



West Junior Rugby Union (WJRU) Policy & Club Manual





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Revision History:

Rev Date:	Revised By:	Approved:	Purpose of Revision:
28/03/2017	Jason Lacey	Roberta Wansey	First Issue
1/6/2017	Jason Lacey	Roberta Wansey	Updates to WWC, Headgear & TeamStuff
31/10/2017	Jason Lacey	Roberta Wansey	General Tidy up.



1 Overview:

West Junior Rugby Union (WJRU) are a not for profit community Junior Rugby Union Club.

The club is based in the inner west of Sydney and is the main Junior feeder club for the West Harbor Senior Club. WJRU union club can claim a long history in the inner west.

It is a club that demonstrates a high level of engagement from players, family and the community that is characterized by cultural and economic diversity.

The purpose of this document is to capture the policy and structure that has evolved over this impressive history to ensure the continuity of the club and its culture through successive generations.

2 Vision & Mission:

2.1 Vision:

Our vision is to be recognized as one of the most inclusive diverse and positive Junior rugby clubs in Sydney. A Club that players and their families want to engage with.

2.2 Mission:

Our mission is to share the Joy of Rugby a game that by design has a place for every Physical type. Where every player is encouraged and supported to build, their physical and emotional confidence as individuals, and as part of a team.





3 Policy Framework:

3.1 The Function of Policy:

In a sporting club governed by voluntary elected officials that are reviewed annually and change regularly it is important to establish a framework that provides guidance and consistency in the operation of the club.

Policy as imbedded in this document may be reviewed and amended by standing committee by majority decision.

3.2 Decision making procedures:

The policies contained and referenced within this document set out the authorities and responsibilities of club officials from coaches and managers to the club president. The steps for making decisions, establishing or changing policy within the club are as follows:

- A) Decisions within the club shall be governed by the policy set out in or referred to in this document. This includes the authority of coaches and managers to make decisions. Decision made by coaches in managers should be made with reference to the Policy and procedures as set out or referenced in this document. Where there are no policy or procedures relating to the decision then the decision should be made true to the club's vision and mission statements.

If:

- B) there is any disagreement on the decision or ambiguity with regards to the application of these policy or guidance is required then direction should be sort from the appropriate committee member.

If:

- C) the guidance of the committee member has not resolved the disagreement, then direction shall be sort from the Club President. If the decision of the Club president is challenged, then the President's decision will take effect until the matter can be referred to the committee who's decision will be final.

Any issue that arises that is not clearly covered by club policy should give rise to the requirement for a revision of policy.

The club compliance officer is charged with drafting proposed amendments that must be presented and approved by a majority decision of the committee.



4 Code of Conduct:

4.1 SJRU & ARU

Policies of the ARU and SJRU are very clear in respect to code of conduct. The club respects these provisions and actively engages with all in the club to ensure that the expectations and provisions are upheld. A link to these provisions are maintained in the WHJRU web site.

4.2 Discrimination:

WJRU has a history strongly rooted in its cultural diversity and inclusiveness. It is fundamental for the club that the principles are held in the highest of regard and every effort should be made to eradicate discrimination and avoid even the perception of discrimination.

WJRU prides itself in being a leader in the battle against discriminatory or exclusive behaviour's.

4.3 Bullying:

Bullying can come in various guises and can occur in many aspects of the game. Bullying in the following areas needs to be managed out of the club and game:

- Between Players in the same team.
- Between players in opposing teams.
- Between Coaches and Players.
- Between Parents/Supporters and Players/Coaches.

4.4 Parents & Spectators:

The ARU & SJRU have specific guidelines of expectation of spectators and Parents. These are updated regularly and include:

- required measures for signage,
- boundaries to the playing field,
- the presence and authority of ground marshals.
- The authority of Match officials/Referees.
- The citation of Clubs and Players.

Please refer to the requirements as outlined in the links to the ARU SJRU web site that are contained on the WHJRU web site.

As the front-line representative officials of the Club it is expected that the team coaches and managers within the first few weeks of the season call all the Players & Parents together to share the clubs, SJRU, and the ARU expectations of behaviours.

Should an incident arise good or negative occur during the season then Coaches and managers should take the opportunity to recognize positive behaviours in support of the clubs ethos, or in the context of negatives remind Players and parents of the expectations of the code.



5 Sponsorship, Registrations & Fees:

5.1 Registration:

The Club's registration process may change each year for various reasons. For specific guidance on fees and process it is best to refer to the website and or the team managers.

5.2 Fees:

Fees will be resolved annually by the committee they will include provisions for:

- the SJRU/ARU fees for each player/team.
- The costs of any equipment provided.
- Allowances to cover operating expenses not covered by sponsors.

5.3 Sponsorship:

Sponsorships are a critical part of our funding model. It is because of sponsorships that cover a large portion of the clubs operating costs that we can keep our registration fees so low.

