	Mobile: 0407 021 298	Mobile: 0427 102 496
Email: Stephen.parr@sunshinecoast.qld.gov.au	Email: Rebecca.Urquhart@sunshinecoast.qld.gov.au	Email: louisa.mccrea@sunshinecoast.qld.gov.au

Sunshine Coast Regional Council have different tenure models for clubs. It is important that clubs understand their tenure agreement and what their rights and responsibilities are.

Sunshine Coast Regional Council have a strategic policy for community groups occupying council owned or council controlled and and/or Infrastructure. It can be found [here](#).

The tenure models are:

- Council owned or controlled land – Council Operated (Sunshine Coast Stadium)
- Council owned or controlled land – Community Operated (Community Clubs)
- State Owned land – Community Operated
- Community owned and community operated

Council currently offers 2 types of tenure:

1. 3 Year License if you are on Freehold Council Land
2. 3 x 1 year Trustee Permits if you're on Reserve land

Note: Reserve land is owned by the State Government and controlled by Council. The Land act sets the tenure term for Reserve land, anything over 12 months must be registered on Title and comes with expenses including, Survey Plans, Legal fees, and Registration costs. By offering clubs on Reserve Land 3 x 1 year Trustee permits, all these costs are \$0.00.

Clubs operating in the Sunshine Coast Regional Council that are responsible for field maintenance under their tender agreement, will have access to Council grants such as the Field Maintenance grant.

To understand your tender agreement for your club, contact your designated Sport & Recreation Officer for your club.



Moreton Bay Regional Council

Clubs

- Beachmere Pelicans
- Bribie Island Warrigals
- Caboolture Snakes
- Stanley River Wolves

Moreton Bay Regional Council have designated Sport & Recreation Officers that are the primary contact point for clubs to Council.

Moreton Bay Regional Council Sport & Recreation officers:

Sport & Recreation officer	Sport & Recreation officer
Clubs: Caboolture Snakes & Stanley River Wolves	Club: Bribie Island Warrigals
Name: Michael Mulherin - interim	Name: Robyn White
Mobile: 07 5433 2198	Mobile: 07 3480 6890
Email: Michael.Mulherin@moretonbay.qld.gov.au SportRecreation@moretonbay.qld.gov.au	Email: Robyn.White@moretonbay.qld.gov.au SportRecreation@moretonbay.qld.gov.au
Sport & Recreation officer	
Club: Beachmere Pelicans	
Name: Robyn White	
Mobile: 07 3480 6890	
Email: Robyn.White@moretonbay.qld.gov.au SportRecreation@moretonbay.qld.gov.au	

Moreton Bay Regional Council community leasing policy can be found [here](#).

Clubs in this region are essentially under the same leasing conditions where the Council is responsible for field maintenance and Clubs are responsible building infrastructure (maintenance).

Somerset Regional Council

Clubs

- Kilcoy Yowies

Somerset Regional Council have a designated Sport & Recreation Officer that is the primary contact point for clubs to Council.

Somerset Council Sport & Rec officer
Name: Andrew Jaremenko
Mobile: 0482 174 867
Email: mail@somerset.qld.gov.au (attention Andrew Jaremenko)



Somerset Council leasing conditions are the Council is responsible for field maintenance and Clubs are responsible building infrastructure (maintenance).

Planning for the season ahead

Once the AGM has been conducted and the new committee has been formed, it's time to start to plan for the season ahead.

There are several great information sources for clubs to lean on and find information.

Some of these are:

- [QRL Clubhouse](#)
- [Play Rugby League](#)
- [Rugby League Sunshine Coast](#)

Between October & March clubs have a range of topics need to be raised and actioned.

Record Keeping

Clubs are required to keep a range of records year on year. These may be financial records, Incorporated Association records, Access passwords, Merchandise order records etc

Digital record keeping is the best way to keep these files year on year. However just storing these files on USB drive or computer may mean limited access or potential for the USB or Computer to go missing.

The best form of digital storage is cloud storage. Cloud storage allows users to save data and files in an off-site location that accessible via the public internet or a dedicated private network connection. This means anyone who is permitted, can access these files at any time via an internet connection.

There are a range of services you can use to do this:

1. [Dropbox](#)
Dropbox is a home for all your work. You can store and share files, collaborate on projects, and bring your best ideas to life—whether you're working alone or with colleagues and clients. With Dropbox, all your files are backed up to the cloud and available online. Dropbox offers a 2GB plan for free.
2. [OneDrive](#)
OneDrive is the Microsoft cloud service that connects you to all your files. It lets you store and protect your files, share them with others, and get to them from anywhere on all your devices. One Drive offers a 5GB plan for free.
3. [Google Drive](#)



Google Drive is a cloud-based storage service that enables users to store and access files online. The service syncs stored documents, photos and more across all the user's devices, including mobile devices, tablets and PCs.

Google Drive offers a 15GB plan for free.

You can also go further than just online document storage and decide to run the complete administration of your club via a collaboration platform.

A collaborative platform is a virtual workspace where integrated platforms offer all services from Email, Storage, Document creation, Video Meetings and much more all in one place that can be accessed from anywhere with an internet connection.

These platforms are always subscription based.

Here are the 2 most popular platforms:

1. [Microsoft 365 Business](#)

Microsoft 365 is our cloud-powered productivity platform. With a subscription to Microsoft 365, you can get: The latest productivity apps, such as Microsoft Teams, Word, Excel, PowerPoint, Outlook, OneDrive, and so much more. The ability to install on PCs, Macs, tablets, and phones.

2. [Google Workspace](#)

Google Workspace plans provide a custom email for your business and include collaboration tools like Gmail, Calendar, Meet, Chat, Drive, Docs, Sheets, Slides, Forms, Sites, and more.

Whichever way you decide to go record keeping is an essential part of running a club and should be passed on from committee to committee.

Club Budget

All clubs should have a [Financial Management Policy](#).

Part of this policy is the Executive must prepare and approve a budget and cashflow forecast for each year in advance.

Using past expenditure reports and historical registration data the Executive should be able to come up with a projected budget for upcoming season.

This budget process should guide your fee structure for the coming season.

Here is an example of a [Club budget and Fee calculator](#).

This process will have to be completed before your AGM as your fee structure is voted on at the AGM and this budget is required to be submitted with your QRL End of Year Checklist.

Incoming Committees may update or adjust this Budget by way of a Special General Meeting (*refer to your club constitution for rules around this*).



Once the Executive have decided on a budget the Treasurer must monitor and report on the Club budget at all scheduled meetings.



Develop Sponsorship Packages / Opportunities

Club Sponsorship is an integral part of the club's financial plan and subsequent budgets.

Having a specific Sponsorship Coordinator that can operate your sponsorship program is the ideal scenario.

However, this is not always possible.

When developing sponsorship packages take the following things into consideration:

- What are you giving them in 'real terms' for their investment?
- How do you plan to nurture and grow these relationships?
- How do you plan on following through with what you offer them?
- How do you plan on engaging with them through the year?
- What is the length of your sponsorship program? Is it 1 year or a multi-year deal?

The most common form of Sponsorship is selling 'Real Estate' on your playing and training kits.



Work out where you can sell sponsorships on your playing and training gear and how much you would like to get for each spot.

Take the time and work with your supplier to get the designs right. Good quality designs result in players wearing their gear out in the community more which means sponsors get more exposure for their investment.



Just little things like removing backgrounds on logos makes a big difference and makes the jersey look much more professional.



All suppliers should be able to assist you with this editing and if they cannot, then it may be worth looking for a different supplier.

Creating a [Sponsorship proposal](#) or brochure is essential to be able to show prospective sponsors what you are offering. This should have designs, price lists and what you are offering for each of your sponsorship packages. This way, any of your members can potentially be generating sponsors by being able to provide this document to interested parties.



Team Nominations

Team nominations usually start to begin in November to allow the league to begin planning for the upcoming season.

Juniors

Initial Team Nominations will be requested in November. Final Junior Team Nominations are required to be submitted to the league by 19th February as per section 2.2 of the [SCJRL Operations manual](#).

Using historical registration data and anticipated growth numbers determine how many teams you will nominate in the upcoming competitions.

Use MySideline historical registration reports to get a clear picture.

When you open MySideline in the Administration tab, select Reports – Historical Registration Report. Now select the year you wish to see and look at your registration records for that year.

When nominating Junior International Teams into Division 1 or Division 2 competitions, base it on empirical data from the Season before. In the case of Under 13's competitions where it's their first year in the competitive format, the league will have empirical data based on the 12's pool competitions from the season before.

Sometimes a Club will nominate a team to Division 1 only to find out quickly that they may not be up to it. The Club will have the opportunity to apply to have a team re-graded in the first 3 rounds of the Junior season. See [Grading in section 2 of this document](#).

Clubs will be individually invoiced for their player fees of \$30.00 (*plus GST*) per registered player by the league.

Clubs are also required to pay a club affiliation fee of \$200 (*plus GST*) to the league. Invoices will be sent from the League Treasurer in December.

Seniors

Preliminary team nominations are to be lodged via the [applicable form](#) by November 30. Final Team nominations and relevant nomination fees are required to be lodged by 31st January as per section 2.3 of the [SCGRL Operations Manual](#).

The Senior League does not have players fees but rather Club Affiliation Fees & Team Nomination fees. The Club Affiliation fees of \$100 (*plus GST*) are set out in section 2.2 of the [SCGRL Operations Manual](#) and team nomination fees are outlined in section 2.4 of the [SCGRL Operations Manual](#).

A Grade \$1455

C Grade \$1091

Women \$1455

Under 19 \$865

Reserve Grade \$1091

Masters \$288

All fees are excluding GST.



Engage a Uniform supplier

QRL issues 7 licences to suppliers to be an official uniform supplier for Rugby League in QLD.

Every Rugby League club in QLD must use one of these 7 suppliers for all on field apparel.

The current licensed suppliers are:

<p>CLASSIC SPORTS INDUSTRIES Website: www.classicsports.com.au Office Phone: (02) 9550 2711 Representative: Jason Brown Position: Territory Manager Mobile: 0421 668 296 Email: jasonB@classicsportswear.com.au</p>	<p>DYNASTY SPORT Website: www.dynastysport.com.au Office Phone: 0434 366 676 Representative: Craig McLean Position: Account Executive Mobile: 0434 366 676 Email: craig.mclean@dynastysport.com.au</p>
<p>EMU SPORTSWEAR Website: www.emusportswear.com.au Office Phone: (07) 4771 2091 Contact person: John Short Position: Managing Director Mobile: 0411 072 666 Email: john@emusportswear.com.au</p>	<p>O'NEILLS IRISH INTERNATIONAL SPORTS AUSTRALIA PTY LTD Website: http://teamwear.oneills.com/en/australasia/home Representative: James Muir Position: ANZ Sales Manager QLD Mobile: 0449 271 044 Email: jmuir@oneills.com</p>
<p>STRUDDYS Website: www.struddys.com.au Office Phone: (07) 3209 6100 Representative: Paul Neale Position: Sales Executive Director Mobile: 0407 797 199 Email: paul@struddys.com.au</p>	<p>BELGRAVIA APPAREL (formerly Triple Play) Website: www.belgraviaapparel.com Office Phone: (07) 3800 6080 Representative: Ian Cook Position: General Manager Mobile: 0413 123 482 Email: icook@belgraviaapparel.com</p>
<p>ZIBARA Website: https://zibara.com.au/ Office Phone: 0419 339 977 Representative: Leba Zibara Position: Queensland Sales Executive/Director Mobile: 0419 339 977 Email: Leba@zibara.com.au</p>	

Clubs should be regularly engaging these suppliers and price matching them against each other to ensure your club is getting the best deal.



Things to consider when selecting a supplier:

- **Price** (Calculate your overall price)
- **Order Lead Times** (Some suppliers can deliver quicker than others)
- **Type of Products offered**
- **Quality of Product** (Talk to other clubs and see how their experience has been with certain suppliers)

Clubs need to work out what their uniform cycle will be based on the club financials / Budget. Will the club be replacing playing kits year on year or cycling them over multiple years?

QRL license supplier agreements are for 3-year terms. The current license supplier period ends in 2024. Clubs need to be aware of this and avoid signing multi-year deals that go beyond the current QRL license supplier term.

Making an Order

On field apparel will be one of the biggest transactions a club makes.

Clubs need to decide on whether they are ordering kits year on year or keeping jerseys for multiple years. This will be based on your budget and tie into your sponsorship program.

Making sure sizing and numbers are correct is essential in making your order.

Keep records year on year so you are just building on the previous order.

Liaise with your teams to see if there are kids that require bigger sizes. There are always a couple of kids that are much larger than the others in their age group. If they intend to stay year on year you can build that into your merchandise records.

Always make sure there is at least one larger size in each kit to accommodate for a larger player.

Understand that female uniforms have different considerations such as different cut/styles and avoid white shorts for female uniforms. Also remember U6 & U7 playing shorts are tag shorts and tags need to be ordered separately.

If you do not have records from previous years, it may be worth getting assistance from your gear supplier. They may arrange for a sizing session or provide info on how general sizing goes per age group.

Build an order spreadsheet you can provide to your supplier. Here is an example of an [order spreadsheet](#). Keep this spreadsheet in your records so you can refer to it the following time you order. Make notes on it through the year/s so you are best prepared when it comes time to order again.

Work with your supplier to ensure you understand the lead times required to make the order, so it arrives in time for your season.

