



Illawarra District Rugby Union



Junior Illawarriors

Management Manual

2017

Version 1



Introduction

The purpose of this Management Manual is to provide Team Managers and Coaches with a hands-on reference guide for the 2017 Junior Illawarriors campaign.

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NSW Country Championships 2017 - Overview

Age Group	Dates	Venue / Host Club
U12	xx and xx May 2017	[District] [Venue]
U13	xx and xx May 2017	[District] [Venue]
U14	xx and xx May 2017	[District] [Venue]
U15	xx and xx May 2017	[District] [Venue]
U16	xx and xx May 2017	[District] [Venue]
U17	xx and xx May 2017	[District] [Venue]
U18	xx and xx May 2017	[District] [Venue]

NSW State Championships 2017 – Overview

Venues and dates to be announced/confirmed by NSWJRU in November

Age Group	Date	Venue
U10	x July 2017	Narrabeen
U11	xx and xx June 2017	[Venue]
U12	xx and xx June 2017	Camden
U13	xx and xx June 2017	[Venue]
U14	xx and xx June 2017	[Venue]
U15	xx and xx June 2017	[Venue]
U16	xx and xx June 2017	[Venue]
U17	xx and xx June 2017	[Venue]
U18	xx and xx June 2017	[Venue]

Programme Coordination & Management

The overall coordination of the program will be controlled by

Role	Name	Email	Mobile
IDRU Director / Junior Chairman	Len Blackmore	blackmore.ruralco@gmail.com	0448 437 631
IDRU Treasurer	Scott McKellar	treasurer@idru.com.au	0439 848 648
IDRU Director	Evan Poata-Smith	evanps@uow.edu.au	0429 596 564
IDRU Junior Director of Coaching	Tony Leeder- Smith	tls007@bigpond.net.au	0409 719 304

Season Schedule

1. Expressions of Interest called for from prospective Coaches and Managers – July 2016
2. Coaches and Managers appointed – July 2016
3. First Musters – Quarter 4 of calendar year 2016
4. Remaining Musters – Quarter 1 calendar year 2017
5. NSW Country, and State Competitions – May, June and July 2017

Coaching Requirements

The IDRU Junior Director of Coaching is a new appointment for 2017, coordinating the standard and development of coaching across Illawarra Junior Rugby in conjunction with the overall IDRU Director of Coaching. This role will work with Representative coaches, and after the representative season, club coaches, to:

- create and develop an Illawarra ‘brand’ of rugby
- develop a high standard of elite coaching and coaching programs for Illawarra representative teams
- develop a high standard of District coaching and coaching programs that provide challenge and development for all players
- provide support and guidance on all coaching matters across junior rugby in the Illawarra

All coaches, assistant coaches, trainers are required to **SmartRugby** compliant. Coaches are to be at a minimum **ARU L1** accredited and **ARU L2** for age groups Under 13 and above.



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Chris Sellar will be conducting a **SmartRugby/Coaching Update Course** for all Junior Illawarrior Coaches as follows:

When: Online training being implemented in January 2017 – please ensure you complete this training.

Please register with Chris Sellar (Cseller@nswrugby.com.au) to participate.

*****NO SmartRugby – NO Coaching or Managing*****

Musters and Selections

The first four musters will be common musters held at a single venue for all age groups. This will allow:

1. The Junior Director of Coaching to work with appointed coaches
2. Independent selection teams to be present to assist team coaches
3. A clothing stall to be set up to ensure correct sizing of representative kit
4. A BBQ and 'big event' feel for all attending

After these initial sessions, teams can move to individual preparation schedules under the overall coaching program.

The individual teams will be managed by the Team Managers, who are responsible for detailed budget planning, coordinating team accommodation and transport through the appointed travel services provider, food requirements etc.