All players and parents are asked to support and acknowledge the generosity of our sponsors.

We make commitments to our sponsors about support them and representing their brand along with our own. How we present ourselves and behave has a direct correlation to the breadth and continuity of support they provide.

Managers, Coaches and Players are asked to do the following with our responses:

- Express gratitude for their support.
- Ensure their brand in banners and other kit is routinely presented.
- Actively look to engage with the services that our sponsors offer.
- Recommend our sponsors to those outside of the WJRU rugby community.

5.4 Economic Hardship Policy:

WJRU vision of inclusiveness extends to economic circumstances.

It is the policy of the club to facilitate the participation of players who may not be able to afford the fees.

It is a requirement that all players be registered and financial. If a player/s family is unable to meet the initial registration costs then the Manager of the team/s can apply for economic hardship concessions.

The application is made to the WJRU committee who will consider all applications on the merit.

The Committee or the executive may resolve to provide support in any one of the following ways:

1. Pay the upfront fees on the family's behalf establishing a payment plan.
2. Pay the upfront fees on the family's behalf, subsidizing a portion of the fees.
3. Pay/ Subsidies all of the registration fee.
4. Decline to pay the fees and ask the family to support the club by paying the fees themselves.

Available club funding may limit the number of subsidized memberships, so managers should make their claim as early as possible to avoid missing out.

Irrespective of the funding model all required paperwork must be completed by a child, their parents or guardians.



6 Brand & Association:

WJRU in recent times has worked hard to revise the Brand reinvigorate the image of the Club Brand.

As Such the use and the Brand Logos, photo's, images is regulated by the committee with the view to consistency and appropriateness of use.

Part of the regulation is to ensure that the correct representation of our sponsors is maintained in accordance with the agreements we have with them.

As such any use of the WJRU brand or Log is subject to the approval of the committee.

6.1 Web Site:

One of our main portals to the wider community is our web site. It is managed by volunteers to great effect.

It is an imports communication tool and messaging platform for our sponsors. The content of the web site is managed by appointed administrators, subcommittees WJRU club executive.

Contributions to the website are welcome via the nominated official who has been vested the authority to regulate content.

6.2 Social Media:

The club runs its own social Media platforms for the broader community. All broad based social media communications including match reports should be directed through the nominated Committee member for Social Media management.

Each team is encouraged to set up its own closed group social media platform with the manager or agreed Social Media representative of the team responsible for posting appropriate content to the club sites.

All social media content must comply with the policies and procedures as set out in this document.



7 Team Establishment:

7.1 Establishment Sub Committee:

In advance of the new season a club sub-committee shall be formed with a view to making expeditious decisions with regards to the following:

- Coach selection
- Manager Selection
- Team configuration
- Out of age group requests
- Competition entry, and
- Compliance to Club Policy

The sub-committee should be made up of at least 2 standing committee members that must include the compliance officer and any other persons the committee deems suitable to assist in the task.

The Compliance officer will report back to the committee progress and outcomes of the sub-committee.

7.2 Players:

Age:

All registered players shall marshal in their appropriate age group.

Any requests to play up or down an age group must be made to the coach for the age group the player qualifies for. That coach will conduct the initial assessment and will pass on their recommendations for the request to the committee for approval.

The Committee will review any out of age applications on:

- Merit considering Skills & physical suitability.
- with reference to the rules of the SJRU. This may include a report by an ARU qualified coach.
- the recommendations of the age group nominated coach.

The committee will approve or reject such an request. For players playing down an age group the final decision will rest with the SJRU the committee will make the necessary representations to the SJRU.

Preferred Positions:

The Coach in collaboration with the player and in consideration of player's ability and physical prowess will establish a player's first and second preferred position. This shall be resolved by game 2 of the season at the latest and documented by the Manager.

7.3 Team Establishment:

Player Numbers:

The SJRU Rules relating to numbers are revised annually and take precedence of the values stated below. # refers to number of registered players.



	Min # To Form a competition Team	Run on team Size	Min Run on for SJRU	Max # SJRU Sign On for a game	Max # With Rotation	Min # For Team Split
U 6-7						
U 8-9						
U 10-11	10	12	9	18	20	22
U 12-17	13	15	11	23	26	27

Transferrable players:

In 10-11 age group:

- all players from a lower ranked team can play up in a higher ranked team.
- up to 8 Players from a higher ranked team can be preselected (Start of Season) as available to play down in the lower ranked team.

In 12-17 age group:

- All Players from a lower ranked team can play up in a higher ranked team.
- up to 12 Players from a higher ranked team can be preselected (Start of Season) as available to play down in the lower ranked team. (The numbers allowed are changed by SJRU with the competition rules and need to be confirmed in the competition rules for any given year)

Player Rotation:

Winning in WJRU rugby is achieved once all players are given a fair and reasonable chance to participate in and enjoy the game of rugby. The game score is secondary to this objective.