Note: Orders require your sponsorship program to be complete so that the logos can be placed on the gear.



MySideline

MySideline Admin

MySideline Admin is the game's Competition and Participant Membership System, which services over 1200 Clubs and 120 Associations responsible for the organisation of our Rugby League participants. MySideline Admin is recognised as the core system to manage Participants, Teams, Clubs, Leagues and Competitions.

Club Registrar's and Secretaries traditionally have the responsibility of managing MySideline.

How does it work?

Every registered player of Rugby League from Under 6 community players to NRL Premiership players must have an NRL player profile.

This NRL profile contains all your important information.

If you are a brand-new player to Rugby League you will need to set up a new profile via [NRL.com](https://www.nrl.com).

Once you have a profile set up you will need to search a club to register to via playrugbyleague.com/register and enter the post code for the area you wish play in, then select from the list of clubs.

Once registered to the club, all players are managed by the club via MySideline Admin.

Every club administrator should complete the [MySideline Club Administrator Induction](#).

Access to MySideline Admin is provided by another club admin.

Products

A Product in MySideline is the different types of registration you may offer at your club. Different registration types may have different fees attached (i.e. Juniors & Seniors) hence the need for separate products.

Setting up 'Products' is an essential function of MySideline Admin. There is a [short course](#) administrators can take to educate themselves on how to set up products.

To open your registrations, you will need to have set up all your registration products for the season ahead.



Member Management

Clubs can also access member profiles (*once registered*) and edit any mistakes that may have been made when a player created their profile.

Clubs may also need to obtain [clearances or permits](#) for players that have played or are currently playing at other clubs.

Clubs will also need to assign players to their respective team squads.

Here is a [short course](#) on how to perform these functions in MySideline Admin.

Clearances

Players that are attempting to register to your club but have played at another club previously will need to obtain a clearance to register.

When the player registers with your club the clearance will automatically be triggered. The clearance will require approval from the following:

- Club previously registered
- Club attempting to register to (your club)
- League previously registered in
- League currently attempting to register with

The previously registered club should approve all clearances unless the player is flagged as Non-Financial (owes the club money, or development fees apply).

Clubs generally have 10 days to action a clearance. All clearances are subject to [QRL Rule 4.1.8](#)

However, Senior clubs have 3 working days to clear a player as per section 8.7 of [SCGRL Operations Manual](#).

Only once all these entities have approved can a player complete their registration. They need to log back on and complete the registration.

No matter how long ago the player was at the previous club they still require a clearance.



Permits

A permit is when a player is registered to one club but wishes to play for another club as well. All permits require the same approvals as a clearance.

Permits are for a specific time period. So, a permit could be for just one weekend or an entire season.

Permits are requested by the club where the player is not primary registered.

The club where the player is primarily registered has full authority on whether the permit is approved or denied. Clubs should really be in open conversations about this before any Permit is requested.

All permits are subject to [QRL Rule 4.1.5](#)

Once all approved the player can be added to the squad via squad management.

Squad Management

Every team your club has must be set up in squad management.

This is where you assign your players and team staff to each team.

If a player is not registered properly or has not received a clearance or permit you will not be able to add them to the team squad.

If a Team Staff member is not accredited or registered as the correct member type (*trainer, coach etc*) you will not be able to add them to the team squad.

If a player or team staff has not been assigned to a team in squad management then Team managers will not have access to these players/Staff in MySideline Manager and will not be able to select them to play/participate in that week's game.

[Here](#) is a short course on how to manage this in MySideline.

User Management

The User Management section of MySideline is where Club admin's allocate access to MySideline Admin and MySideline Manager.

Only Club Executives such as Secretary & Registrar should have Club Admin access.

Team Managers and Sports Trainers should only have Team access.



MySideline Manager

MySideline Manager provides a simple solution to manage game day and training operations. The key features include Live Scoring, Squad Management, Team Lists, Injury Reports, Match Day Cards, and, to assist you in being Covid-safe, a training attendance feature.

All Team Managers & Sports Trainers will need to have access to MySideline Manager and will need to complete either the [MySideline Manager Course](#) (Team Managers) or the [MySideline Manager - Injury Reporting](#) (Sports Trainers).

MySideline Manager is where team managers select their teams to play each week. It is also where Team staff are added to the team list. If players or team staff are not on these lists, they cannot take the field.

MySideline Manager – Injury Reporting is also where Sports Trainers log all injuries (including concussions).

Registrations

Club registrations cannot open until the league has reset MySideline from the previous year's season. This generally means registrations cannot open until around 1st December. When clubs decide to open their registrations is up to the individual club.

However, it should be noted high performance programs like the Sunshine Coast Falcons Cyril Connell (U17's) & Mal Meninga (U19's) begin at this time of the year and require players to be registered to their local club to participate.

So, it may be in the club's best interests to open your registrations at this time?



Coaching / Team Staff nominations

This is one of the most important functions the Club will perform in the pre-season.

Having the right team staff is critical to ensure your club is being represented in the right way.

All clubs should have a coaching and team staff recruitment procedure.

All coaches and Team staff should have to apply for their prospective positions year on year.

Coaches should have to apply in writing to the club by a date designated by the club.

This is an opportunity for clubs to vet who they have representing their club in these roles. Clubs should use this opportunity to work with their Coaching Coordinator to set behaviour standards for all Coaches and team staff.

Every candidate / nomination should be interviewed and see if their personality and coaching philosophy aligns with your clubs' values. Clubs may even have their own Coaching Curriculum.

Here is an example of a [coaching recruitment & selection process](#).

Here are possible [interview questions](#).

The most important part of this process is that if a candidate looks like they don't align with the club's values then make the strong decision now not to appoint them. It's easier not to appoint then to remove someone down the track. Even if they are the only candidate. It sends a strong message that the club's values are important, and it will attract people that will represent the club in the best possible manner.

Coaches need to have the following:

- **Accreditation** (the coach needs to hold a current NRL coaching qualification for the relevant age group they wish to coach in)
- Current **Blue Card** registered with the club (Junior Clubs)
- **Registered** on MySideline as a coach with the club

First Responders (level 1 & 2 Sports Trainers and League First Aid) need to have the following:

- **Accreditation** (the Sports Trainer / First Aid officer needs to hold a current NRL qualification for the relevant age group they wish to work in)
- Current **Blue Card** registered with the club (Junior Clubs)
- **Registered** on MySideline as a Trainer with the club

Leaguesafe's need to have the following:

- **Accreditation** (the LeagueSafe needs to hold a current LeagueSafe qualification)
- Current **Blue Card** registered with the club (Junior Clubs)
- **Registered** on MySideline as a trainer with the club



Team Managers need to have the following:

- **Accreditation** (the Team Manager needs to conduct [MySideline Manager training](#))
- Current **Blue Card** registered with the club (Junior Clubs)
- **Registered** on MySideline as a volunteer with the club

Once all team staff have been vetted and selected, it is recommended that the Club calls an education and appointment meeting with all successful candidates and the Coaching Coordinator to outline the Clubs focus for the upcoming season.

This is the opportunity to drive home club culture and behaviour standards.

Clubs should have all staff sign Code of Conduct Agreements.

These agreements outline the rights and responsibilities of all volunteers representing the club.

All team staff should have a thorough understanding of the [NRL Code of Conduct](#) and the [Positive Environment Program \(PEP\)](#) after attending the meeting.

Inviting NRL Game Development Officer's and QRL staff to these meetings is also a good way to drive these msg's home.



Accreditation

All team staff are required to be registered and qualified for the position they wish to hold.

This is outlined in the NRL [National Registration Policy](#).

Accreditation of team staff is usually the responsibility of the club Secretary or Registrar.

Accreditation is facilitated by NRL Game Development Officers (GDO's).

The Sunshine Coast NRL Game Development Officers are:

Secondary Schools & Education	Mickey Woolliams	mwoolliams@nrl.com.au	0447 303 987
Primary Schools	Jordan Matthewman	jmatthewman@nrl.com.au	0436 860 763
Game Development Officer	Jye Ballinger	jballinger@nrl.com.au	0417 221 844

Gympie / South Burnett NRL Game Development Officer:

Game Development Officer	Lachlan Delbridge	ldelbridge@nrl.com.au	0418 615 658
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Coaching Accreditations

There are several different coaching accreditations depending on the age group you wish to coach. All coaches must be accredited to coach Rugby League for the specific age group they wish to coach.

Coaching accreditation consists of 2 parts:

1. Online Course which must be completed first.

[Community Coach \(Under 6 – 7's\)](#)

[Community Coach \(Under 8 – 9's\)](#)

[Community Coach \(Under 10 – 12's\)](#)

[Community Coach \(Under 13 – 15's\)](#)

[Community Coach \(Under 16 – 18's\)](#)

[Community Coach \(Under 19+\)](#)

2. Face to face workshops with NRL Game Development Officers

[Community Coach \(6-12's\) Workshop](#)

[Community Coach \(13-18's\) Workshop](#)



Once both the online assessment and face to face workshop has been completed, the coach will now be accredited.

Coaching Coordinator

All clubs should have a Coaching Coordinator. Preferably the Coaching Coordinator would be an independent role. At the very least this role should be filled by the most experienced, qualified, and accredited Coach in the club.

The Coaching Coordinator oversees the entire coaching program for the club.

Coaching Coordinators should drive the club's recruitment and retention of coaches.

They set the standards required of all coaches and provide guidance and mentorship for all new and inexperienced coaches. They work closely with NRL Game Development Officers to ensure all coaches are up to date with accreditation and all coaching updates.

All coaching coordinators should complete the [Coaching Coordinator Course](#) and be a part of regular club executive meetings to ensure they are on board with all club directions.

[See Appendix 1 for full role description.](#)

Sports Trainers

There are 4 different types of Sports Trainers.



I. [LeagueSafe Trainer](#) – Yellow Shirt

They must be a minimum of 14 years old, wear enclosed shoes and a yellow shirt with the words 'LeagueSafe' clearly labelled.

The role changes slightly depending on the age group.

Under 6 to 12's

- A LeagueSafe Trainer is only allowed to provide water and assist with the interchange process.
- Maximum of 1 LeagueSafe trainer per team
- A LeagueSafe is only allowed to enter the field of play when:
 - A try has been scored



- When a timeout is called by the referee
- In the event of an injury, **until** a First responder arrives

Under 13's and above

- A LeagueSafe Trainer is only allowed to provide water and assist with the interchange process.
 - Maximum of 2 LeagueSafe trainers per team
 - A LeagueSafe is only allowed to enter the field of play when:
 - A try has been scored
 - When a timeout is called by the referee
 - When their team is in possession of the football to conduct interchange
 - In the event of an injury, **until** a First responder arrives
2. League First Aid – Green Shirt
They must be a minimum of 18 years old, wear enclosed shoes and a Green shirt with the words 'League First Aid' clearly labelled.
The League First Aid course is the minimum requirement to act in the role of a First Responder on game day for U6 to U15's. This course is for anyone who would like to be able to assess and manage injuries during an U6 to U15 Rugby League game.
3. Level 1 Sports Trainer – Blue Shirt
They must be a minimum of 18 years old, wear enclosed shoes and a Blue shirt with the words 'Level 1 Sports Trainer' clearly labelled.
The Level 1 Sports Trainer course will allow you to act in the role of a First Responder for any age group but is the minimum requirement to act in the role of a First Responder on game day for U16's and above. This course is for anyone who would like to be able to assess and manage injuries at any community Rugby League game.
4. Level 2 Sports Trainer – Orange Shirt
They must be a minimum of 18 years old, wear enclosed shoes and an Orange shirt with the words 'Level 2 Sports Trainer' clearly labelled.
The Level 2 Sports Trainer course will allow you to act in the role of First Responder for any age group and is ideal for experienced Level 1 Sports Trainers to further develop their skills and knowledge to improve their ability to contribute to a safer Rugby League environment. In the event of a serious injury on field where multiple First responders are on site; the Level 2 Sports Trainer will take the lead.

[See Appendix 1 for full role description.](#)

Clubs can purchase these shirts from the league [here](#).

Team Managers

Team Managers don't have specific accreditation as such but should be educated on how to use MySideline manager. They still need to be registered to the club as a volunteer and hold a current Blue Card (Junior Clubs).



All team managers should complete the [MySideline Manager Course](#).

[See Appendix 1 for full role description.](#)

Referee's

All Referee's need to be accredited to be able to referee a sanctioned Rugby League match. It is the responsibility of the [Club Referee Coordinator](#) to ensure all the club's referees are accredited and up to date.

Referees are required for all matches from Under 7's (Post tackle ready completion) to Senior competitions.

Host clubs will appoint Referees for all games from Under 7's to Under 12's.

The Sunshine Coast Referee's Association will appoint referees for all international games.

There are minimum age requirements to be a referee depending on the level you wish to referee:

Under 6 – 12's years old = Minimum of 13 years old

Under 13 – 15 years old = Minimum of 14 years old

Under 16+ years old = Minimum of 17 years old

Referee Accreditation consists of 2 parts:

1. Online E-Learning Modules
[Under 6 – 12 years Referee E-Learning Module](#)
[Under 13 – 15 years Referee E-Learning Module](#)
[Under 16+ years Referee E-Learning Module](#)
2. Face to Face Workshops
[Under 6 – 12 Face to Face workshop](#)
[Under 13 – 15 Face to Face workshop](#)
[Under 16 + Face to Face workshop](#)

Blue Cards

All Junior club volunteers whether you are a Coach, Administrator, Team staff or even a Canteen Convenor are required to hold a current Blue Card to be able to volunteer at a club.

