



# **TOOWOOMBA RUGBY LEAGUE**

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## **Representative Policy**

May 2023



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## 1. Purpose

This document has been created for the Toowoomba Rugby League (**TRL**). The purpose of this policy is to outline how the TRL representative sides are selected and managed, as this is the representative pathway for players within the Toowoomba and greater Darling Downs region.

## 2. TRL Representative Teams

The TRL representative teams consist of the men's and women's 47<sup>th</sup> Battalion Representative Sides.

## 3. Selection of Coaching and Support Staff

### 3.1 Appointment of Positions

The TRL will call for nominations for the various representative positions after completion and review of the 47<sup>th</sup> Battalion Carnivals. Nominations will be made via the representative nomination form (Appendix 1) to the TRL Coaching Selection Panel (**Coaching Selection Panel**).

The TRL Board (**Board**) will appoint a three-person Coaching Selection Panel to assess the nominations and make recommendations to the Board. One of the positions on the Coaching Selection Panel will be a representative from the Western Clydesdales. The positions will then be accepted and adopted at the next TRL General Meeting.

### 3.2 Positions

Each representative team will have the below staff appointed:

- Head Coach
- Assistant Coach
- Manager
- Sports Trainer

The Board must approve any additional staff.

All positions will be re-evaluated annually and will be open for reappointment by the Coaching Selection Panel.

### 3.3 Minimum Requirements

All representative staff must hold the relevant qualifications for their appointed positions:

Position	Qualification(s)
Head Coach	Minimum Senior Club Coach Qualification.
Assistant Coach	Minimum Club Coach and Leaguesafe Qualification
Sports Trainer	Minimum Level 2 Sports Trainer Qualification.
Manager	Minimum Leaguesafe Qualification. Relevant experience preferred.

Representative staff will not be related to players eligible to be selected to teams under their control. Coaching staff will not be considered if they are currently (or intending to be)

appointed to a coaching position with a TRL Club during the course of the Representative period.

## 4. Representative Staff Expectations and Responsibilities

All representative staff members will act in the best interests of the TRL and act within the Queensland Rugby League and National Rugby League Core Values and Beliefs.

All representative staff members must be over the age of eighteen (18) years.

### 4.1 Head Coach

A full description of the roles and responsibilities of the Head Coach can be found in Appendix 2 of this document.

### 4.2 Assistant Coach

A full description of the roles and responsibilities of the Assistant Coach can be found in Appendix 3 of this document.

### 4.3 Sports Trainer

A full description of the roles and responsibilities of the Sports Trainer can be found in Appendix 4 of this document.

### 4.4 Team Manager

A full description of the roles and responsibilities of the Team Manager can be found in Appendix 5 of this document.

## 5. Appointment of Selectors

### 5.1 Method of Appointment

The TRL will call for nominations for Independent Selectors after the completion of the 47<sup>th</sup> Battalion Carnival. Nominations will be made via the independent selector's nomination form (Appendix 6) to the Board.

The Board will appoint two independent selectors to form a three-person selection panel with the Head Coach.

### 5.2 Eligibility

For a person to be eligible to be appointed as an Independent Selector, that person must:

- (a) Be approved by the Board and must have the appropriate level of experience and expertise deemed necessary by the Board;
- (b) Be available to attend the selection process for the representative team;
- (c) Be able to perform the duties of an independent selector for the sides to which the Board appoints the person;
- (d) Have no affiliation or appointed position with a TRL-affiliated Club or player and should be selected from a broad cross-section of applicants. The coach is permitted to be involved in the selection process however carries the same single vote as each of the Independent Selectors;

In considering the selection of players, the Selectors must have regard to the requirement of the Coach to give priority to players who will suit the Coach's intended style of play/game plan. The size of the Representative Squad selected will be determined by the Selectors, with the Board having final approval on the numbers selected.

## 6. Selection of Players

### 6.1 Method of Selection

All players registered primarily to the TRL and/or Western Clydesdales shall be eligible for selection.

Players will be selected by the Head Coach and two independent selectors appointed by the Board in an open selection process. Selections will be decided by a simple majority. Under no circumstances are selectors to be approached, questioned, or harassed in any way by club officials, members of the public and/or players either during or after the selection process.

The selection of the side shall be completed on the day at the conclusion of the trials and will be finalised by all selectors signing off the official team list – which will then be immediately forwarded to the Board for publication and/or notification.

### 6.2 Eligibility

To be eligible for selection in any TRL Representative team, players must be registered with the Western Clydesdales or a TRL club and be fulfilling their commitments (both training and playing) for their club.

Players are only to be selected if they are fit to play competition at the time of the selections. Players who are injured and/or unable to attend the selection trials may be granted an exemption by the Board before the commencement of the selection trials. Exemptions are only allowed under exceptional circumstances (i.e. medical certificate, playing a higher level of rugby league). This is consistent with the selection process of the higher representative bodies (i.e. Central Crows).

### 6.3 Communication

Players who have been selected will be notified of their selection by an official email letter. Once this has occurred, representative staff are then able to contact players directly to provide further details on training and trial game times etc. Following this, the team selections will be published on TRL Social Media platforms.