It is important that all players who are registered and participating regularly in training and game attendance be given fair and reasonable game time.

Oversubscription:

When the number of players in a squad exceeds the maximum SJRU sign on numbers for a game then the Manager & Coach shall manage a rotation system where players are "Rostered Off" fairly and evenly on the following order of priority criteria:

1) Player availability.

For example, if a player is expected to be absent on a game day due to other commitments then this should be regarded as "Rostered Off". It is up to the manager to get a forward forecast of such absences. The manager should maintain an availability register and check this regularly with the Player/Parents.

2) Preferred Positions.

For example, if a side has only 2 registers props and no players with a secondary preference for prop and has 4 registered flankers then the props should not be rostered off but the flankers should. If a team has an abundance of players for a few positions, then every attempt should be made to broaden the skill base of players to allow for a more even rotation of players.



3) Player participation.

If a player can, but is not participating regularly in training or games then the Coach and manager are not obliged to roster them on to play.

Player rotation must be advised well in advance of the scheduled games. This can be done via TeamStuff.

Coaches and managers who have an oversubscribed team should consider rostering players to attend games as fully kitted up Water/ Ball Boys to cover off any unforeseen game absences.

Team Numbers:

If a team has registrations in excess of those indicated above but insufficient numbers to form another team. The options are as follows:

- 1) Establish if there are any shortages in the teams in the age groups above and below.
- 2) If shortages do exist canvas the players in the oversubscribed team any interest in playing up or down.
- 3) Transfer players up an age group providing they are physically equipped to do so.
- 4) Transfer players down an age group if they are physically comparable to the younger age group. (The SJRU allows for an older player to play down provided they meet specific physical criteria and a dispensation is sort.)

Team Decision:

Should the numbers of registered players facilitate the formation of multiple teams then the teams should be split on the following order of precedence criteria:

- 1) Preferred positions. (e.g. if there are 4 props registered they should be split between the teams)
- 2) Player competence (e.g. the more competent props stay in the higher ranked team)
- 3) Balanced team numbers.
- 4) by coaching collaboration (Where the coaches agree on any variances of criteria 1,2 or 3)
- 5) Parent / Player request.

If there is a dispute regarding player allocation or team structure then the issue can be referred to the committee who's decision will be final.

The teams for the first 4 weeks must train together so that the capabilities of players can be fairly assessed by the coaches. Final team lists must be resolved before completion of round 4.

Where a team split results in less than a full playing squad then the Transferrable Players should be utilised to ensure that there is a full squad and reserves at each game. Team coaches and managers should collaborate weekly to manage this.

It may be necessary to request a change in game time of an opposing team to facilitate the attendance of the Transferrable players. SJRU are supportive of this approach providing sufficient notice is given. SJRU do not look favourably on teams refusing to change game times in order to force a Forfeit from a team struggling with numbers.

**Team Coaches & Managers:**

There shall be a separate coach and manager for each team.

Team Names:

The teams will have the following names from highest to lowest competition grade:

- WHJRU Pirates
- WHJRU Buccaneers.
- WHJRU Raiders

Teams of the same age group can & should train together for at least a portion of scheduled training.

Registration and team lists to be finalized before round 4 or as prescribed by SJRU.

No Team:

If the club is unable to form a team in an age group and a Child is not suited for moving up or down age brackets then the child is entitled to a fee refund less the cost of any equipment that has been issued.



8 Safety:

8.1 Injuries:

Injuries can occur in any sport, the data collected by the ARU in terms of the nature and seriousness of injuries in Rugby is covered in Registered Rugby training courses like Smart Rugby.

These courses are critical for coach's awareness in how to prevent, treat and respond to injuries. There are mandatory levels of formal coaching qualification that must be achieved to ensure the safety of players. The club funds the necessary training needed by coaches to satisfy the training standards set out by the SJRU.

The following are important safety measures that the Coaches and Managers of a team must attend too for training and games. It is important to understand that Injuries are just as likely if not more likely to occur at training than in the game.

Tackling:

The point of contact between two players in a tackle is where most injuries occur in Rugby. Specific training in Tackling is a mandatory and critical part of early season training and Coaching qualifications.

Scrums:

The pressures in a scrum can cause serious injury. It is mandatory that the coach pay specific attention to the Mayday rules and training the tight five and front row. Assistance is available to ensure that this is covered fully.

Mouth Guards:

WJRU requires players to wear a mouthguard with all contact training and during games. Players who fail to wear or bring a mouth guard training should have extended non-contact physical training. Over the years we have seen some serious damage to teeth, lips and gums from players who have not been wearing a mouthguard at training.

Coaches should carry spare mouthguards as part of their kit.

Headgear:

WJRU recommends & prefers that players wear headgear. Coaches will encourage the use and proper fitment/sizing of headgear.

Water:

Dehydration can adversely affect a player and a team's performance. It is important that the coach and manager ensure that water is available and presented to the players regularly at training and during games.