All Blue Card applications can be made via [this website](#).

Clubs can access their Blue Card information via [this portal](#).

QRL Blue Card Rules can be found [here](#).

It is the responsibility of the club Secretary or Registrar to ensure compliance and keep accurate records.



Tidy HQ

Tidy HQ is a comprehensive administration platform provided by QRL that is designed to facilitate all aspects of running a community club.

However, installing a massive change like this takes time and will be delivered in stages.

In stage one the two priorities of use for the system are:

1. Club & League communication platform
2. Health Check – A way QRL and Leagues can assign health check tasks around compliance and affiliation.

Tidy HQ will be the way clubs submit their affiliation and accreditation documents moving forward.

There will also be tasks or projects assigned to clubs to show to see how clubs are going. This will be a great tool for QRL staff to identify where resources are needed most. Clubs will receive an email notification of a task assigned and they simply log in and tick if they have completed the task or upload the relevant documents required to complete the task.

In the future it will become the QRL's primary administration platform. Here is an [introduction video](#) to explain how Tidy HQ works.



Insurance

Insurance from the previous season lasts until 31 December of the year of insurance. However only players that were registered to a QLD club in the previous season will be covered by insurance during this period.

Insurance is applied differently if you are a Junior Club or a Senior Club.

Junior Insurance

Junior Clubs **do not** need to take out:

1. On field Insurance (Personal Accident Insurance)
2. Public & Professional Liability Insurance
3. Club Management Liability Insurance

This is all covered by the individual 'Player Insurance fee' when they register through MySideline.

To register through MySideline, players will be required to pay their 'Individual Player Insurance fee' as a part of the registration process.

Junior Individual insurance prices are:

Age	Insurance
6	\$20
7	\$20
8	\$25
9	\$25
10	\$25
11	\$25
12	\$25
13	\$35
14	\$35
15	\$35
16	\$40
17	\$40

Junior Clubs do still have to take out Building / Contents Insurance (*check with your Council Sport and Rec officer which is required*).

*Amalgamated Junior & Senior Clubs follow these rules as well however they still must pay for their Senior teams On Field Insurance per team. They **do not** have to pay Public & Professional Liability Insurance or Club Management Insurance again as it's covered by the Junior program.*

To make a personal accident claim click [here](#).



Senior Insurance

Senior Clubs are required to have the following 4 types of Insurance:

1. On field Insurance (Personal Accident Insurance)
2. Public & Professional Liability Insurance
3. Club Management Liability Insurance
4. Building Insurance

On Field Insurance (Personal Accident Insurance)

All on field insurance is provided by [Gallagher Insurance](#).

To register your insurance requirements for the upcoming season [click here](#).

To be able to register your insurance requirements you will need to have completed your team nominations. As your insurance is based on the number of teams you have in each division.

To make a claim click [here](#).

Public & Professional Liability Insurance

Any building, Club Management and Public liability Insurance, clubs can go to market to obtain quotes and get insurance. Clubs can even engage an [Insurance broker](#) to obtain the best deal for them.

Club Management Liability Insurance

This is provided by [Gallagher Insurance](#). Clubs simply select Club Management Liability Insurance when completing their teams on field insurance.

Building Insurance

Any building, Club Management and Public liability Insurance, clubs can go to market to obtain quotes and get insurance. Clubs can even engage an [Insurance broker](#) to obtain the best deal for them.



Ground Availability / Draw Requests

Not all clubs have exclusive access to their venues.

Some clubs share their venue with other sports or are located on Council controlled venues. This means their venue will be unavailable at certain times.

Creating good relationships with other venue users is essential to being able to work together to get access when you need it.

It is best to inform the league of any ground unavailability as soon as possible to enable smooth scheduling of the draws.

This is also the time to notify the league of your ground capacity, any specific draw requests you may have such as Gala days, Carnivals or combining Junior & Senior Game days.

Junior league requires a ground configuration report by 28th February as per the [SCJRL Operations Manual](#) section 2.1.

Senior league requires all ground availability requests be submitted by 31st January as per the [SCGRL Operations Manual](#) section 2.5.



Training Plan

Most clubs are tight for space when it comes to training spaces. Some clubs do not even have access to their fields until early in the new year due to shared user agreements. This makes it difficult for pre-season training.

All teams want as much space as possible and at the same times. Training plans are essential to set out a clear set of rules for all teams on where and when they can train to ensure a fair and equitable distribution of the infrastructure.

Training plans should be designed in conjunction with Coaches, the Executive, and the Coaching Coordinator to ensure everyone is on the same page.

If a club does not have access to their facility due to shared user agreements, then other options such as the use of local schools' infrastructure may be an option. In these cases, working closely with the schools and ensuring all relevant permissions have been granted before using the facilities is essential. If you are unsure of how to go about creating a relationship like this contact your QRL Club Support Coordinator to assist you with this process.

Training plans should include:

- Schedule (*Who has access to what space at what times*)
- Maps (*Showing the training spaces allocated to each team*)

Training plans should consider:

- How much space is available and at what times?
- The amount of space required per age group/team?
- The amount of time appropriate per age group/team?
- The time of day appropriate per age group?
- The amount of traffic each field will receive (*Including Game times*) to ensure the fields are not overused / damaged.

Wet weather protocols also need to be put in place to ensure the grounds are kept to a safe standard. Allowing teams to train on boggy grounds can ruin the fields. Traditionally our wettest part of the year is the start of our season. So, making tough decisions in this space at this time of the year can have benefits long into the season regarding field surface quality.

Clubs also need to be aware of the Insurance implications should teams be training offsite.



Liquor Licencing / Liquor Permits

Junior and Senior Leagues have very different rules regarding the sale of alcohol at venues.

Junior League

The rules surrounding alcohol sales and consumption at Junior venues is outlined in section 4.13 – 4.15 of the [SCJRL Operations Manual](#).

Alcohol

4.13 No person is permitted to bring alcohol into a venue.

4.14 In those cases where clubs are fully licensed premises, if alcohol is sold, it must be consumed within the confines of the licensed area and must not be available for purchase until after half time in the last Junior game – Under 6 to Under 17.

4.15 The sale and consumption of alcohol must be strictly controlled **in accordance with the Liquor Licensing Laws**.

Senior League

The rules surrounding alcohol sales and consumption at Senior venues is outlined in section 5.8 of the [SCGRL Operations Manual](#).

5.8 Alcohol

- *No person is permitted to bring alcohol into a venue. Anyone found doing this will be removed from the grounds immediately.*
- *Clubs must provide to the League, when requested prior to the game, a copy of the permit allowing the sale of liquor at that game.*
- *The sale and consumption of alcohol must be strictly controlled in accordance with the Liquor Licensing Laws, including Responsible Service of Alcohol (RSA) laws which specify that all persons serving alcohol must be over 18 and hold an RSA certificate. [Liquor guidelines | Queensland](#)*
- *The bar service area must be well signed.*
- *SC/GRFL recommends that mid-strength alcohol be served in can bars*

Clubs are also reminded about the [QRL's partnership with Lion-Nathan](#) and that they are to exclusively stock [Lion-Nathan products](#) in all bars.

Liquor Permits

Clubs that do not already hold a full liquor license will be required to obtain liquor permits to operate a 'can bar' at their venue.

[Community Liquor permits](#) can be applied for and obtained for each of your scheduled home games to run a 'can bar'. There is a cost of \$78.65 per day you wish to serve alcohol.



An application for a community liquor permit can be made [here](#).

Please note you will need to wait until the league has released the final draw to ensure you apply for the correct dates.

Grants

All clubs should have a Grants Officer as a part of their Sub-committee.

See [position description in Appendix 1](#)

There are several Local Government, State Government, Federal Government and Private enterprise Grants available through the year.

Grants can come in the way of major funding pools for Infrastructure projects or as small as vouchers for low-income earners to subsidise registrations.

This is an important role for clubs to gain funding for major infrastructure projects.

There are plenty of grant writing workshops to assist Grant Officers in the process of grant writing. Sunshine Coast Regional Council provides [workshops](#) as well as Queensland University of Technology provides free [workshops](#).

QRL has developed a [Grants Directory](#) which clubs can reference when grants become available and what grants they can apply for. QRL Clubhouse also has a list of the [Top 5 Sporting Grant Opportunities](#).

Clubs that are intending to apply for major infrastructure grants should have a Strategic Plan & Infrastructure Plan in place. See [Developing a Strategic Plan](#) information in Section 3 of this document.

Carnivals

There are a range of carnivals that occur throughout Queensland over the year. Carnivals are a great opportunity for clubs/teams to have a great Rugby League experience at a different region.

Clubs can nominate teams for specific carnivals throughout the year. There are certain protocols that must be followed for teams to play away at any carnival.

1. Each Carnival will have specific registration timelines. Some carnivals cap the number of teams attending so nominate as early as possible.
2. Fill out a QRL 'Permission to Tour' form. This can be accessed [here](#).
3. Notify SCJRL or SCGRL of your intention to attend a specific carnival.

A full list of carnivals that occur around QLD are available to view on the Carnival Calendar [here](#).

It must also be noted that should you choose to attend a carnival that occurs during the regular season of the SCJRL or SCGRL you may have to forfeit your competition points for that weekend. The leagues will try to



accommodate an amendment of the draw to play the fixture at a different time however if not possible the team touring will forfeit the points.

Child Safety

QRL has a range of policies regarding child safety. These include:

- [Member Protection Policy](#)
- [Child & Youth Risk Management Policy](#)
- [QRL Wellbeing Program](#)

The NRL also has:

- [NRL Child Safe Code of Behaviour](#)
- [National Code of Conduct](#)

All Rugby League clubs are required to be compliant with these policies at all times.

[Here](#) is a brief run down for Club Presidents on how Child Safeguarding relates to you.

Sports Integrity Australia also provide a free [induction course](#) or any person and any organisation who is bound by the Child Safeguarding policy. The course provides the foundation knowledge and education required to understand and implement the Child Safeguarding Policy.

Communication

The rules around club volunteer communication with Junior players is outlined in the [Child & Youth Risk Management Policy](#). This should be followed at all times.

Team group chats or private online groups should have an even ratio of parents to players in every chat/group.

Section's 11 & 12 outlines the rules around communication:

Section 11

- 11.1 All communication with child/ren will be done via a parent or guardian.
- 11.2 QRL staff or club volunteers will **not** have any private contact with a child for any reason via any method. i.e., No contact will be made in person, online (i.e. email, social media), telephone or any other means, other than that which has been approved by a parent.
- 11.3 The collection of private information of a child by an adult is likely to be considered inappropriate.

Section 12



12.2 *Appropriate adult to child ratios should be present during online calls, group meetings, live recordings, WhatsApp, Facebook closed groups, Messenger etc.*

Accreditation

All Junior club volunteers irrespective of their role are required to have a current [Blue Card](#).

There is a range of Blue Card resources for both [Individuals](#) and [Organisations](#).

Clubs are required to keep [up to date records](#) on Blue Cards or Exemption Cards.

QRL has a strict No Card, No Start Policy for team staff and club officials.

Support Squad

[Support Squad](#) is the clubs mental health first aid officer.

Just as on-field first responders wear bright coloured shirts to easily identify themselves. The Purple Polo is the easy identifier that you are in a safe space and have someone you can talk to.

Falling within [QRL's Wellbeing program](#), Support Squad is designed to create a touchpoint in clubs for any member to feel they can reach out to if they are not feeling ok.

Partnering with [White Cloud Foundation](#) and linking into a range of other support services Support Squad members can offer a range of positive wellbeing services to clubs.

[Ryan Charles](#) is the Wellbeing Operations Manager for Central Region and is the main contact for all clubs developing this program. All clubs should have at least one Support Squad Staff member. Rugby League should be a safe and inclusive space for everyone, so these programs are essential to ensuring this is delivered in all clubs.





Volunteer recruitment

There are a number of community organisations that have potential volunteers looking to be engaged in other community events. This is particularly evident in community organisations that have elderly participants. Connecting with these groups can often have significant benefits both ways for your club and the potential participants organisation.

Clubs can set up genuine relationships with these community organisations where the football club promotes the organisation to assist in increasing their numbers and in kind these organisations help provide volunteers or services.