## 7. Representative Program

The Board must approve any activities including (but not limited to) representative trial games, training venues, camps or functions that the representative teams intend to participate in. All costings and details must be provided to and agreed upon by the Board.

## 8. Player Poaching

No representative staff member nor anyone associated with the TRL or representative team shall use the TRL representative program to poach a player registered with any other rugby

league club to their respective club. This means a player currently registered or registered in the preceding football year.

A staff member found guilty of poaching a player will be removed from their appointed representative staff position and face the TRL Disciplinary Tribunal.

## 9. Amendments

The provisions of this Policy may be amended by the Board from time to time.



## Appendix 1 – Staff Nomination Form

<b>Name:</b>			<b>DOB:</b>		
<b>Address:</b>					
<b>City:</b>			<b>Postcode:</b>		
<b>Home Phone:</b>			<b>Work Phone:</b>		
<b>Mobile:</b>			<b>Email:</b>		
<b>Position Applied For:</b>	Team	Head Coach	Assistant Coach	Sports Trainer	Manager
<b>Clothing Sizes</b>	<b>Shirt Size:</b>		<b>Shorts Size:</b>		
<b>Accreditation Held (include Level &amp; Folio Number)</b>			<b>Relevant Experience for Position Applied</b>		

The Toowoomba Rugby League (**TRL**) are calling for applications from coaches and support staff to work with the TRL Representative teams in 2024. Applications for head coach, assistant coach, sports trainer and manager are now open.

The TRL's representative program needs people who operate at the highest standard and are outstanding role models. Representative staff cannot be appointed to representative grades if they have (or are intending to have) a current appointed position with a TRL Club during the Representative period. Representative staff will not be related to players eligible to be selected to teams under their control.

To be considered for these roles, email all applications marked **2024 Representative Staff Application** to [secretary@toowoombarrugbyleague.com.au](mailto:secretary@toowoombarrugbyleague.com.au) before COB Friday DD/MM/YYYY.

## Appendix 2 – Head Coach Job Description

### **PURPOSE OF ROLE:**

- To lead the planning, preparation and coaching of the representative team.

### **PRINCIPAL DUTIES:**

- To lead in the selection and development of the players.
- Monitoring and evaluation of individual player and team performance.

### **EXPECTATIONS/TASKS:**

- Arrive at the appropriate time prior to training and games.
- Assist with the setting out and packing up of Equipment each session.
- Set up assigned drills/stations prior to training start time.
- Lead the selection of players and the playing squad for each game.
- Provide feedback to players in the team.
- Attend all TRL Representative activities and functions.

### **LINE MANAGEMENT PROCESS:**

- Work in conjunction with the Board and coaching staff to ensure that all players are supported and developed.
- Ensure that there are robust and effective methods of positive communication between all players and staff.

### **EXPERIENCE AND KNOWLEDGE FOR ROLE:**

- Minimum Senior Club Coach Qualification.
- Demonstrated relevant coaching experience.
- Positive attitude to achieve results in potentially difficult circumstances.
- Excellent communication skills with both players and staff.

### **STANDARDS OF BEHAVIOUR AND RESPONSIBILITIES:**

- High-level organisational and time management skills.
- Ability to work in a team and multi-skill environment.
- Self-motivated and an ability to motivate others.
- Professional appearance suitable for the relevant environment.
- Compliance with the National Code of Conduct, the TRL Rules and Operations Manual and this Policy.

### **REVIEW AND PERFORMANCE IN ROLE:**

- You will receive feedback and assistance from the Board before, during and after the season.



## Appendix 3 – Assistant Coach Job Description

### **PURPOSE OF ROLE:**

- To assist in the planning, preparation and coaching of players.

### **PRINCIPAL DUTIES:**

- To assist in conjunction with Head Coach the development of current players.
- Assist in the monitoring and evaluation of individual player and team performance in association with the Head Coach.

### **EXPECTATIONS/TASKS:**

- Arrive at all training and games at the appropriate time.
- Assist with the setting out and packing up of equipment each session.
- Assist set up drills/stations prior to training start time.
- Assist with the implementation of the Game Day warm-up.
- Deliver Game Day messages on field. (Must be Leaguesafe accredited).
- Assist in the provision of feedback to players in conjunction with the Head Coach.
- Attend all TRL Representative activities and functions.

### **LINE MANAGEMENT PROCESS:**

- Work in conjunction with the Head Coach and coaching staff to ensure that all players are supported and developed.
- Ensure that there are robust and effective methods of positive communication between all players and staff.

### **EXPERIENCE AND KNOWLEDGE FOR ROLE:**

- Minimum Club Coach and Leaguesafe Qualification.
- Demonstrated relevant coaching experience.
- Positive attitude to achieve results in potentially difficult circumstances.
- Excellent communication skills with both players and staff.