As a guide:

- water breaks at training should be provided at 30 min or less intervals. Less if the intensity of training is high or the temperatures are too warm.
- During a match. Water should be presented to players:
 - Before running on
 - After a try is scored.



- During injury Breaks
- at half time
- After full time.

Coaches should be attentive to the signs of dehydration and pull players from the field for rehydration. Signs included diminished stamina, dry lips, headaches etc.

8.2 Working with Children:

No one should be in a direct contact role with the players that is not either a parent or has undergone a working with children check.

All Coaches, Assistant Coaches and Managers at WJRU must provide details of their Working with Children checks to WJRU in order to qualify to fill the role with the club.



9 COACHING:

Coaching is the most critical role in the club for conveying the culture of the club and equipping the children with the skills to enjoy the game of Rugby Union safely.

There is much that a coach must do and consider, this section endeavours to outline the core responsibilities, actions and decision-making frameworks that define a WJRU coach from start of season, training and game management.

9.1 Coaches:

Head Coach:

The head coach is responsible for the players, their preparation, training and game play as such they should be suitably qualified as prescribed by the ARU.

The primary objective of the Head Coach is to ensure each player gets to enjoy the game, build in confidence and reach for their potential. There is no place at WJRU for a Win at All cost, exclusive elite coaching style. Inclusiveness, fairness and the enjoyment of the game must take precedence.

Every player must be given a fair go and encouraged not only by the coach but also by their teammates, the coaching staff must foster this culture.

The level of Qualification of a Head Coach is subject to the age group being trained. The SJRU & ARU sets out minimum qualifications. WJRU preference is to encourage coaches to achieve a level higher than that set out by the SJRU. As a general policy WJRU will fund training for the WJRU coaches to the desired level for the age group.

Assistant Coaches:

It is desirable for each team to have at least one assistant coach.

WJRU works closely with the West Harbor senior teams and endeavours to get a player from the adult sides to be a buddy for the team to assist occasionally in training.

Parent Participation:

The coach where practical should encourage the engagement of the parents in the training. Even so much as to hold a pad, time a run or set out a field. Such engagement is good for the parent, their child and encourages their more active participation in the team and club.

9.2 Training:

Preparation:

Part of the training that is provide for by the club focuses on preparation. A Coach is expected to have a plan for each coaching session. There are many resources available via SJRU, ARU and other associations that can provide insight into coaching techniques.



Equipment:

The club has a range of coaching aids. These are managed by the Gear officer. If a coach has a specific drill in mind that requires equipment like tackle Bags or Pads it's best to contact the gear officer in advance and book the equipment.

Rules of the Game and Competition:

It is the coach's responsibility to be familiar with the rules and any changes and to coach the players in the application of the rules.

9.3 Competition:

Grading:

Coaches and managers should endeavour to enter their team in a competition grade where the teams is equally matched on the field. On any given weekend 50% of teams win and 50% of team loose, to have a side achieving a success rate in excess of 70% brings into question the applicability of the teams grading.

It goes against the clubs culture to deliberately play a team or under represent the capability of a WJRU team in grading. Any deliberate effort by a coach or manager to have a team graded down to "Trophy Hunt" will be the subject of WJRU disciplinary proceedings.

If a Coach and manager finds themselves graded in a competition where the level of play is well beyond the capabilities of the WJRU team then the Committee will assist in facilitation an appropriate regrading.

For clarity for any downward regarding the test is the team is deemed to be highly unlikely to win or draw any more than 30% of games in a full season.

Game Days:

A WJRU Coach is expected to introduce themselves to the other team's coach, manager and the referee before the start of the game.

If there are any concerns raised by the opposing coach managers about the behaviour of a WJRU player being inappropriate then this should be treated seriously with the player in question.

After the game the Coach must thank the other team's staff and players for the match irrespective of their behaviour.

The referee should only be approached by the coach after the game to thank them for their efforts. It is an SJRU rule that a referee can-not be approached with any issues or complaints for at least 15 minutes after the game. The coach should ensure that all the WJRU players thank the referee with a cheer irrespective of any adverse refereeing decisions.

Referees:

Without a referee a game cannot be played. Overzealous spectators and disrespectful players have led to a shortage of well qualified referees.

The coach must always encourage players to respect the Referee and their decisions, good bad or indifferent.



Coaches should actively discourage players negative comments and negative engagement with a Referee. A coach should pull a player from the field if their behaviour to a referee is unacceptable. A coach's quick actions in this regard can help prevent a player being sighted or a game stopped by the referee.

If a player crosses the line with the referee engagement then the coach should insist that the player apologize to the referee for their actions.

Concussion & Injury:

A coach should not knowingly play a player irrespective of the match status if the player is known to have suffered a concussion in the preceding, minutes hours, days or weeks, irrespective of the cause, be it other sports or general play. The SJRU and medical professions have very clear guidelines on recovery from concussion, these guidelines are covered in formal training and outlined formally. All WJRU coaches shall follow the published ARU guidelines of treatment and reporting.