Here is a list of community organisations located around each club:

Gympie Devils

[Gympie Lions Club](#)

[Rotary Club](#)

[CWA](#)

[Apex](#)

[Men's Shed](#)

Pomona Cooran Cutters

[Cooroy – Pomona Lions Club](#)

[Men's Shed](#)

Noosa Pirates

[Cooroy – Pomona Lions Club](#)

[Tewantin – Noosa Lions Club](#)

[Rotary Club of Noosa](#)

[QCWA Tewantin Noosa](#)

[QCWA Cooroy](#)

[Noosa Men's Shed](#)

Coolum Colts

[Coolum Lions Club](#)

[Coolum Men's Shed](#)

Nambour Crushers

[Apex Nambour](#)

[Lions Club Nambour](#)

[Rotary Club Nambour](#)

[Nambour Men's Shed](#)

[Nambour CWA](#)

Palmwoods Devils

[Rotary Club Woombye-Palmwoods](#)

[Woombye-Palmwoods Men's Shed](#)

[Palmwoods CWA](#)



Maroochydore Swans

[Alexandra Headland Rotary Club](#)

[Buderim Lion's Club](#)

[Buderim Men's Shed](#)

[Buderim Rotary Club](#)

[Maroochydore Men's Shed](#)

[Mooloolaba Lions Club](#)

[Mooloolaba Rotary Club](#)

Kawana Dolphins

[Kawana Lion's Club](#)

Caloundra Sharks

[Caloundra CWA](#)

[Caloundra Lion's Club](#)

[Caloundra Men's Shed](#)

[Caloundra Rotary Club](#)

Nirimba Hurricanes

[Caloundra CWA](#)

[Caloundra West Lion's Club](#)

[Caloundra Men's Shed](#)

[Caloundra Rotary Club](#)

Beerwah Bulldogs

[CWA Beerwah](#)

[Glasshouse Men's Shed](#)

[Rotary Club Glasshouse Mountains](#)

Stanley River Wolves

[Woodford Lion's Club](#)

[Woodford Men's Shed](#)

Caboolture Snakes

[Caboolture Rotary Club](#)

[Caboolture Lion's Club](#)

[Caboolture CWA](#)

[Caboolture Men's Shed](#)

[Caboolture Apex Club](#)

Beachmere Pelicans

[Beachmere Men's Shed](#)

[Beachmere Lion's Club](#)

Bribie Island Warrigals

[Bribie Island Lion's Club](#)

[Bribie Island Rotary Club](#)

[Bribie Island Men's Shed](#)



Section 2 – Mid Season – Round 1 to Grand Final Day

Competition Structure

Junior Competitions

Sunshine Coast Junior Rugby League offers sanctioned Rugby League from Under 6' to Under 17's.

The NRL has undertaken considerable research on how to effectively deliver Rugby League in a community setting.

The result of this research is the [Player Development Framework](#).

The Player Development Framework provides the guiding principles on providing the optimal delivery of Rugby League to participants based on their age, stage of development, skill level and aspiration and is grounded in evidenced based research.

There are several stages of development under the Player Development framework.

1. Sampling Phase, Under 6 – Under 12
2. Recreational Phase, Under 13+
3. Specialising Phase, Under 13 – Under 15
4. Investing Phase, Under 16+

Sampling Phase - Under 6 – Under 12

Sampling Phase is a participation-based model offering modified versions of Rugby League where the focus is on exposing participants to multiple aspects of Rugby League in a safe way. Products like Tag Rugby League, Tackle Ready Program, Development Competitions, 18 Month Registration window and the Safe play Code are just some ways the Player Development Framework can be implemented to provide modified versions of Rugby League at an entry level.

Tag Rugby League

Under 6's start with Tag Rugby League. The focus of Rugby League Tag will be on fun and learning the basic fundamentals of catch, pass, and run. This takes away the worry of having to tackle and builds confidence in the attacking skills sets.

Under 7's will start the season with Tag Rugby League as well, then progress to tackle for the last 3 rounds after completing the Tackle Ready Program.

Tackle Ready Program

In the process of progressing into tackle Rugby League, under 7's take part in the Tackle Ready program, a 6-session program designed to teach kids how to tackle and be tackled safely and effectively. After the completion of the Tackle Ready program by around round 10, Under 7's finish the season in the tackle version of Rugby League.



Development Competitions

Development Competitions are participation-based competitions where no scores are kept, and the focus is on participation and developing a broad skillset. This means players regularly playing different positions to develop more creative players with better decision-making skills. This ensures coaches can give every player a fair go and therefore keeping more players in the game.

18 Month registration Window

The 18 Month Registration Policy provides an opportunity for players who are born between July and December to register in the year level immediately below their calendar grouping. To promote ongoing participation and personal development, this initiative specifically targets children who may be new to the game, late developers or who lack confidence. The rules around 18-month registrations are outlined in section 6.10 in the [SCJRL Operations Manual](#).

Safe Play Code

The Safe Play Code is a set of rules and principles to ensure community Rugby League is delivered in a safe and positive environment. Here is a [short video](#) to better explain the Safe Play Code. The safe play code applies to all players up to and including Under 15's.

Recreational Phase - Under 13+

Recreational Phase is for those happy participating in sport for recreational purposes after progressing from the Sampling Phase. Products like Junior Premiership Competitions introduce these players to a competitive environment.

Junior Premiership Competitions

Junior Premiership Competitions apply to Under 13's where an all-inclusive finals system is in place. Teams will play for competition points week to week with the season culminating in an all-inclusive finals system. This allows these age groups to be introduced to a competitive format whilst giving everyone a taste of a final's day.

Premiership Competitions

Under 14 to Under 17's competitions begin the phase of fully fledged competitive competitions. Competing week to week for competition points and culminating in a finals system based on ladder positions at the end of the regular season.



Divisional Competitions

Under 13's to Under 16's play in Divisional competitions. This is where age groups are split into Division 1 and Division 2 competitions. This is done initially via clubs nominating teams to each division then confirmed during the grading rounds.

The purpose of Divisional Competitions is to keep players playing against teams of similar ability and keeping kids with a love for the game in the game.

Under 17's play in a single division competition in preparation for the next step into Senior Rugby league.

Grading

The SCJRL have an independent Grading Committee tasked specifically with dealing with grading & re-grading applications. Section 2.2 to 2.10 of the [SCJRL Operations Manual](#) outlines the rules around grading and re-grading.

At the completion of a Season the SCJRL Grading committee will convene and assess the results of all graded competitions. This assessment will guide the committee's decisions when reviewing Clubs team nominations for the following year.

The first 3 rounds of Junior International competitions are grading rounds. It is during this time where clubs can 'apply' to have a team re-graded.

The grading committee will grade teams by the 3rd round with any final adjustments made by the 5th round.

Re-grading has massive implications to the draw and requires a complete re-write of the draw for that competition. Therefore, the league aims to have these completed by round 5.

Specialising Phase - Under 13- Under 15

The specialising phase (Under 13 – Under 15) occurs approximately at the time of transition from Primary School to High School for participants who harbour a level of aspiration in their sport. This essentially means a reduction in the number of sports played compared to the sampling phase e.g., 4-5 sports with 2-3 becoming more a focus. Products such as the NRL Rise program give opportunities for these players to progress their skill sets in a range of different avenues.

NRL Rise Program

Supported by the Australian Government, the [RISE Program](#) provides aspirational Junior Rugby League players and coaches with an avenue to obtain specialised training and education through a holistic Rugby League development experience.



Investing Phase - Under 16+

The investing phase emerges at around the age of 16 and is where one sport becomes the central focus of an aspirational players life. This phase requires long hours of training, intense coaching and participation in high performance competition and events. Programs such as the [Cyril Connell Challenge Under 17's](#) & [Mal Meninga Cup Under 19's](#) for boys, and [Harvey Norman U17s](#) & [Harvey Norman U19s](#) for girls high performance competitions are achieved by only a small number of players with high amounts of deliberate practice to enhance sport specific skill acquisition.

Laws of the game

The sampling phase from Under 6's to Under 12's the game is split up into 2 main groups Mini & Mod Rugby League.

Mini Rugby League is from Under 6's to Under 9's.

Mod Rugby League is from Under 10's to Under 12's.

These Laws are relevant to Junior Rugby League from 6 years to 12 years, inclusive. These are a modified form of the game from the International Laws (for ages 13 years and above).

Our youngest players play under a set of Laws which cater for their varying stages of development; these matches are also played under the [National Safeply Code](#) (for all players 15 years and younger) which prioritises safety and good conduct within the game.

Here are links to the laws of the game.

Mini Rugby League

[Under 6 & Under 7 Mini Rugby League Laws](#)

[Under 8 & Under 9 Mini Rugby League Laws](#)

Mod Rugby League

[Under 10's to Under 12's Mod Rugby League Laws](#)

International Rugby League

[Under 13's to Under 17's International Rugby League Laws](#)



Senior Competitions

The Sunshine Coast Gympie Rugby league have 6 competitions running at a league level on the Sunshine Coast. These are:

- A Grade
- Reserve Grade
- Under 19's Men
- Open Women
- C Grade
- Masters

These competitions run under the [International Laws of the game](#) in line with the [SCGRL Operations manual](#). However, Masters operate under the modified Laws of [NRL Masters Rugby League](#).

The competitions run from March to September generally but may change at the discretion of the board.

Senior competitions run independently to the Junior competitions, however, clubs that are amalgamated Junior & Senior clubs can apply to the leagues to have their Junior & Senior game days blend in together where possible. This is not a guarantee but a request to do this where possible.



Competition Draws

Junior Competition Draws

Junior competition draws are completed after the final grading round but are subject to change throughout the year. This is due to the constant movement of teams in and out of competitions and subsequent reconfiguration of draws. The Sunshine Coast QRL League Coordinator is responsible for all competition draws and will send out draft draws 21 days in advance to allow clubs feedback and any time adjustment requests.

Draws will be posted on the [MyLeague App](#) however they will be subject to change depending on teams coming in and out of competitions.

Finals Allocations

Only International competitions have finals.

Under 13's competitions have 'all inclusive' finals systems where every team plays in a finals format.

Under 14's to Under 17's play a traditional finals system.

Finals are based on a Top 4 finals system.

Refer to section 8 of the [SCJRL Operations Manual](#) for full finals rules.

The allocation of finals venues is based on a sharing system going through each club. The schedule can be found [here](#).

There are extra game day roles required when hosting finals. Please refer to section 8.10 to 8.38 of the [SCJRL Operations Manual](#) for all the details.

Senior Competition Draws

Senior competition draws have a draft version done in early February, for board approval. And then sent to clubs in late February once all clubs have finalised the team nominations. The Senior draws are completed in full, locked in and only modified in extreme circumstances.

Once the Senior draw has been completed any [requests to amend the draw](#) must be made in writing a minimum of 21 days in advance with all parties (*Both teams and Referees*) agreeing to the amendment as per [SCGRL Operations Manual](#) section 2.6. A [Game Change Request Form](#) must be completed.

The competition structure prefers Clubs that have A Grade, Reserve Grade, Under 19's Men & Open Women's all play at the same venue each week. This may not always be possible with competitions having uneven amounts of teams from competition to competition. However, it is the preference.



The C Grade competition operates like a round robin competition where all teams in the competition play at the same venue every week. Each club to host an even amount of home games based on the regular rounds of the season.

Masters' competitions are slotted in to work around the other Senior competitions. As masters are non-competitive its more about celebrating the game where possible as opposed to regular home and away season formats.

Finals Allocations

Finals are based on a Top 4 or Top 5 finals system.

Top 4 Finals systems are for competitions with 8 or less teams.

Top 5 Finals systems are for competitions with 9 or more teams.

Refer to section 9 of the [SCGRL Operations Manual](#) for full finals rules.

All Semi-finals matches locations are set by the A Grade competition, meaning all other competitions are playing at the venue set by the A Grade competition. The Semi-final locations are the highest ranked teams home grounds as per the designated finals system applied.

Preliminary Finals are played at a neutral location as determined by the league.

Grand Final day is located at Sunshine Coast Stadium.



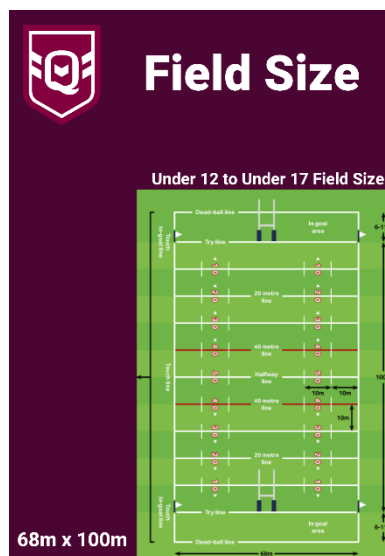
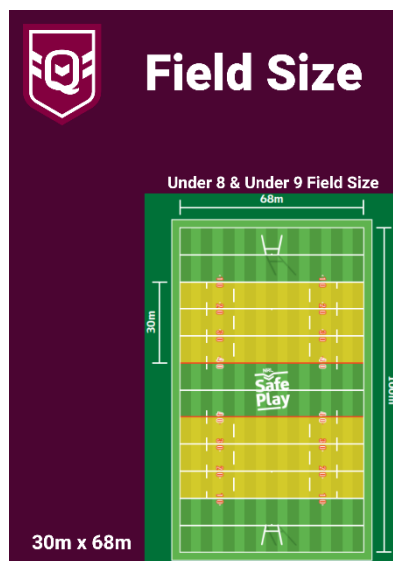
Game Day Set up

Junior Game Day

Junior game days can be set up in many ways depending on the amount and type of games being held.