### **STANDARDS OF BEHAVIOUR AND RESPONSIBILITIES:**

- High-level organisational and time management skills.
- Ability to work in a team and multi-skill environment.
- Self-motivated and an ability to motivate others.
- Professional appearance suitable for the relevant environment.
- Compliance with the National Code of Conduct, the TRL Rules and Operations Manual and this Policy.

### **REVIEW AND PERFORMANCE IN ROLE:**

- You will receive feedback and assistance from the Board before, during and after the season.

## Appendix 4 – Sports Trainer Job Description

### **PURPOSE OF ROLE:**

- To help deliver sport-specific First Aid and Strapping that fits the needs of players.

### **PRINCIPAL DUTIES:**

- Monitor and Deliver First Aid and occurrence of injury treatment at all games.
- Strap players for prevention of injury and stability prior to games.
- Monitor players during games with regards to potential injuries or occurrence of injuries and initial treatment of.
- Assess, record and document players' injuries that occur in games.

### **EXPECTATIONS/TASKS:**

- Arrive at an appropriate time. This will be determined by the Head Coach.
- Assess players who are injured during games and give initial treatment.
- Assist with the preparation of players in terms of strapping and first aid prior to the Game Day warmup.
- Assist with the delivery of water (hydration)/First Aid treatment on match day.
- Attend all TRL Representative activities and functions.

### **EXPERIENCE AND KNOWLEDGE FOR ROLE:**

- Minimum Level 2 Sports Trainer Qualification.
- Positive attitude to achieve in potentially difficult circumstances.
- Excellent communication skills with both players and staff.

### **STANDARDS OF BEHAVIOUR AND RESPONSIBILITIES:**

- High-level organisational and time management skills.
- Ability to work in a team and multi-skill environment.
- Self-motivated and an ability to motivate others.
- Professional appearance suitable for the relevant environment.
- Compliance with the National Code of Conduct, the TRL Rules and Operations Manual and this Policy.

### **REVIEW AND PERFORMANCE IN ROLE:**

- You will receive feedback from the Head Coach and Board before, during and after the season.

## Appendix 5 – Team Manager Job Description

### **PURPOSE OF ROLE:**

- To represent the team on behalf of the League and ensure all team members (including staff) are up to date.

### **PRINCIPAL DUTIES:**

- Liaise with the Board to ensure that all appropriate information/paperwork has been provided to each player.
- Ensure the QRL Match Report is completed appropriately at each scheduled game.
- Remain near the bench/officials table during games to address any issues that may arise.
- Be responsible for all apparel (including playing equipment) provided to each player.
- Represent the team at relevant meetings.
- Ensure all team members always respect the Division and the game (Report any breaches of the Code of Conduct as required).
- Arrange for on field apparel to be washed after each game and ensure it is available for the next game.

### **EXPECTATIONS/TASKS:**

- Arrive at all training and games at the appropriate time.
- Assist with the setting out and packing up of equipment each session.
- Attend all TRL Representative activities and functions.

### **LINE MANAGEMENT PROCESS:**

- Work in conjunction with the Head Coach and coaching staff to ensure that all players are supported and developed.
- Ensure that there are robust and effective methods of positive communication between all players and staff (including the Board).

### **EXPERIENCE AND KNOWLEDGE FOR ROLE:**

- Minimum Leaguesafe Qualification.
- Must be familiar with all relevant QRL / Divisional rules.

### **STANDARDS OF BEHAVIOUR AND RESPONSIBILITIES:**

- High-level organisational and time management skills.
- Ability to work in a team and multi-skill environment.
- Self-motivated and an ability to motivate others.
- Professional appearance suitable for the relevant environment.
- Compliance with the National Code of Conduct, the TRL Rules and Operations Manual and this Policy.

### **REVIEW AND PERFORMANCE IN ROLE:**

- You will receive feedback and assistance from the Board before, during and after the competition season.



## Appendix 6 – Independent Selector Nomination Form

<b>Name:</b>		<b>DOB:</b>	
<b>Address:</b>			
<b>City:</b>		<b>Postcode:</b>	
<b>Home Phone:</b>		<b>Work Phone:</b>	
<b>Mobile:</b>		<b>Email:</b>	
<b>Position Applied For:</b>	Team		Selector
<b>Clothing Sizes</b>	<b>Shirt Size:</b>		<b>Shorts Size:</b>
<b>Accreditation Held (include Level &amp; Folio Number)</b>		<b>Relevant Experience for Position Applied</b>	

The Toowoomba Rugby League (**TRL**) is seeking to ensure an open and transparent selection process for all players within the TRL seeking higher representative honours.

The TRL formally invites nominations for Independent Selectors for the Men's and Women's Representative sides in the 2024 representative season.

Applicants must have the appropriate level of experience and expertise, be available for selection trials and be able to perform the duties of independent selector with regard to the respective representative side to which the applicant may be appointed. Applicants must not have a current (or future) appointed position with a TRL-affiliated Club.

To be considered for these roles, email all applications marked **2024 Selector Application** to [secretary@toowoombarrugbyleague.com.au](mailto:secretary@toowoombarrugbyleague.com.au) before COB Friday DD/MM/YYYY.