A coach should not knowingly play a player with an injury where that injury is likely to exacerbate by normal play to the extent that they will be unable to attend the next training session because of that injury.

Boil Over:

If there is a player on the WJRU team who is getting wound up or overly aggressive the coach is obliged to give that player a rest to recompose themselves. Should it be necessary to remove the same player a second time then the rest should be for the duration of the game.

Post-Game:

It is critical that a Coach do a post-game briefing with the players. The briefing should include the following elements and should be conducted to encourage player contribution.

- Be positive and focus on what the team did well.
- Talk on the negatives in terms of the things that will be focused on in the next training session.
- Never single out a player for criticism in front of the piers.
- Always deliver criticisms of a specific player one on one and constructively away from other players.
- Thank the parents who participated as officials.
- Thank the parents who have attended.

9.4 Coach's Kit:

Coach's Tool Kit:

Our kids are always eager to play but invariably a kid will turn up without some necessary kit or will find themselves ill prepared. A coach should put together a Kit of gear that they take with them to all training sessions and games.

First Aid:

- First Aid kit. (The club will provide or restock these each year, Managers need to sort this out with the



committee).

- Ventolin Puffer & Spacer. Administration of Ventolin should be governed by the guardian and or the player in accordance with their Asthma management plan. The coach simply has a spare should it be required.
- Tape for strapping.
- Bags for the application of Ice.

Training Kit:

Provided by the Club

- Balls. (Need to be clearly marked for the team and Club.)
- Cones.
- Bibs.
- Water Bottles and or carrier if Players are providing their own.

Tools:

- Ball Pump.
- File. To remove sharp burrs from plastic or metal tags.
- Spare metal/Screw in Tags.
- Tag Spanner or Multi grips.
- Utility Knife and or Scissors.
- Spare Mouthguards.



10 Team Management:

The team manager has the critical and sometimes challenging role of managing the parents and the administrative aspects of the season. The manager is to engage with the parents, encourage their support, seek their feedback and manage communication while the coach focuses on the players.

Like the coach looks for assistant coaches, it is important that Managers look to appoint assistant managers to share the responsibility and have others prepared to cover should the Manager be absent.

The club is happy to formally recognize Assistant Managers.

Things a manager needs to do:

10.1 Communicate:

The manager is the primary point of communication for parents and players.

Critical communication responsibilities include:

- Communicating Game location and training.
- Resolving who is available and any rotations.
- Co-coordinating pick-ups.
- Match Reporting in collaboration with the coach.
- Establish a closed network Social Media Platform for parents to share images, information and reports for the team.

In the 2017-year WJRU introduced TeamStuff as the preferred communication app for the club. All managers and coaches are expected to use this APP.

It is reasonable for a manager to look to a parent who is proficient in Social media to set up and manage any other platforms for communication. Any such platform must apply the policy requirements as set out in this document.

10.2 Fundraising & Sponsors:

Fund raising is a critical part of maintaining the club as such Managers are asked to disseminate information and encourage Parents and their friends to:

- Participate in fundraising events.
- Support our sponsors wherever possible by encouraging the community to use their services.

10.3 Game Day Preparation:

Prepare team Documents:

The manager is responsible for preparing all the documentation required to support the playing of the game, these include but are not limited to the following:

- Establishing the teams in Rugby Link.



- Creating & Maintaining Team lists and sign on sheets for each game.
- Maintain parent contact lists including Email & Phone details.
- Create Text Group list for all parents.
- Create a text Group list for all players.
- Creating the player Photographic record, Photos to be taken and uploaded at start of season.
- Ensuring that all players are financial.
- Ensuring that the appropriate officials are available and rostered for each game.
- Agree and sign off score sheets with opposing manager and Referee.
- Ensure any Yellow or Red card infringements are identified and clearly attributable to the correct player.
- Player list should include all contact details, School, Preferred positions, awards, Training attendance, game availability.

Prepare Team Gear:

Control and distribute all the team gear this includes:

- Ensuring all players are issued with training Jerseys.
- Ensure all players have correct shorts and sox.
- Ensure each player is issued with a Jersey on game day, that their Jersey number is recorded accurately on the game sheet.
- That all jerseys are returned.
- That the parents participate in a roster for washing the Jerseys and returning them the next training night.
- Ensure that the game kit is equipped with the following additional items:
 - Ball Pump.
 - Game Ball.
 - Assistant Referee Bib and flag.
 - Ground Marshall Bib.
 - Trainer Bibs.

Match Officials:

The manager is responsible for ensuring that the appropriate officials are available and rostered for each game. At each game there are several qualified official roles that need to be filled by each team. Failure to provide these officials can result in loss of completion points and cancellation of games. The roles and their qualification are set out each year by the SJRU.