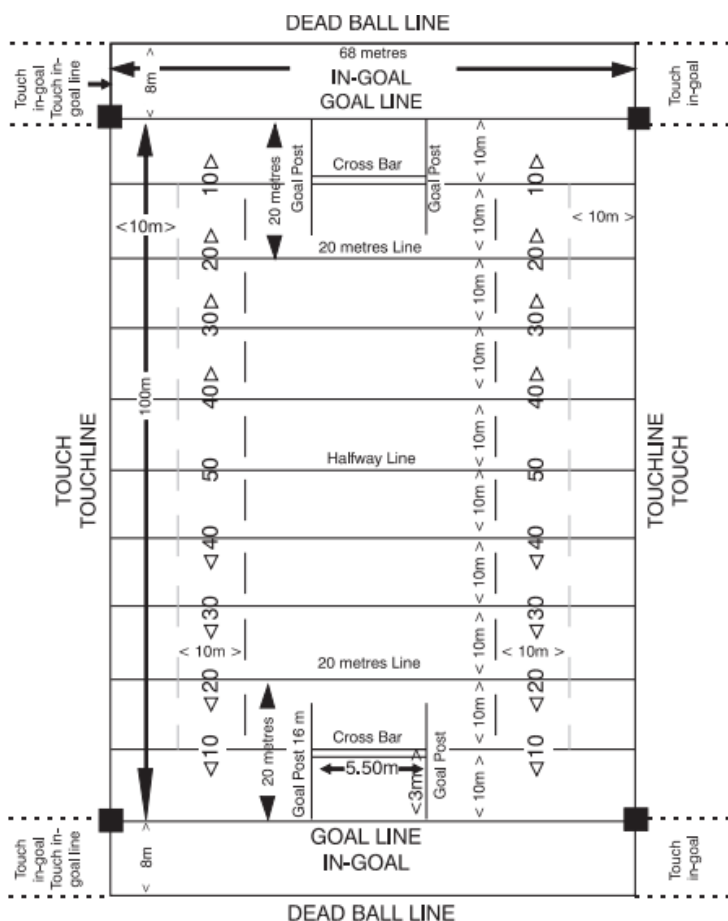
All Games are to run as per the [SCJRL Operations Manual](#).

Here are the different Junior field sizes:





All International field markings are to be in line with Section 18 of the [International Laws of the Game](#).



Game Day Volunteers

Game day requires many volunteer roles to be filled. These range from Ground Managers to Canteen staff all contributing to a successful game day.

Possible roles are but not limited to:

- Ground Manager
- Games Controllers
- Timekeepers
- Ground Announcers
- Canteen staff
- Referee's / Match Officials



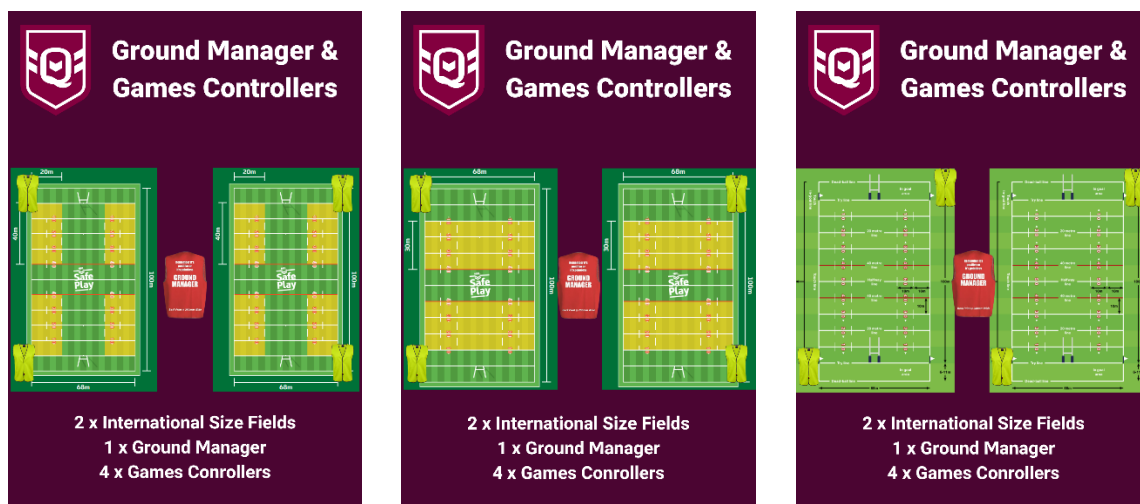
Ground Manager

As a Ground Manager, you will be responsible for the overall off-field environment of matches, and the compliance of the NRL National Code of Conduct, including managing spectator behaviour (both home & visiting) at games, and always ensuring the safety and wellbeing of everyone. They will be responsible for the day to run on schedule and in compliance with all relevant operational rules. Ground Managers should ALWAYS be wearing the supplied Ground Manager Red vest/shirt. Ground Managers should set a reasonable standard of dress, including closed in footwear. Refer to the [Ground Managers Handbook](#) for more information. There is an official [Ground Managers Induction Course](#).

Games Controller

Reporting directly to the Ground Manager, Games Controllers are on the ground implementing the same policies and practices in a supporting capacity. Refer to the [Duties of a Games Controller](#) guide as a reference point.

There are minimum requirements for Games Controllers per field and per venue.



Timekeepers

Timekeepers are responsible for the game clock and ensuring all games run on schedule. Depending on the games being played at a venue there maybe 2 separate timekeepers operating on different time schedules. This would be where games from different age groups are playing on fields side by side with different game timings.

Timekeepers should always have 3 clocks at their disposal:

1. Game clock / Scoreboard clock
2. Backup Game clock
3. Sin Bin Clock



Ground Announcers

Ground Announcers operate the PA system at a venue.

They provide game day information such as field configurations or call team managers to the timekeeping box to sign or present game sheets. They may advertise club sponsors and play QRL recorded ground announcements. They may even announce try's scored by players and their player number in International Games.

Ground Announcers should always conduct themselves in a professional and non-biased manner.

QRL recorded ground announcements can be found [here](#).

Canteen Staff

Canteens are an integral part of game day and a clubs potential revenue stream.

Canteen's often have a Canteen Convenor with volunteer support staff.

Canteen Convenor's are responsible for the safe and effective delivery of canteen services at a club. [*See role descriptions in Appendix 1*](#)

Whilst it's great that kids are always keen to help in the Canteen, it must be noted Canteens can be a hazardous environment with potentially dangerous equipment being used i.e., deep fryers & BBQ hotplates. Children should not be left unsupervised in Canteens and Canteen Convenors should always be in control of the Canteen Operations.

The Operation of tills and the handling of money should always be the exclusive domain of adults to avoid any mistakes or vulnerable situations.

QRL also has a guide on how to provide healthy choices in Canteens which can be found [here](#).



Senior Game Day

Senior game days run in a similar way as Juniors.

All games are to run as per the [SCGRL Operations Manual](#).

All the roles required at a Juniors Game day are required at a Seniors Game day plus a few more.

The extra roles required at a Senior Game day would be:

- Front Gate Staff
- Bar Staff
- Interchange Officials (*provided by Referee association*)
- Camera Operators

Front Gate Staff

Senior Games have an entry fee for supporters and spectators attached to their game day experience.

Whilst not mandatory this is good potential income stream for clubs.

[SCGRL Operations Manual](#) section 5.2 outlines the rules around admission prices.

Front Gate staff are required for the collection of gate fee's as well as monitoring that no spectators / supporters are bringing in alcohol.

Bar Staff

Senior clubs often operate a 'can bar' or fully licensed bar at their home games. This is another important revenue stream for clubs.

Clubs are required to comply with all their specific Liquor License / Permits requirements. One of these requirements is that all bar staff be of 18 years of age and have a current [Responsible Service of Alcohol \(RSA\) certificate](#).



Interchange Officials

Interchange officials are provided by the Sunshine Coast Referee's Association.

Interchange officials are only required for A Grade men's games. All other Senior games do not require interchange officials.

A Grade teams have 12 interchanges per game, the host club must provide both teams with 12 interchange cards. These cards must be presented to the Interchange Official for each interchange made. The Interchange official will record each interchange including who is being subbed for who and what time they are being subbed.

Clubs are also required to have [Player Interchange Summary sheets](#) available.

Camera Operators

All SCGRL games are recorded and livestreamed via [Bar TV](#).

These recordings are used for match review and promotion of the game.

The league arranges for the recordings to be done and allocates each camera operator to a venue.

Clubs are required to have an area set for the Camera Operator to record the game.

Clubs are also required to pay the Camera Operator \$40 per game.

Game Day Times

Senior competitions have set game day start times. These times are as follows:

Friday Night – Reserve Grade 7:45pm (Standalone games only)

Saturday

- U19 – 1:00pm
- Open Women – 2:30pm
- Reserve Grade – 4:00pm
- A Grade – 5:30pm

Sunday

- U19 – 10:30pm
- Open Women – 12:00pm
- Reserve Grade – 1:30pm
- A Grade – 3:00pm

C Grade & Masters (to be determined by the board prior to season commencement)

Saturday or Sunday – 12pm, 1:30pm & 3pm



Match Review

Junior Match Review

The Match Review committee is an independent body to SCJRL.

All Match review is in line with [QRL Rules Part 5](#).

Junior Match review is based off referee reports and possible game video if the game was officially recorded by the league.

Should a club want to request a citing, it must be submitted to the league by 12pm of the Monday following the game. Clubs will be required to pay a \$250 fee to have the issue cited and the fee will be refunded should the citing be successful. If clubs are required to upload video this is to be finalized by midday on Monday for Match Review. Failure to do so will be an immediate \$500 (plus GST) fine as per [SCJRL Operations Manual](#).

SCJRL will not communicate directly with Parents, Coaches, Team Staff, or anyone that is not the Executive of a Junior Club in relation to these matters. All communication will be directed to the Club Executive.

Players that have been cited are allowed a representative to speak on their behalf at Judiciary.

Senior Match Review

The Match Review committee is an independent body to SCGRL.

All Match review is in line with [QRL Rules Part 5](#).

Senior Match review is based off referee reports and game video officially recorded by the league.

Should a club want to request a citing, it must be made in writing in line with Section 7.27 of the [SCGRL Operations Manual](#) by the Club Executive. It must be submitted to the league by 12pm of the Monday following the game. Clubs will be required to pay a \$250 fee to have the issue cited and the fee will be refunded should the citing be successful. If clubs are required to upload video this is to be finalized by midday on Monday for Match Review. Failure to do so will be an immediate \$500 (plus GST) fine.

SCGRL will not communicate directly with Coaches, Team Staff or anyone that is not the Executive of a Senior Club in relation to these matters. All communication will be directed to the Club Executive.

Players that have been cited are allowed a representative or delegate to speak on their behalf at Judiciary.



Concussion Management / Injury reporting

The NRL have clear guidelines in relation to injury reporting.

Sports Trainers have clear requirements to report all injuries that occur during a match. Sports Trainers should also be communicating with Team staff, Players and the Club about all injuries reported and what processes follow.

The process of how to report injuries can be found [here](#).

The role of a Sports Trainer and the subsequent return to play policies can be found [here](#).

The responsibilities of the player that has been injured can be found [here](#).

Concussion Management

The NRL has strict guidelines on concussion management, they can be found [here](#).

Once a player has been registered with a suspected concussion, they are required to see a doctor as soon as possible.

Once a player has been registered with a suspected concussion, they will be emailed a [Head Injury/Concussion Medical Clearance form](#) from MySideline. This will be emailed to the players email registered on their NRL account. This is the specific form a player must take to the doctors to fill out to be cleared to play again. **A standard doctors medical clearance letter will not get the player cleared.**

Sports Trainers should also have hard copies of these forms on hand.

Until the [Head Injury/Concussion Medical Clearance form](#) has been filled out by a doctor and submitted to MySideline, the player will not be available for selection. Even if the mandatory standdown period has elapsed.

Once submitted the league needs to approve the clearance. These should be cleared in efficient time frame.



Section 3 – Post Season – GF Day to AGM

Post Season Review

At seasons end NRL, QRL, SCJRL Executive & SCGRL Board all come together for an end of season review.

This is where all facets of the game are reviewed, and changes made for the upcoming season. All clubs can submit feedback for post season review. Clubs must submit this feedback to the [QRL Clubs Coordinator](#). The Clubs Coordinator will notify clubs of the review period and provide a window for clubs to provide feedback to be presented at the review.

All changes or amendments will be notified to all clubs via the Clubs Coordinator.

Clubs should also conduct their own season review. This is time to work on and update the club's policies and procedures.

Developing Club Policies

Developing Policies and Procedures for your Club

What is the difference?

A policy is generally described as a statement of intention that guides consistent actions within the club and supports decision-making at all levels e.g., your sport may have a Heat Policy that prohibits play over a certain temperature. This makes decisions about cancellation straight forward and consistent regardless of who is making the call.

The policy does not usually spell out what actions will be undertaken to carry out the intention (that is where the procedures come in) but concentrates on the intention and why. For example:

Example Coaching Policy Statement

_____ Club will ensure that all coaches have completed and/or have a current recognized NRL Coaching Accreditation prior to the commencement of their coaching role. The course/accreditation fees will be met by the Club. The Committee encourages coaches to extend their coaching accreditation beyond Level I and will review applications for financial support on a case-by-case basis.

This policy applies to all Coaches and Assistant Coaches.

Example Principal Statement (the why)

This policy recognizes the importance of quality coaching in developing and retaining our players and for on field success. The coaching accreditation attainment will support quality assurance in the provision of coaching and is considered a minimum requirement by our state body (QRL).



Procedures

- All members intending / willing to coach a side should lodge an Expression of Interest Form with the Coaching Coordinator by.....
- Appointments will be made by.... and Coaches will be informed by email
- In the case where there is more than one person interested in a team, the Committee will make the appointment based on coaching credentials, relevant experience, and alignment with club values
- All coaches for the coming season will be informed of Coaching Courses on offer and will be required to enrol for one
- Completed Registration for a course should be notified to the Coaching Coordinator / Registrar no later than 2 weeks prior to the Course Date for payment to be organized
..... and so on.