Tours

There are two annual IDRU Tours:

1. Under 13 to New Zealand, in April
2. Under 16 to either Japan, Hong Kong or Singapore, in July



Team Management [update details below]

U10s

Role	Name	Email	Mobile
Manager			
Coach			
Assistant Coach			

U11s

Role	Name	Email	Mobile
Manager			
Coach			
Assistant Coach			

U12s

Role	Name	Email	Mobile
Manager			
Coach			
Assistant Coach			

U13s

Role	Name	Email	Mobile
Manager			
Assistant Manager			
Coach			
Assistant Coach			



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U14s

Role	Name	Email	Mobile
Manager			
Coach			
Assistant Coach			

U15s

Role	Name	Email	Mobile
Manager			
Coach			
Assistant Coach			

U16s

Role	Name	Email	Mobile
Manager			
Assistant Manager			
Coach			

U17s

Role	Name	Email	Mobile
Manager			
Coach			
Assistant Coach			

U18s

Role	Name	Email	Mobile
Manager			
Coach			
Assistant Coach			



Trial Matches and Other Important Dates

Illawarra Junior Competitions

The Illawarra Junior Competitions are due to commence with gala days on xx March 2017 and Round 1 on xx April 2017.

Trials

The following trial fixtures are planned:

- | | | |
|----------------------------|--------|---------------|
| 1. Trial 1 v Central Coast | Camden | xx March 2017 |
| 2. Trial 2 v xx | xx | xx April 2017 |

Individually organised trials are permitted but must be sanctioned by the IDRU to enable insurance coverage.

Other Functions

The following functions are provisional and will be confirmed (with dates) in due course:

- Junior Illawarriors Presentation Builders Club xx July 2017

Player Registration & Insurance

Player Eligibility

- Only players who were **registered and played in 50% of the games in the 2015 Junior Illawarra Competition, that are currently registered for an Illawarra Club, and who are playing in the Illawarra Junior Rugby Competition** can be considered for selection.
- Queries relating to eligibility of individual players are to be directed to Len Blackmore (blackmore.ruralco@gmail.com). Extenuating circumstances will be considered for eligibility at team staff request. This to be done before trials.

Player Registration and Insurance

Before **allowing a player to participate in any training, trial matches or championship match**, he or she **must be registered** with one of the Illawarra clubs:

- | | | | | |
|-------------|--------------|-----------------|----------------|-----------|
| ✓ Avondale | ✓ Bowral | ✓ Camden | ✓ Campbelltown | ✓ Kiama |
| ✓ Shamrocks | ✓ Shoalhaven | ✓ Tech-Waratahs | ✓ University | ✓ Vikings |

Players must have re-registered in 2017 (before participating in any rugby) to be insured. Clubs must be current in their payment to NSWRU for insurance and participation fees.



First Training in 2017

- **Managers must ensure that all players sign a new registration form BEFORE commencing any training in 2017. With the form, managers can reregister that player with his/her current (i.e. 2015) club.**
- **Team lists are required for Country and State Carnivals, to be presented to the IDRU Junior Registrar by 31 March 2017.**
- This is a pro forma registration for Representative team purposes only.
- This process **does not affect** any player who wishes to change clubs for the 2017 season. This can be done at any time during the year. The normal transfer process applies.

Player Conduct and Disciplinary Processes

Team Coaches and Managers must ensure that Representative Teams (players and coaches) do not engage in

1. any form of abuse of other players or spectators
 2. any form of match official abuse
- Our Representative Players must treat all other players, coaches, match officials, spectators etc. with respect at all times.
 - Players should NOT be considered for selection if they are known to be irresponsible or if they have a history of misconduct (either on or off the field) and are therefore to be considered a potential liability for your team.
 - Players (and Parents) are to sign the attached Junior Illawarrior Players' Code of Conduct

Notify of any Misconduct

Len Blackmore is to be informed immediately of any disciplinary issues arising (red cards, misconduct by players or officials at trial matches or championships, at functions or on camps or tours)

Notification must include:

- **Name(s) of player(s) or official involved**
- **Disciplinary issue details (even if, as yet, unsubstantiated)**
- **Action already taken by Manager/Coach**

We need to be informed of any potential negative news items, reports that may arise and which may impact on the reputation of the game.