Roles typically include:

- Score/Time keeper.
- Ground Marshall.
- Assistant Referee (Touch Judge)



Game information, Changes & Cancellations:

Managers are to advise parents/guardians/players of game details each week including any changes or cancellations as soon as practically possible.

Wet Weather: Unless otherwise advised, a game should be considered as on. Wet weather lines can be found at the Council website of the ground your team is due to attend. The Canada Bay Wet Weather Website is updated each day and should be checked by Wednesday at 3pm to advise whether training is cancelled due to wet weather.

Arrange Transport:

Not every family can get every child to the game or training. It is the manager's task to link players with other members of the extended team to get them safely to and from games, training or other club events.

10.4 Game Day:

Game Day Actions:

On the game day the Manager needs to do the following:

- Sign on/score sheets need to be printed and taken to every game (not just home games).
- Ensure players sign the WJRU sign on sheet, as well as noting their jersey number.
- Ensure sign on is conducted in view of the ground marshal.
- Review the opposition sheet sign on sheet with reference to photographic Record.
- Ensure points scorers and any players sited (Yellow or Red card) have matching sign on and photographic record data.
- Managers to sign their own sign-on/score sheet and swap sheets to retain the opposition's sign-on/score sheet.
- Provide a weekly match report to the nominated club representative by COB Monday following the game.
- Ask a parent to take a photo or two to accompany match report. Sharing on a closed Facebook or Instagram environment is recommended.

Game Day -Home Games:

In addition to the above if the Game is to be played at a WJRU home ground the following also need to be managed by the manager.

- During home Games it may be necessary for a team to set up or break down a field. The manager needs to ensure that they have access to the equipment lock up and people to support in the needed setup or breakdown of the fields.
- For home games Enter score into the online Rugby Link system by Sunday Evening.
- Manage the BBQ roster. Two parents are required to assist in the canteen / BBQ for an hour prior to their team's game.

Encourage Enjoyment:

Encourage Parents & Spectators to support the game in the right spirit – we want everyone to enjoy the rugby experience and be part of the Wests Junior Rugby family. The SJRU publishes a Code of Conduct for Players and



spectators.

WJRU supports and applies this code of conduct.

Referees:

Without a referee a game cannot be played. Overzealous spectators have lead to incidents of abuse that have resulted in a shortage of well qualified referees.

The manager must always encourage spectators particularly from WJRU to respect the Referee and their decisions, good bad or indifferent.

If a WJRU supporter crosses the line with the referee engagement the Manager should ask them to take a walk, removing themselves from the situation to avoid the game being cancelled.

If the referee was aware of the poor behaviour then the manager is asked to Apologize on behalf of the club and advise the Referee that WJRU is taking steps to address the poor behaviour.

10.5 After the Game:

Jerseys:

Team jerseys are to be washed each week preferably by a team parent on a roster or volunteer basis. Jerseys are to be returned to manager/coach on Wednesday evening at training. This should be a task shared by parents and under no circumstances are players to take home their jerseys to keep for the season. Sorry, they're too expensive to replace if they're not returned.

Weekly Trophy/ Awards:

It is good form and encouragement to acknowledge the strong performance of players in the game post the game. The Coach in collaboration with other officials and players will nominate the awards.

The manager must record the awards, and photograph the recipients.

The award records will assist in end of season Trophy getter selections.

Match Reports:

Each team must provide a match report for every game played.

The minimum content for each match report is as follows:

- Who & Where played and the results.
- Awards Given: Best Forward, Best Back, Best and Fairest Most improved as a minimum.
- 1-2 Photos. Preferably of the award winners.

Text reporting positively on the game is not required but goes a long way to getting a good message out to the broader WJRU community.

Submitting a Report on TeamStuff or Facebook is acceptable.



11 Representative Rugby:

The club is focused on the enjoyment of the sport and encouraging each player to meet their full potential.

For some that play they demonstrate a more advanced understanding and specific talents for the game. This may come and go as they grow. To that extend the WJRU, SJRU and the ARU provide a variety of pathways to play in representative teams or participate in development programs.

If a team has a player of notable talent and the coach feels that the pathways to demonstrate the talent are not evident then the coach and manager should consult with the committee to see what paths can be opened up. Sometimes this path may lead them away from the WJRU team and club.

It is important to recognize that players who may not demonstrate an exceptional talent when they are younger may develop into Elite players if they are encouraged on the journey alongside the apparently more gifted players.



12 WJRU Constitution:

WJRU as part of its incorporation has a constitution.

This constitution sets out many formal, legal rules and regulations that the elective executives must abide by and enforce.

The constitution covers many things including but not limited to the following:

- Liabilities.
- Processes for decision making.
- Processes for election of officials.
- Complaints procedures.
- Office bearer responsibilities.

A copy of the constitution is available from download form the WJRU web site or can be provided on request.