Policy Development: Some Considerations

- Your affiliate may have a range of policies, by-laws that you are expected to follow.
- Your Committee should be aware of these and communicate these to the relevant people in your Club
- Is the policy direction consistent with the rules set out in your Constitution?
- Developing a policy is not a frivolous exercise that can be undertaken at the whim of a few. The process requires consultation and, depending on the impact of a policy decision, may require a voting procedure. *See some guiding steps below.*
- There is a large pool of policy samples to use as a starting point, **however, it is important that the policies and procedures you end up with suit your organisation and reflect realistic practice.**
- Policy, procedures, and practice are interrelated and need to reflect each other. For example, if you have a policy regarding the wearing of certain safety equipment by juniors, the coaches must abide to this. This may also be supported by an inclusion of the statement in a Season Start notice to players and parents.
- Improving practice can be as simple as reminder notices on the wall e.g., Canteen notice that reminds all volunteers about the wearing of gloves, washing hands. Volunteer induction and resources also support consistency in practice.
- Policy and Procedures must come to “life” to be effective as opposed to becoming a folder that sits on a shelf. They are a statement of intention that must be communicated to everyone in the club and should be reviewed annually.



Some Basic Steps

Step 1: Define the Issue, Problem, or Improvement

The process of policy development begins with recognizing the need for written policy. The Committee is not alone in defining needs. Feedback from players, parents, local residents etc may be the driver.

Step 2: Gather Information

- ⊗ Does your affiliate already have a policy or an example from another Club?
- ⊗ Ask around the members to get a feel for the reaction
- ⊗ Look at your Constitution to see that the intentions are consistent with your rules
- ⊗ [QRL Clubhouse](#) has a wealth of resources that can assist with this process. See if there is already a Policy template already on there?

Step 3: Discuss and Debate at Committee Level (include input of affected parties)

Step 4: Draft Policy

After consensus on policy content, develop a draft, with consideration for the procedures that would need to accompany.

Step 5: Gather Feedback and Make Revisions

Distribute to members, this may even require a Special Meeting

Step 6: Adopt the Policy / Develop Procedures

The Constitution will articulate the powers of the Committee and the requirements for decision-making to be followed here. Once adopted, the procedures need to be developed, preferably by the most hands-on to the issue/improvement measure.

Step 7: Distribute and Communicate

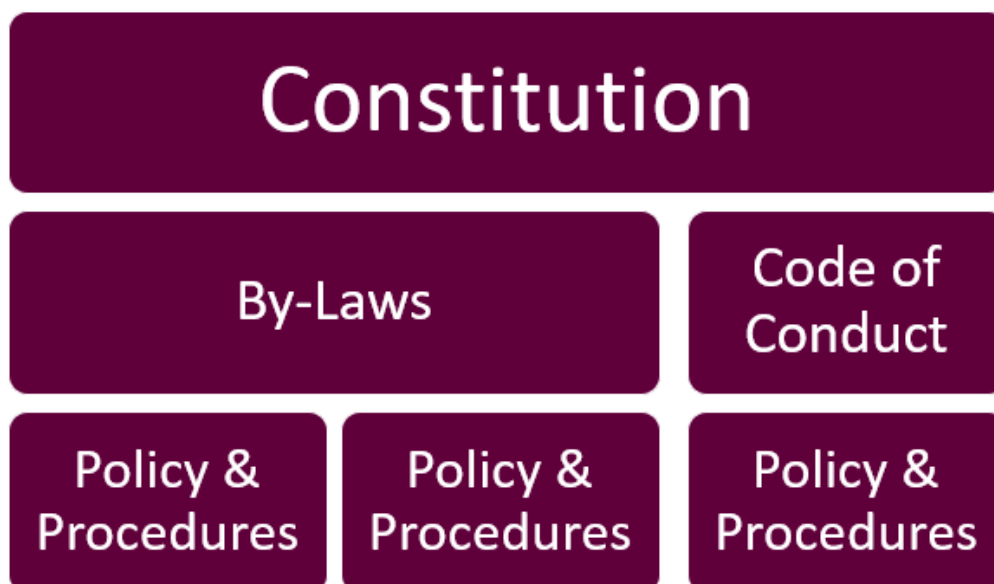
To ensure that policy becomes practice, it must be communicated in practical terms as broadly as possible.

Step 8: Oversee and Review

How well is the policy being implemented? Are there procedural changes or additions needed? Is it being communicated to the people who count?



Clubs should have a range of policies and procedures which sit within the framework outlined by QRL policies and procedures. These policies & procedures also need to align with the internal club framework outlined at the start of this document.



All club policies & procedures must be in line with QRL policies such as:

- [NRL Safeguarding Children and Young People Policy](#)
- [Member Protection Policy](#)
- [Child & Youth Risk Management Strategy](#)
- [Positive Environment Program](#)

Here are some examples of potential club policies:

- [Volunteer Code of Conduct Agreement](#)
- [Drug & Alcohol Policy](#)
- [Health & Safety Policy](#)
- [Social Media Policy](#)
- [Grievance Procedure](#)
- [Volunteer Management Plan](#)
- [Financial Management Policy](#)
- [Fundraising Policy](#)
- [Internal Incident Reporting Form](#)
- [Delegations Policy](#)
- [Procurement Policy](#)
- [QRL Imagery Consent Form](#)

If clubs require assistance with the development of Policies and Procedures, please contact your [QRL Club Coordinator](#).



Club Financial Audit

Clubs as Not-for-Profit Associations are required by law to keep accurate [financial record keeping](#) for up to 7 years.

The club Treasurer is responsible for this bookkeeping.

All Incorporated Associations (*Clubs*) are required as per [QRL Rule 3.8](#) to be Independently Audited every year.

Rugby League in QLD have a designated financial year from 1st October to 30th September each year. This means that after September 30 clubs can arrange to have their Audit completed.

The clubs [Independent Auditor is appointed](#) at the previous year's club AGM.

Club Treasurer's should be in contact with the clubs independent Auditor in early September to work closely with the Auditor to prepare the Audit.

Club Audits are required to be completed and submitted to the leagues prior to the relevant league's AGM. Failure to have this done will result in Clubs waiving their voting rights at the AGM and will not be Affiliated with QRL until this has been completed.



Developing a Strategic Plan

All clubs should have or be developing a Strategic Plan for the club.

A Strategic Plan is an essential document designed to guide the activities of an organisation setting 3, 5 & 10-year goals.

It provides a 'roadmap' for the future and ensures that all stakeholders are heading in the one direction. It shows the club has a plan with structures in place to achieve its goals even with the transition of committees over time. These documents critically important when engaging Government or other relevant funding streams.

Developing a Strategic Plan

The planning process should achieve the following objectives:

1. Clarify the Vision and Mission of the organisation
2. Clarify the Clubs Values
3. Clarify an organisation's Strengths, Weaknesses, Opportunities and Threats
4. Determine Key Performance Areas (Objectives and Initiatives)
5. Outline Key Targets/ Priority Areas i.e., Infrastructure projects, Participation rates
6. Develop an Action Plan

Clubs should adopt a collaborative approach to Strategic Planning. All stakeholders should be provided with an opportunity to be involved in the process. This guarantees that the final plan is balanced and reflects the objectives of the organisation as a collective (and not a vocal minority).

Various methods should be used in this regard (meetings/ focus groups/ surveys and workshops). This is important to ensure 'buy in' from relevant parties.

Developing a Strategic Plan can seem like a daunting task. However Strategic Plans can be as small as a [one-page document](#) or a fully-fledged [comprehensive document](#).

If you wanting to develop a fully-fledged comprehensive document it would be advised to engage a professional company like [CPR Group](#) to do this on your behalf. This can be an expensive exercise, however, there are grants that could help with the funding of this. Contact your QRL Club Coordinator to assist in getting a funding plan in place should this be an avenue your club wishes to go down.

If a club is just wanting to develop a one-page document your [QRL Club Coordinator](#) can assist with this process.



Appendix I

Role Descriptions

President

Responsibilities

The President is the principal leader of the club and has overall responsibility for the Club's administration. The President provides leadership and direction to the club's Committee office bearers, officials, and members.

Duties

- Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of everyone involved in the Club
- Be unbiased and impartial, give clear direction and set an example for others to follow
- Be an effective and efficient chairperson, encourage focussed discussion and have a sound knowledge of debating and meeting procedures
- Represent the Club at a league / Region / State level in a positive and professional manner
- Be well informed of all club activities
- Ensure that responsibilities delegated to the Committee and various office bearers are widely communicated, understood, and followed through
- Have a sound understanding of the Club rules, the Constitution and the responsibilities and duties of office bearers and sub-committees
- Ensure the Clubs financial management procedures remain on target
- Maintain an overview of the Club's planning process
- Ensure at all times the management of the Club remains positive and progressive and the objects and aims of the Club are respected and observed
- Be prepared to make difficult decisions on behalf of the Club if necessary
- Insist on all members respecting and abiding by the Clubs discipline provisions
- Manage all Executive, Special and Committee Meetings and the Annual general Meeting
- Oversee Risk Management Procedures for the Club

Notes

The President plays a crucial role in ensuring the ongoing good governance of the Club. The President should ensure that the Committee is well balanced and has a good cross section of relevant skills.

[President Induction Course](#)



Secretary

Responsibilities

The Secretary is the key administrative officer of the Club and is responsible for the efficient management of the organisation.

Duties

- Provide an open communication link between Committee, sub-committees, members and other Clubs and Leagues
- Clear Mailbox regularly so that correspondence can be distributed and dealt with at meetings
- Record all inward and outward correspondence and acknowledge where necessary
- Have a good working knowledge of meeting procedures
- Prepare agendas, reports, and papers for all Committee meetings
- Take minutes at all Committee meetings and the AGM
- Communicate all matters of importance from the League / Region / State to the committee and Club members
- Be the link between the local League and the Club on all levels
- Maintain a sound knowledge of League / Region / State rules and regulations
- Maintain confidentiality on relevant and delicate matters
- Have a good understanding of the Club constitution, Club rules and regulations and responsibilities of all office bearers
- Be aware of the future directions and plans of Club members
- Co-operate with and assist the Committee and other office bearers with their duties and responsibilities
- Manage the Club's planning process
- Support and encourage all Club members to respect and support the NRL National Code of Conduct
- Complete appropriate documentation to ensure insurance coverage is in place
- Maintain Club administration records – correspondence, financial records, minutes, competition details, staff records etc
- Support all media, promotion, marketing, and sponsorship activities
- Be aware of the latest MySideline updates and procedures
- Act as Public Officer for all correspondence in relation to the Department of Fair Trading

Notes

The Secretary is responsible for the Club's brand image and should ensure that all logos, design colours, merchandise, trademarks, copyrights etc are protected (*where necessary*) and their use is in accordance with Club policy.

[Secretary Induction Course](#)



Treasurer

Responsibilities

The Treasurer is responsible for the management of the Club's accounts and its financial dealings.

Duties

- Prepare and Annual Budget, and be prepared to present this when required by the Committee along with a Variance Report
- Prepare monthly financial reports to be presented when required by the Committee (usually every meeting) and / or your District League
- Prepare full annual financial statements for presentation to:
 - The financial auditors of the Club
 - The AGM of the Club
 - The District League
 - The Department of Fair Trading
- Prepare and submit Business Activity Statements if required
- Manage the Club's cash flow and maintain a working level of petty cash
- Be fully aware of the financial position of the Club at all times and keep the Committee informed of all financial trends and any areas of concern
- Issue receipts and promptly deposit all monies received
- Be responsible for ensuring that adequate records are kept regarding the Club's financial transactions
- Be a signatory on Club's cheques with at least one other Committee member
- Ensure the Club has 2 factor authentications on all financial transactions
- Ensure that other Club members do not handle, deposit, pay out or otherwise deal with Club funds without your knowledge
- Invest surplus funds and manage the Club's investment program
- Acquit funds received from Government and / or Council grants and submit the necessary financial statements
- Handle payroll and income tax for employees as necessary
- On behalf of the Committee, negotiate with financial institutions for overdrafts, loans, mortgages, and other facilities as required

[Treasurer Induction Course](#)



Registrar

Responsibilities

The Registrar is responsible for the accurate and timely registration and accreditation of all players, coaches, trainers, and other Club officials.

Duties

- In conjunction with the Committee, plan, coordinate and manage club registration days at the commencement of the season
- Ensure that all players are correctly registered on the online registration platform (MySideline)
- Ensure that original copies of birth certificates and other proof of age documents are uploaded to the player / volunteers MySideline member record
- Ensure identification photographs for all players / volunteers are uploaded to their player / volunteer profile on MySideline
- Ensure all coaches, managers, sports trainers, and volunteers are registered on MySideline
- Load all registered players and team staff into their respective teams in the squad management section in MySideline
- Assign access to MySideline Manager for all Sports Trainers and Team Managers for their respective teams in the user management section of MySideline
- Be familiar with the QRL rules surrounding player transfers from Club to Club in line with [QRL Rules part 4](#)
- Be familiar with the [NRL National Clearance Policy](#)
Note: *The June 30 deadline for registrations, permits and clearances does not apply in QLD*
- Be familiar with [SCJRL Operations Manual](#) and the [SCGRL Operations Manual](#) in regards to registrations, permits and player transfers
- Ensure all Coaches, Sports Trainers, Team managers and any Club volunteers have a valid and current Blue Card
- Keep accurate records of all Club volunteers Blue Card status
- Work closely with NRL Game Development officers to ensure all Team staff (Coaches, Sports Trainers & LeagueSafe) have current NRL accreditation that is relevant for the team they are involved with
- Keep accurate records of all Club volunteers NRL accreditation status and ensure the Club is fully compliant

[MySideline Club Administrator Induction](#)

[MySideline Products Induction](#)

[MySideline Member Management Induction](#)

[MySideline Team & Squad Management Induction](#)



Coaching Co-ordinator

Responsibilities

The Coaching Co-ordinator is responsible for the management of the Club's coaching program and promoting the value of coaching within the Club.