Escalation of Issues

Len Blackmore is the point of escalation for any issues with parents etc. Escalation should be considered:

- if both coach and manager feel they cannot manage the issue themselves
- if they feel it could impact negatively on the IDRU as a whole

Gear & Clothing

All gear and clothing for the Junior Illawarriors Programme will be bought from our contracted supplier for 2017, Canterbury. The clothing order for each team will have the Illawarra Rugby and Junior Illawarriors logos (all teams and staff will wear a common design uniform):

- 23 Player Jerseys, Shorts, Socks (U12 to U18) and 18 Player Jerseys, Shorts, Socks (U10 and U11)
- 23 Player Training Shirts (U12 to U18) and 18 Player Polos (U10 and U11)
- Coach / Manager Polos (based on the appointments)

All other clothing requirements are to be purchased direct through the Canterbury online store which will have the Illawarra Rugby Logo only. The payments will be direct between the purchaser and Canterbury.

The Canterbury Illawarra online store website address is <https://rugbyhub.portalogue.com/plservlet>.

The following BASIC PACKAGE will be ordered for each squad player:

Shorts	\$19
Socks	\$7
Jersey	\$44
Training Shirt	\$33
Total Package Price:	\$103 per player
Package Cost for 23 players:	\$2,369

Staff Polos shirts:

Polo	\$25
Staff Gear (per person):	\$25

Note – Additional Team Sponsors Logos on Shorts, Polos and Hoodies will cost \$5 per logo per garment.

Optional Gear available for personal order (at personal cost) from the Canterbury online store – note that these items do not have the *Junior Illawarriors* logo, only the *Illawarra Rugby* logo:



Hoody	\$36
Polos	\$25
Training shirts	\$33
Back packs	\$28
Caps/bucket hats/beanies	\$14
Jackets	\$61
Tracksuit Jackets	\$45
Tracksuit pants	\$55

Budget Planning

Managers are required to submit to the Treasurer (treasurer@idru.com.au) a detailed Budget for their team by **21 January 2017**. The budget form will be emailed to each individual Team Manager.

Expenses

Budget must include all planned expenses such as:

- Accommodation
- Travel costs
- Food and drinks
- Gear (clothing)

The following costs will be covered centrally and **do not need** to be included in individual team budgets:

- Competition entry fees
- Training balls & equipment (budget of \$100 to \$150 per team)
- Presentation costs (function and awards)

Income

Each team will be allocated a budget contribution from the IDRU. This varies according to the needs of individual sides based on their championship venues for 2017. Allocations will be determined once budgets are submitted and will not be paid if no budget is submitted.

The managers are required to collect from each player:

- Compulsory player levy \$170

After considering the above compulsory components of income (grant, levy and raffle tickets) any shortfall in your budget must be accounted for by your own team fund raising activities.

Fund-raising activities can include:



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- Sausage sizzles
- Sponsorship

Michelle Devine has been appointed IDRU Fundraising Coordinator and has implemented 'Scratch and Support' cards for team fundraising. Revenue will go to consolidated funds and be allocated on a needs basis.

Including additional levies and raffle tickets players should not be asked to contribute more than \$350 (Contribution Cap) U13 and U16 tours excluded. This cap recognizes the financial limitations of many families within the Illawarra. Managers need to review expenditure if player contributions exceed this limit



Sample Budget

Junior Illawarriors Under xx

INCOME		
Grant (from IDRU)		1500
Player Levies	\$100 per player	2300
TOTAL COMPULSORY INCOME		3800
EXPENSES		
Team Gear (from Central)		3000
Accommodation (Players)	e.g.: \$ 56 per night x2 x23	2576
Accommodation (Management)	e.g.: \$ 100 per night x2 x4	800
Food	e.g.: \$ 40 x 26 persons	1040
Travel & Transportation	e.g.: Petrol allowance	500
Travel & Transportation	e.g.: Coach hire	1200
Other		150
TOTAL EXPENDITURE		9266
DEFICIT		5466
To be financed by:		
Additional Player Levies	e.g. additional \$150 per player	3450
Sausage sizzle		500
Sponsorships		
ABC Ltd		1000
Acme Transport		500
TOTAL ADDITIONAL FUNDRAISING		5455

The **team management** is responsible for all additional fundraising. The IDRU will assist with the following:

- Sponsorship invoices for companies (ie. Tax Invoices) – contact treasurer@idru.com.au
- Public liability insurance (required for any public fundraising event) – download from Resources section of website (www.idru.com.au)

Please notify the IDRU Treasurer of these activities (in advance) to ensure that all legal requirements (public liability insurance etc.) are complied with.