13 The Committee:

The committee is made up of annually elected officials, appointed office bearers and volunteers.

There are no paid committee positions and all give freely of their time and expertise for the benefit of all in the club.

All in the WJRU community are encouraged to participate in the operations/running of the club.

It is critically important that the efforts of these individuals are acknowledged and respected.

All participants on the committee are aware that they are not perfect and don't always make the best decisions in the view of all the community. The objective is to make a decision that is in line with the clubs culture and ethos.

As such if any individual has issues with the actions or decisions of the committee they are encouraged strongly to give as freely of their time and expertise to improve the club by participating in the delivery of services as part of the operational team.

If they have not the time or capacity to actively engage in the running of the Club then they are encouraged to restrain their complaints and provide their view privately as a constructive suggestion to the committee members.

14 Working with Children:

The SJRU requires that all people working in close contact with children need to undergo a formal "Working with children" check. This applies even if the person is directly related to one of the children in the team.

The working with Children checks are to be in place before the start of Round 4 of any given season.

For WJRU the requirement is for a WWC check is extended to all committee members and all prospective elective officials in advance of the Annual Elections.



15 Publication & Social Media Policy:

SJRU has considered policies and procedures that Clubs can review and apply with regard to social media and electronic communication in the context of sporting associations and clubs.

First and foremost, it is important to remember that as part of the Registration process, a parent or guardian will agree to the ARU Release and Waiver which includes the following statement:

(iv) agree that ARU, your Member Union or Club may use your name or image in any form or medium for marketing, promotional and research activities

SJRU's three key points in relation to images being used on social media are:

- 1) The onus is on a parent or guardian to inform the Club that they in fact do NOT consent to images of their children being used online.
- 2) If a Club receives this request, they are obligated to take all necessary actions to ensure that this is adhered to Whilst the ARU Release and Waiver suggest otherwise, best policy may be to NOT include full names of a child to be attached to images
- 3) Be sure to keep content respectful of the children and make sure that the content relates to rugby activities

SJRU and all our Clubs are bound by the ARU Member Protection Policy which offers the following Position Statements:

15.1 Cyber Bullying/Safety

Bullying and harassment in all forms is regarded by the ARU as unacceptable. New technologies and communication tools, such as smartphones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. Bullying has the potential to cause great anxiety and distress to the person who has been the target of any comments or statements. The ARU will not tolerate abusive, discriminatory, intimidating or offensive statements being made online. In some cases, bullying is regarded as a criminal offence punishable by imprisonment, amongst other things. Frustration at a referee, team-mate, coach, or sporting body should never be communicated on social network channels, but rather by way of reasoned and logical verbal and written statements and where appropriate, complaints, to the relevant controlling Rugby Body.

15.2 Social Networking Websites

The ARU acknowledges the enormous value of social networking websites, such as Facebook and Twitter, to promote our sport and celebrate the achievements and success of the people involved in our sport. We expect all people bound by this policy to conduct themselves appropriately when using social networking sites to share information related to our sport.

Social media postings, blogs, status updates and tweets:

- must not use offensive, provocative or hateful language;
- must not be misleading, false or injure the reputation of another person;



- should respect and maintain the privacy of others;
- should promote the sport in a positive way.

Further guidance on developing a Communications Policy is available at www.playbytherules.net.au

To drill down into further detail, SJRU contacted the Office of the Children's Guardian. Their representative offered the following guidelines and resources (domestic & international) to assist NSW Rugby:

Australian agency advice

<http://www.playbytherules.net.au/toolkits/social-media-toolkit>

https://secure.ausport.gov.au/clearinghouse/knowledge_base/organised_sport/sports_administration_and_management/social_media_and_sport

International advice

<https://thecpsu.org.uk/resource-library/?topic=1104>

<http://www.sportandrecreation.org.uk/smart-sport/communication/communication-strategy/social-media>

16 Photography Policy

16.1 Overarching Principles

WJRU photography policy derives from similar sporting bodies Policy. The basic principles are:

- **Permission:** Every parent or career has the option to decline permission for the taking and publication of images/videos of a young person in their care
- **Appropriate Circumstances & Attire:** Photography/video must be undertaken in appropriate circumstances. All young people must be appropriately attired at all times.
- **Publication and Identification:** Publication should not be done in such a way that young people are identifiable; images should be published without accompanying sensitive personal details such as a young person's address
- **Focus of the Photography:** The imagery should focus on the activity rather than any individual
- **Equity Policy:** Wherever possible, imagery should reflect the diversity of the young people making up The Clubs membership
- **Third Party Photography:** Whenever professional photographers or outside media are invited or commissioned, the Club will require identification and safeguarding measures to ensure only the proper use and dissemination of imagery.