Duties

- Ensure there is enough coaches for the Clubs requirements
- Keep accurate Club Database of all coach's details and accreditation information
- Ensure all coaches are appropriately accredited and that their accreditation is both age appropriate and current
- Ensure all Coaches support the general coaching philosophy of the club
See appendix 2 Developing a coaching philosophy
- Ensure all coaches promote the club's values in a positive and encouraging manner at all times
- Place new coaches into a mentoring relationship or arrange for them to be assessed
- Provide opportunities for continuing education of coaches
 - Coach updates – internal (delivered by club members) and external (delivered by NRL Game Development)
- Ensure the Club has a current coach appointment policy and that it is adhered to
 - Have a nomination process
 - Interview and vet prospective coaches
 - Only approve coaches that align with the club's values
 - Set up a meeting with successful applicants and educate thoroughly the [NRL Code of Conduct](#), [NRL National Safe Play code](#) & [QRL Positive Environment Program \(PEP\)](#)
 - Ensure all coaches and team staff sign [Code of Conduct Agreements](#).
- Provide adequate information for coaches to efficiently organise their team and meet any requirements that the club may have of them
- If possible, develop a budget for assisting the Club's coaches to become accredited
- Arrange appropriate coach training sessions, locations, dates, and times
- Meet regularly with coaches to discuss performance and provide feedback
- Have thorough understanding of the [NRL Player Development Framework](#)
- Liaise with the Committee regularly
- Have a good understanding of the club's rules and regulations
- Constantly highlight the Club's support of the [NRL Code of Conduct](#), [NRL National Safe Play code](#) & [QRL Positive Environment Program \(PEP\)](#)
- Continually seek out potential coaches and recruit whenever possible

Notes

For information on coaching updates, resources and courses visit:

The home of Coach Education: [Play NRL](#)

The NRL MyLeague App: [MyLeague](#)

[Coaching Co-ordinator Induction](#)



Referee Co-ordinator

Responsibilities

The Referee Co-ordinator is responsible for the management of the Club's Referee program and promoting the value of Refereeing within the Club.

Duties

- Promote and actively recruit new [referee's](#)
- Allocate Club referee's to U7 – U12 games hosted by the club week to week
- Ensure all referees are accredited, and their accreditations are up to date
- Ensure all referees have the appropriate uniforms
- Ensure all referee's support the general refereeing philosophy of the club
- Ensure all referees promote the club's and the games values in a positive and encouraging manner at all times
- Place new referees into a mentoring relationship or arrange for them to be assessed
- Provide opportunities for continuing education of Referee's
- Ensure all referees are highly educated on the [NRL Code of Conduct](#), [NRL National Safe Play code](#) & [QRL Positive Environment Program \(PEP\)](#)
- Liaise with local league referee's association
- If possible, develop a budget for assisting the Club's referees to become accredited
- Arrange appropriate referee training sessions, locations, dates, and times
- Meet regularly with referees to discuss performance and provide feedback
- Report to the committee any issues or challengers relating to referee's

Knowledge and Skills Required

- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic
- Is well organised
- A thorough knowledge of the Rules of Rugby League



Sports Trainer Coordinator

Responsibilities

The Sports Trainer Coordinator provides a high level of sports medicine knowledge, procedures, and advice within the club.

Duties

- Ensure all Sports Trainers and LeagueSafe personnel hold appropriate qualifications as per the NRL On-Field Policy
- Maintain accurate records of the club's Sports Trainers and LeagueSafe personnel qualifications/experience
- Assume responsibility for the qualification of Sports Trainers and LeagueSafe personnel
- Arrange appropriate training as required for the club's Sports Trainers
- Prepare a roster of qualified Sports Trainers for all club games
- Ensure that all necessary first aid equipment is available for all games hosted at the Clubs home ground
- Supervise Sports Trainers to ensure that all health requirements are being observed for the treatment of players and for the safety of volunteers
- Ensure that Sports Trainers and LeagueSafe personnel have the necessary equipment required: squeeze bottles, first aid kits, ice packs, HIA forms etc.
- Explain to players the necessity of reporting medical problems and injuries
- Explain the rules about head injuries and other serious injuries
- Explain to players the importance of personal hygiene in relation to contact with blood
- Keep accurate records of player injuries
- Help manage players post injury and their return to train / return to play
- Undertake training on Head Injuries / Concussion as required
- Manage Graduated Return to Play procedures for players at your Club
- Keep the Committee informed of all relevant issues

Knowledge and Skills Required

- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic
- Is well organised
- Is innovative and dynamic



Marketing & Sponsorship Coordinator

Responsibilities

The Marketing & Sponsorship Co-ordinator is responsible for overseeing the implementation of the marketing plan as well as the chief organiser of fundraising and sponsorship arrangements.

Duties

- Form a Marketing & Sponsorship Committee
- Develop (as part of the club plan) in conjunction with the Marketing & Sponsorship Committee the club marketing plan and sponsorship packages
- Identify all available Sponsorship opportunities
- Work with the Treasurer to develop a budget for the marketing plan
- Oversee the implementation of the strategies in the marketing plan
- Set fundraising goals for the club
- Arrange all necessary permits, registrations and approvals for fundraising activities as required
- Submit regular reports to the club committee
- Co-ordinate all sponsorship for all areas of the club
- Meet the sponsorship budget target set as part of the annual financial planning process
- Ensure all existing sponsors are contacted prior to the distribution of new sponsorship packages for the following year
- At the end of every function or activity, reconcile all funds raised with Treasurer
- Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season
- Arrange all sponsor's functions
- Ensure all sponsorship agreements are honoured
- Maintain contact with all corporate sponsors throughout the season
- Maintain strong relationships with all Club sponsors.

Knowledge and Skills Required

- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic
- Is well organised
- Is innovative and dynamic



Canteen Co-ordinator

Responsibilities

The Canteen Coordinator is responsible for the proper management of the club's canteen on match days and at other events and functions nominated by the Committee.

Duties

- Co-ordinate with president or appropriate person for arrangement of pick up/delivery of all canteen items
- Ensure the canteen is regularly re-stocked throughout the season
- Supervise canteen staff as required and assist during busy periods
- Ensure that the correct food handling and hygiene practices are observed to prevent food spoilage and contamination in line with QLD Government [Food Act 2006](#)
- Ensure all canteen workers including volunteers are familiar with correct food handling and hygiene practices
- Obtain, and account, for any floats that are required from the Treasurer / President
- [Cost the menu](#) understanding how much each item costs, how much you wish to sell them for and what the profit margins are on each item
- Present menu costings to Club Committee for approval
- Ensure there is a selection of Healthy food options on the menu
- Monitor sales to ensure the canteen is not overstocked on certain items
- Be responsible for counting and recording the daily takings with one other person
- Maintain appropriate records as required by the club president/treasurer
- Ensure a pleasant working environment for the volunteers
- Be responsible for security in the canteen such as money, keys, arming security alarms, locking all doors and windows, switching off all appliances (except refrigeration units) and restricting entry to the canteen to only those who are authorised to be there.

Knowledge and Skills Required

- Can communicate effectively and has good interpersonal skills
- Is well organised and can delegate tasks
- Has knowledge of Health and Safety procedures
- Has knowledge of pricing and ordering food



Gear Steward / Merchandise Manager

Responsibilities

The Gear Steward / Merchandise Manager is responsible for the design, acquisition & distribution of all club training equipment and club apparel.

Duties

- Oversee all club merchandise designs always ensuring the highest standards of design
- Ensure that all club merchandise (both on-field and off-field) produced is approved by the Executive
- Ensure that all on-field apparel (both purchase and design) is compliant with QRL licensing program
- Ensure all club training equipment is up to standard and available to all coaches and teams
- Ensure all coaches have enough team training equipment to properly run training sessions
- Stocktake all merchandise at seasons end and report to treasurer
- Oversee the ordering of all on-field playing gear and liaise with QRL gear suppliers getting quotes and ordering requirements
- Oversee the ordering of all other merchandise working with the club Secretary
- Ensure all Sponsorship Agreements are abided by
- Plan and schedule gear handout day at the start of season
- Maintain records of who has received uniforms
- Oversee all merchandise sales and stock
- Develop a Merchandise & Training Gear budget with approval from the Executive

Knowledge and Skills Required

- Can communicate effectively and has good interpersonal skills
- Is well organised and can delegate tasks
- Has knowledge of Stocktaking procedures
- Has knowledge of pricing and ordering clothing and Training equipment



Grants Officer

Responsibilities

The Grant Officer looks to manage (identify and secure) established grant opportunities provided by Government and Private sectors. The Grants officer will oversee all facets of Grants processes.

Duties

- Work with the Club Executive to develop a Grant strategy
- Be one of the informed points of contact for Club staff on competitive and contract grant related matters.
- Create and implement an annual Grant calendar that delivers to the Clubs overarching strategy
- Build and maintain strong relationships across a diverse group of stakeholders.
- Submit well-researched, quality grant proposals aligned with budget.
- Provided accurate monthly and annual reports on grant applications and status.
- Maintain online records with baseline information required for most grants
- Continuous improvement - Develop and maintain standard operating procedures and process mapping to meet accountability and deadlines.
- Understand the Clubs lease / Tenure agreements to know how Grants could be applied
- Obtain Quotes from possible contractors for potential projects
- Engage closely with Local Government building strong relationships
- Understand and implement the Clubs strategic plan or Facilities plan
- Help Project Manage potential projects

Knowledge and Skills Required

- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic
- Grant Writing
- Is well organised.



Volunteer Co-ordinator

Responsibilities

The Volunteer Co-ordinator responsible for the co-ordination and recruitment of volunteers for all Club events and Club functions.

Duties

- Assess the human resource needs for the club for general running and special events
- Recruit and recommend the appointment of volunteers to roles that suit them
- Organise the orientation and the induction of volunteers
- Have all volunteers
- Work with the Secretary organising volunteer rosters and maintaining records
- Identify and organise the training and education opportunities for volunteers
- Develop job descriptions for all required tasks
- Ensure that volunteers are reimbursed for their approved out-of-pocket expenses
- Ensure all volunteers are recognised for their efforts
- Submit regular reports to the club committee

Knowledge and Skills Required

- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic
- Is well organised.



Support Squad Volunteer

Responsibilities

Support Squad members are provided education to receive level I Mental Health First Aid accreditation, providing them the skills to become a trusted face within their community Rugby League clubs and a voice for those within our game to talk to.

Duties

- Representing our brand in a positive and professional manner on WhatsApp groups, social media and when attending any community Rugby League venues in your support squad role
- Supporting other Support Squad members to debrief and provide emotional support to members if necessary
- Liaising with the QRL Wellbeing Operations Manager in respect of difficult or emergency situations
- Attending Support Squad meetings whenever possible around your work commitments
- Understanding the important factors affecting mental health
- Identifying the signs and symptoms for a range of mental health problems and refer to appropriate support service
- Being able to maintain confidentiality (as appropriate) and treat all matters sensitively and privately
- Use the ALGEE® Action Plan to provide Mental Health First Aid to someone experiencing a mental health problem or crisis
- Listening non-judgementally and hold supportive conversations about mental health problems
- Guiding a person towards seeking appropriate professional help, as your role as a Support Squad member does not replace the need for ongoing support
- Identifying any urgent risk and contact emergency services immediately
- Taking measures of self-care to ensure your own wellbeing is in a good state to provide support for others
- Maintaining your Mental Health First Aider accreditation in accordance with Mental Health First Aid Australia
- Registering with Queensland Rugby League as a volunteer annually.

Please note – you are not responsible for providing a mental health diagnosis, or counselling practices



Ground Maintenance Manager

Responsibilities

The Ground coordinator is responsible for ensuring that the rules and regulations regarding the club's playing fields are respected and observed.

Duties

- Depending on the size of the club, form a grounds sub-committee to achieve the identified tasks.
- Liaise with the local league as and when required and have a sound understanding of the various requirements in relation to ground management
- Ensure that league/region/state policies in relation to ground management are observed
- At the commencement of the season, order line marking and other equipment
- Mark out the playing fields at the commencement of the season
- Ensure that all ground maintenance equipment is in safe working order
- Ensure the dressing rooms, canteen, referee's room, and toilets are in a clean and tidy condition each time they are used
- Ensure the ambulance access is maintained at all times
- Ensure that field lines are clearly marked and maintained in good order for all games
- Ensure that the playing surface is in good order at all times
- Ensure adequate supplies of sand are available
- Organise the watering of the fields / manage irrigation systems
- Advise the Committee of the overall condition of the fields to ensure continued availability
- Liaise with local Council as and when required
- Ensure you are always contactable.

Knowledge and Skills Required

- Can communicate effectively and has good interpersonal skills
- Has knowledge about manure and pesticide
- Has knowledge about gardening and turf management
- Is positive and enthusiastic



Coach

Responsibilities

The Coach is responsible for the development of player's skills and as well as promoting positive attitudes to physical activity and sport in general.