Financial Processes

Clothing

- Bulk order for gear will be submitted by Evan Poata-Smith in late January 2017. Team Managers need to confirm all sizing (obtained by trying on clothing at the common muster events) to Evan by 28 January 2017 (a clothing order form will be sent to all managers). This will allow for delivery by early to mid-April 2017.
- Payment by Treasurer.

Travel and Accommodation

Accommodation

Managers are to coordinate through the appointed travel management company, **Platinum Rugby Tours**:

**Greg McCarthy
Managing Director
Platinum Travel Corporation
0418 321 732**

for their teams as soon as possible (ie. as soon as budget is approved)

- Arrange for a Deposit Invoice (Illawarra District Rugby Union)
- Forward invoices immediately to Treasurer for payment
- Treasurer will confirm payment by reply email (within two or three days)
- Note: the IDRU does not use a Credit Card – private Credit Cards may need to be given as security)

General Invoice and Payment Processes

Where payments do not occur through Platinum Travel, please ask your suppliers to issue Tax Invoices to:

**Illawarra District Rugby Union
PO Box 7130
Gwynneville NSW 2500
Email copies to treasurer@idru.com.au**

Payments will be done by electronic transfer. So suppliers must be asked to provide:

**BSB Number
Account Number
Account Name**



This will ensure invoices are paid promptly and correctly.

Managers' Financial Responsibilities

Collection of Player Levies etc.

Managers are required to collect the player levies and raffle ticket monies.

Deposit these monies into the IDRUG Account:

Institute:	Illawarra Credit Union
Account No.	249901538
BSB:	802-249
Account Name:	Illawarra District Rugby Union

Deposits can be made by cash or cheque. Please ask the teller to enter a reference on the deposit:

eg. **Ref: U12's Levies**

Player Levies are to be collected by 31 March 2017

Additional Funding must be collected by 30 April 2017

If team levies are not collected before the Country Championships, they will not be competing

Reporting

- Managers must submit monthly reports from March to May detailing your money collection.
- At the end of the campaign, immediately after the Championships, the Manager should submit a full reconciliation report with all income and expenditure (including cash receipts etc.)

Information

- All of the above processes can only work if all participants are kept informed.
- Forward invoices etc. to treasurer immediately, indicating status (payable, pay by date, do not pay etc.)
- Please give treasurer advance notice of payables – preferably at least a week ahead



Training Venues

- It is the responsibility of each team management to arrange suitable training venues apart from the common muster sessions at the start of the program
- Costs incurred must be included in team budgets

Always get permission

- Do not use any club ground or any other public venue without appropriate permission

Adverse Weather

- Check with hosting club about training facilities if there is adverse weather

DO NOT ABUSE THE HOSPITALITY PROVIDED BY HOSTING CLUBS & VENUES

Trial Matches

Trial matches will be coordinated by Len Blackmore.

The following trial fixtures are planned:

- | | | |
|-----------------------------------|---------------|----------------------|
| 1. Trial 1 v Central Coast | Camden | xx March 2017 |
| 2. Trial 2 v xx | Hunter | xx April 2017 |

- Dates and Venue to be coordinated with the Junior Committee (via Len Blackmore).
- As soon as a schedule is available, this will be published on the IDRU website.
- IDRU must sanction all trial matches being played in the Illawarra Zone.
- Costs for trial matches must be included in team budgets.

Website, Facebook and Team Notices

Official team notices

- Official team notices will be published on the IDRU Website and Facebook Page under the Junior Rep section.
- A team notice template is attached (word doc). Please complete and amend as required.
- Please order players alphabetically (Family Name) and insert Club in brackets.
- This enables the webmaster to upload the notice quickly and without the requirement for unnecessary additional formatting.



- Please give the IDRU Secretary (secretary@idru.com.au) ample time to publish the notices.