The Law

In Australia there is no law restricting photography of people (including children) in public spaces as long as the images are not:

- indecent (such as 'up skirt' or 'downblouse' photographs taken covertly in change rooms or toilets)
- being used for voyeurism or made for observing and visually recording a person's genital or anal region



- protected by a court order (e.g. child custody or witness protection)
- defamatory
- being for commercial purposes (person's likeness is used to endorse or entice people to buy a product).

Photos of a child (including your own child) also contravene Criminal Codes and censorship laws if the child is photographed in a provocative or sexual manner.

Where a sporting event is held on a club's private property, privately owned land, a school or council owned facilities, the owner of private property or venue is able to restrict, ban or require permission of photography anywhere in their venue (e.g. some council owned facilities will not allow mobile phones or cameras in change rooms or toilets). Where a sporting event is held on private property not owned by the organisers, it is good practice to determine a mutually agreed photographing policy.

If a person is taking photographs inappropriately (e.g. breaching the restrictions or ban in place for that private property or venue), then venue management can request the person to stop. If the person refuses, the police or security may be called to escort them off the property.

Circumstances of photography/video

Photographs/videos of junior players are usually taken in the following contexts. This list is not exhaustive.

- Coaching - video may be filmed and used thereafter for coaching purposes
- Action photographs - general photographs of players during a game
- Team photographs - posed group photos of teams
- Awards and ceremonies
- Press coverage - local, national and specialist rugby media photographs/video
- Tours and festivals - at other Clubs and grounds which will be subject to the host Clubs policy permission.

All parents/guardians are asked to indicate by email to the club secretary (info@burraneerrugby.com) if they do not consent to the taking and use of photographs/videos featuring their children throughout the season. If consent is not withheld, the parent or career permission continues throughout the season, terminating at its conclusion, unless the parent or career notifies the squad manager and Club Working with Children Officer, in writing, of a change of mind.

The result of withholding or withdrawing permission is that the Club reserves the right to require the parent or career to be present throughout an event where photo/video is expected to be taken and to undertake to supervise and monitor the event for the purpose of safeguarding their child.

Focus and content of the imagery

Images taken by parents, careers, supporters and coaches at the Club's grounds, and at away games, tours and festivals where the host Club applies no stricter policy, should comply with the following restrictions:

1. The Club adopts the appropriate guidelines on appropriate dress for young players. These recommend that all young people featuring in photographs/videos be appropriately dressed with outer clothing/ garments covering their torso between the bottom of the neck and the thighs i.e. a minimum of a vest/shirt and shorts. For formal photographs players should be properly dressed in Club kit.
2. Wherever possible the Club also undertakes to reflect appropriate equity. Accordingly, photographs/videos should represent the diversity of young people participating in rugby at the Club.



3. Photographs/video should focus on the activity rather than any particular young person. Where possible photography of young people should concentrate on small groups of players.

Sensitive Information

Photographs/videos should not include nor be accompanied by sensitive information which might enable a stranger to identify the players. Such information might include, but is not limited to, an image of the player's parent or guardian, the players full name, age, address, email address, telephone number or such personal details of the parent/guardian or the parent's/guardians personal details.

Publication by the Club of Imagery

The Club must have general parent or career permission to use an image of a young person (see above). When such permission has been given, the Club may publish photographs/videos in its own materials or via third party media organizations such as the local press. Such publication of photographs/videos will not include any sensitive information described or identified above of the young people or of their parents or careers. The majority of photographs taken and used by WJRU is for the purpose of social media and web content, without providing private and sensitive information. This policy is in line with the majority of sporting clubs.

Publication by Others of Imagery

The Club must have general parent or career permission to use an image of a young person (see above).

Photography/Video by the Media or Third Party

The Club reserves the right to invite photographers from the local media or rugby specialist press to record the Clubs events. If it does so it undertakes that it will;

1. Require any such photographers to register upon arrival at a Club event; to carry with them, at all times, bona fide and appropriate identification which must be produced on request and to abide by the overarching principles set out above
2. inform parents and participants that one or more media photographers will be present and
3. not approve/allow unsupervised access to the players, one-to-one photography sessions with players, nor photo sessions outside the event or at any players home.

Use of photographic/video equipment by parents/guardians and adult supporters

Parents and careers are advised that if they have concerns about inappropriate or intrusive photography/filming these should be reported to the team manager, to an event organiser or to an official so that these may be recorded and dealt with in the same manner as any other child protection concern.

If parents or careers or adult supporters wish to take images of a game, session, or event at a Club ground, they must ascertain whether any member of the squad has had permission withheld for photography; at any other ground they must also be prepared to comply with the policy of the host Club.

In addition, wherever the Club's young players are playing photographers may be required to identify themselves and state their purpose for photography/videoing an event. They must, if advised that any visiting or host Clubs young player withholds permission for photography, cease doing so immediately unless able to come to an arrangement with that players' parent or guardian.

The Club reserves the right to contact authorities in the event that any individual refuses to stop taking photographs/video or refuses to identify themselves upon challenge by the Club.