Duties

- Encourage players and team support officials to always abide by the rules
- Encourage players and team support officials to support and respect the [NRL Code of Conduct](#), [NRL National Safe Play code](#) & [QRL Positive Environment Program \(PEP\)](#)
- Encourage players to become involved in rugby league as a safe, healthy, and enjoyable activity
- Introduce programs to engage all players of all abilities
- Maintain a thorough knowledge of the laws of the game.
- Encourage players to always practice good sportsmanship
- Ensure that the coaching reflects the level of the competition being played
- Focus on player development rather than particular skills and drills
- Organise training and match days
- Foster club spirit amongst all players and encourage them to participate in a sporting manner
- Liaise with the club's Coaching Co-ordinator as and when required
- Support the coaching initiatives of the club and league/region/state

Knowledge and Skills Required

- Has leadership skills
- Holds appropriate qualifications as required by the league/region/state
- Has good motivational and communication skills
- Is able to provide positive coaching advice
- Maintains or improves his/her current accreditation level
- Have a sound understanding of modern coaching and teaching principles

Bench Rules & Regulations

Coaches are to remain seated on bench at all times. Under no circumstances is the Coach to call instructions to his 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 Coach to pass comment to any Official regarding rulings that have or have not been made. This includes all comments that are directed at Referee and to Touch Judges, any comments made either at Referee or Touch Judge will result in serious action being taken against offenders.



Sports Trainer – First Responder

Responsibilities

First Responders work in conjunction with the Coach to ensure all players reach and maintain required fitness levels and ensure they have a safe, healthy, and enjoyable training and playing environment.

Duties

The role of the First Responder during a match is to administer first aid and/or offer advice to an injured or ill player. All injuries and illness assessed by the First Responder must be recorded in accordance with the NRL injury reporting guidelines.

First Responders must at all times during a match:

- wear the designated coloured shirt/vest with the following words clearly labelled on the back
 - 'League First Aid' (GREEN shirt/vest)
 - 'Level 1 Sports Trainer' (BLUE shirt/vest)
 - 'Level 2 Sports Trainer' (ORANGE shirt/vest)
- wear appropriate enclosed footwear.

First Responders shall determine (in their absolute discretion) whether a player should continue in a match and, if so, when it is appropriate to resume playing. First Responders acting in an official capacity are bound by the NRL's On-Field policy and Code of Conduct.

In addition, a Level 2 Sports Trainer ("Head Trainer") has the following Responsibilities and Duties:

- The Head Trainer will be the most senior person within the Sports Trainers TEAM and will supervise all on field personnel including LeagueSafe.
- The Accredited Head Trainer will make the final decision on a player's welfare in the absence of a medical professional
- Coaches / administrators / players must always comply with the decision of the Head Trainer.
- All directions given to on field personnel by the Level 2 Sports Trainer / Head Train must be adhered to at all times.



Accreditation requirements:

First Responders must be at least 18 years of age and hold a current relevant NRL accreditation.

The minimum accreditation to perform role of a First Responder on match day is:

- U6-15s: League First Aid; and
- U16s and above: NRL Level I Sports Trainer.

Bench Rules & Regulations

Sports Trainers must be seated and cannot enter field of play until there is a break in play i.e. a try, an injury or unless summoned by Referee. The Sports Trainer is permitted on to the field of play at any time to attend an injured player. This player cannot be active in the process of the game for the Sports Trainer to have necessity to attend him/her. Should further assistance be required by the Sports Trainer, he/she should seek the attention of either Referee or Touch Judge who will stop play immediately they become aware of situation.

[NRL Sports Trainer courses](#)



LeagueSafe

Responsibilities

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

Duties

- Wear a yellow shirt, vest, or jumper with the words 'LeagueSafe' clearly labelled on the back; and wear appropriate enclosed footwear.
- Must be registered to the club
- Must be listed on the team sheet

Field of play access for LeagueSafe Trainers during a match varies depending upon the age group:

- U6-12s: maximum of one (1) LeagueSafe Trainer is permitted to access the field of play at the following times only:
 - after a try has been scored.
 - during a timeout called by the referee; and
 - in the event of an injury, a LeagueSafe trainer can attend to the injured player until the First Responder arrives.
- U13s and above: maximum of two (2) LeagueSafe Trainers are permitted to access the field of play at the following times only:
 - after a try has been scored.
 - during a timeout called by the referee; and
 - in the event of an injury, a LeagueSafe trainer can attend to the injured player until the First Responder arrives.
 - when their team is in possession of the football to conduct interchange and to provide water only.

LeagueSafe Trainers must access the field from an onside position and return immediately to their team's bench area as soon as possible after fulfilling their duties.

LeagueSafe Trainers acting in an official capacity are bound by the NRL's [On-Field policy](#) and [Code of Conduct](#).

[LeagueSafe Course](#)



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 have completed the [MySideline Manager Course](#)
- Must [load the team lists](#) into MySideline Manager every Thursday, by midnight
- 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](#) (when 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 Manager Course](#)



Appendix 2

Junior Coach Recruitment Process

The **(insert club name here)** is committed to a fair, consistent, and professional recruitment and selection process for the appointment of its coaching staff. Our objective is to appoint suitably motivated & competent volunteers and support them to be quality coaches.

Club Mission Statement

To develop a club culture that is inclusive and promotes the values of hard work, humility, and accountability. Provide a fun and safe environment where individuals can not only develop their skills in the sport of Rugby League but feel connected to a community that supports and nurtures their personal growth.

1. RECRUITMENT

- An advertisement for Expressions of Interest for each Season will be called initially in November the previous year then again in January of the year playing.
- All applications should be submitted in writing.
- The number of coaches required will depend ultimately on the number of registrations for each age group.
- When receiving multiple Expressions of Interest, the **(insert club name here)** committee will review and give consideration to all applications.

2. SELECTION PANEL

- Applicants will be processed by the **(insert club name here)** committee.
- The Selection Panel made up of the President, Secretary, Junior vice president, Senior vice president and coaching coordinator makes recommendations to the executive Committee for endorsement.
- The recommendations from the Selection Panel will be sent to the wider Committee for final ratification.

3. APPLICATION PROCESS

- Coaches wishing to re-apply – we encourage retention of good coaches, but applications must be made on a season-by-season basis. No coaching position automatically transfer to the following season.
- New Applicants - All prospective coaches must apply via the Expressions of Interest in writing.
- Upon receiving the written request **(insert club name here)** will reply in writing to each expression of interest thanking them for their interest and provide copies of [NRL Code of Conduct](#), [NRL National Safe Play code](#), [QRL Positive Environment Program \(PEP\)](#) & the clubs coaching curriculum for each candidate to read and be aware of for the interview process.



4. INTERVIEW PROCESS

- (insert club name here) committee will screen each applicant.
- (insert club name here) committee may elect to interview applicant, either face-to-face or phone discussions may be held.

5. SELECTION CRITERIA

- It is not necessary for applicants to have coaching qualifications but if successful, it will be a requirement to attain the required Coaching Accreditation. The (insert club name here) will pay for the cost of the course for those successful applicants requiring accreditation. **Not all clubs may have this policy**
- All applicants must hold a current Blue Card or undertake to apply for and hold this card, where possible prior to the commencement of pre-season training, or as soon as possible thereafter.
- Consideration will be given to the applicant's knowledge, experience, and communication skills in relation to the age group they are applying to coach and for coaching in general.
- (insert club name here) considers one of the most important factors to be, does this coach fit the culture of the club. Will this candidate represent the club and its values to the fullest and positively impact these young people's lives?
- As a general guide, the panel & committee will take into consideration the number of consecutive years that an applicant may have already coached or a particular group of players. Ideally, it is preferred that this is no more than 3 consecutive seasons.

6. APPOINTMENT

- Successful candidates for each coaching position will be notified via phone & email.
- Applicants will be expected to respond in writing via email.
- Unsuccessful candidates will be notified via phone & email once the successful candidate has accepted the offer and terms of appointment.
- It is envisaged that appointments will be made by first week of January where possible and as soon as possible thereafter

7. TENURE & TERMS OF APPOINTMENT

- Coaches are appointed for one (1) season tenure from the date of appointment and terminate on the night of the (insert club name here) AGM for the current season.
- It is a requirement that all applicants follow the (insert club name here) policies, procedures, and coaching philosophies. Specifically, coaches will be asked to sign and uphold the Clubs Code of Conduct and will be required to attend coaches' meetings, team gatherings and relevant club events.
- All coaches will be required to have a thorough knowledge of [NRL Code of Conduct](#), [NRL National Safe Play code](#) & [QRL Positive Environment Program \(PEP\)](#)
- All coaches are required to be accredited for the age group they wish to coach as early in the season as possible
- All coaches report directly to the club Coaching Coordinator



Junior Coach Interview Questions

(insert club name here) Coaching Interview Questions

Applicant Name: _____

Age group: _____

Questions:

1. Why are you wanting to coach?

Look for answers that are deeper than just no one else wanted to so I'll do it. Dig deeper with follow up questions to get a better understanding of their approach.

2. Have you coached before?

If they have coached before ask a follow up question of how it went. Answers that are just about results could be of concern that the coach is too competitive. Look for answers that talk about how they developed players or the rewards they got from seeing players grow as people.

3. What is your coaching philosophy?

Not all coaching philosophies are the same and no one way is the 'right way'. New coaches may not have even thought about this yet and that's ok. Clubs just need to ensure that the coach has similar values to values the club wishes to present.

4. Are you aware of the NRL Code of Conduct and the QRL PEP?

If they say no, then this is a time to point out the importance of them. If the candidate comes across dismissive or negative to these policies, the club should consider whether this person is the right person for the job?

5. As the coach, you are the club's direct representative and a role model for not only kids but also parent behaviour. How do you plan to address behaviour standards or tensions that may arise?

If they don't know, go through the club's code of conduct with them and then ask for their possible approach. Look for positive approaches to this and people that seem like they want to be on board with it. Negative responses are red flags.

6. Do you have a current Blue Card & Coaching accreditation for the age group you are wishing to coach?

If they say yes, then get a copy of their current Blue Card and ensure they register on MySideline asap to check their coaching accreditation. If they say no, explain they must have a Blue Card and that the club Secretary or registrar can assist in getting one. They also must be accredited to coach the particular age group they wish to coach and must have done the course prior to the season starting.



Mini Coach Questions

7. How many training sessions do you plan to do a week?

U6 & U7 teams only really need to train once a week.

8. How do you plan on making training sessions fun?

Trainings should be 75% deliberate play and 25% deliberate practice. Meaning most training sessions should be games based.

9. How do you plan on educating parents on the Player Development Framework and how that positively influences Mini Rugby league?

Most mini coaches will be new to coaching and will not be aware of the Player development Framework. This question is more of a trigger question for the interviewer to outline what it is and how it positively influences mini rugby league and how the club wants to promote it.

Mod Coach Questions

10. How do you plan to educate your parents on the rule changes from Mini to Mod?

Coaches are the primary contact point from the club to parents. Education on the rules is essential to curb parent frustrations or negative comments on the sideline. Quite often they are not aware of the rules.

11. What is your plan on how to rotate players through positions and bench?

Make sure coaches are aware of the requirement to rotate binned positions every half of football and that all players must have had their turn before the second rotation occurs. Also, that the bench and run-on positions change every week evenly.

12. Mod football is where some kids start to become more confident after a couple of years of Mini footy. However, this is also a time where we see many new kids to the game or kids that may have not developed that confidence just yet. How do plan to instil confidence into ALL, of your players.

Look for answers that focus on making sure all kids are involved and focus on the player bib and game time rotations.



International Coach Questions

13. What are your thoughts on squad-based training?

Squad based training is where a club may have 2 teams in an age group. Squad based training is where both teams train together as one squad. Squad based training has many benefits, primarily being focused on player development as a whole age group rather than a skill specific focus for just a few.

14. Age group progression is directly related to the improvement of all the players within the age group, not just your team. How would you structure your training sessions to ensure that every player can learn and improve?

Look for answers that focus on making sure the ability levels are split evenly if breaking down to group drills. Look for a focus of team building and core skill development in a fun way (skilled based games).

15. Consistent coaching is proven to assist players when moving between teams within their age group. What role will you play to ensure that the coaches and support staff within your age group all work together in this area?

Look for answers that genuinely look to involve both coaches in every facet of training. Training plans that are developed together, plays and structures that align between squads and sessions that are planned out together and involve each coach evenly.

16. We appreciate that each team needs time to work on game plans and positional play. How do you think this will work within your assigned training periods?

Look for answers that take into account the previous questions.

17. As a (Div1 or Div2) coach, how will you manage player movements between divisions?

Look for a collaborative approach that plans to work closely with the other coach.

18. Recent coaching forums have identified that there is a large gap in core skill development within most age groups. As a coach, how can you address this in your age group?

Look for answers that have training plans with designated time for that. Also, how they can promote kids to work on these skills in their own time.

19. Recent coaching forums have identified that player development is directly related to how much time they spend playing the game. As a coach, how can you address this in your age group?

Look for answers that have a clear plan on what their bench rotation policy is that there is even (close as possible) game time applied. Play games at training?

20. What's your position on working to an agreed coaching outcomes and environment for your age group?

If the club has a coaching curriculum your potential coaches will need to be on board with it. Look for positive approaches to this and people that seem like they want to be on board with it. Negative responses are red flags.



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