Team Reports

- Managers, coaches and informed parents and supporters are encouraged to write reports on the Representative teams to publish on Facebook and the website
- Reports will create enthusiasm and pride amongst our young representative players
- Photos can also be uploaded to Facebook and the website, so these should be attached to any reports/articles sent
- Email reports/articles to secretary@idru.com.au or post to the Facebook page [@Illawarrajuniorryugby](https://www.facebook.com/Illawarrajuniorryugby)

Opportunities include:

- ✓ Successful team preparation reports
- ✓ Trial match reports
- ✓ Team selections
- ✓ Championship Reports
- ✓ Player profiles

Team Notice Template

The following template provides a rough guide for publishing team notices on the IDRU website.

- Please forward the notice as a word document to secretary@idru.com.au
- Use Arial font, 14pts.
- Player lists: list in alphabetical order (Surnames)
- Please add club name in brackets

Sample Template:

Ux's Junior Illawarriors Training Squad Announced

The coaching staff of the Uxs Junior Illawarriors team has announced their training squad for the 2017 Representative season.

Training is due to commence on XX XX XXXX.

[some comments by the coach]

The training squad is:

- *Joe Blogs (Rugby Club)*
- *Mike Smith (Rugby Club)*

Congratulations to all players selected.



Team Manager: **XXXXXXXXXXXX** abc@idru.com.au

Attachments

- 1. Team Budget Template**
- 2. Rep Code of Conduct – to be signed by players and parents**
- 3. Competition Rules – NSW Country Championships (as soon as available)**
- 4. Competition Rules – NSW State Championships (as soon as available)**
- 5. Working with Children Process – to be completed by all coaches/managers**
- 6. Checklist**



Team Budget Template



**Illawarra District Rugby Union
Junior Illawarriors Code of Conduct 2017**

1. Players must attend all training sessions and trials unless approved by team staff.
2. Dress code as set out by Team Managers must be followed at all times.
3. Players and supporters must respond to team staff directions at all times.
4. Players and supporters must follow the requirements of Respect Rugby at all times. Misbehaviour on or off the field will result in removal from the representative program.
5. Any team member or supporter causing damage to property will be liable for organising and paying for repairs and maintenance, and will be subject to disciplinary action.
6. The use or possession of alcohol or prescribed substances by players will result in immediate expulsion from the representative program.
7. Players and supporters will not verbally or physically abuse or harass match officials. Any such behaviour will result in disciplinary action.
8. Acceptance of the terms of this Code of Conduct is a pre-requisite for participation in the 2017 Junior Illawarriors program.
9. Players and supporters further accept the terms of the ARU and NSWRU Codes of Conduct which are part of this Code of Conduct under Respect Rugby tenets.

Players name:	Parent/Guardian Name:
Signature:	Signature:
Date:	Date:



Competition Rules - Country



Competition Rules – State



Working with Children Requirements

- Please go direct to the following website and complete the online clearance process
<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>
- Clearance numbers are to be sent to Len Blackmore by 31 March 2017

2017 Junior Illawarriors Checklist				
Item	Task	Due Date	Check	Comments
1	Budget submitted and approved by IDRU Treasurer			
2	Kit - sizes sent to Evan Poata-Smith			
3	Kit - Additional requirements submitted (balls, cones etc)			
4	Working With Children Clearance obtained from Roads and Maritime Offices			
5	SMART Rugby Accreditation obtained from online training program			
6	Players registered for Illawarra Clubs - confirming eligibility by having played for 50% of 2015 season or by approval of Board Representative Sub-Committee			
7	Collection Player contributions *\$170 levy *fundraising arrangements			
8	Funds deposited in consolidated IDRU account for team use			
9	Representative Code of Conduct signed by players and parents/guardians			
10	Accommodation and transport booked via Platinum Travel			
11	Training venues booked			
12	Training Schedule published			
13	Catering arrangements finalised - training, tournaments, trials			
14	Trial match preparation			
15	Monthly budget reports to IDRU Treasurer			
16	Team information reports to IDRU Secretary for posting on website/Facebook			
17				
18				