



Pine Rivers Bears

Coach & Team Manager

Handbook

2021



PINE RIVERS JUNIOR LEAGUE CLUB Incorporated also known as PRJLC Inc.

Located at Matheson Oval Mundin Street
Club Phone Number Petrie 4502
Historical Email (Telstra account) (07) 3285 5163 Monday-Friday 6pm-9pm
ABN: pineriversbears1@bigpond.com.au
91 435 336 451

Active Email accounts

Executive Management (EMC) emc@pineriversbears.com.au
Club Financial Manger accounts@pineriversbears.com.au
All things rugby league rugbyleague@pineriversbears.com.au

Address: 11 Mundin Street, PETRIE
Postal: The Secretary, PO Box 566, KALLANGUR, QLD 4503
Website: www.pineriversbears.com.au
Facetime: <https://www.facebook.com/pineriversbears>
Instagram: <https://www.instagram.com/pineriversbears/>



Rugby League Committee 2021

Chairman	- Beau Denny
Secretary	- Tracy Blair (EMC Financial Manager)
Treasurer	- Philippa Edwards
Coaching Co-Ordinator	- Daniel Blair
Referees Co-Ordinator	- Darcy Roberts
Grounds Co-Ordinator	- Darcy Roberts
Canteen Conveynor	- Jaidyn & Keeley c/- EMC
Website Co-Ordinator	- Tennille Martin (EMC Secretary)

Thank you for your commitment to a Pine Rivers Bears team for 2021.
Within this folder you will find information to assist you with the upcoming year.
If you have any questions or require any further information, please contact the Rugby League Committee.

Best wishes for a Great Year!

TABLE OF CONTENTS

Section 1: 2021 Social & Full Membership Fees -----	4
Section 2: 2021 Registration Fees -----	4
Section 3: Team Photos-----	4
Section 4: Team Fundraising-----	4
Section 5: Clothing-----	5
Section 6: Care of Jerseys -----	6
Section 7: Boots, Mouth Guards and Protective Gear-----	6
Section 8: Training -----	6
Section 9: Team Officials -----	6
Section 9.1: Coaching -----	7
Section 9.2: First Aid Officer -----	8
Section 9.3: Team Managers -----	8
Section 10: Blue Cards -----	8
Section 11: Player Insurance-----	9
Section 12: Games -----	9
Section 13: Game Times and Venues-----	9
Section 14: Field Set up and Break down-----	9
Section 15: Your Clubhouse-----	9
Section 16: - Code of Conduct-----	9
Section 17: - Social Media Policy -----	10
Section 18: - Sponsorship -----	10
Section 19: - Canteen-----	10
Section 20: - Alcohol-----	11
Section 21: - Smoking -----	11
Section 22: - Redcliffe Dolphins Affiliation -----	11
Section 23: - Old Boys Association -----	12

Section 1: 2021 Social & Full Membership Fees

Club membership costs remain unchanged in 2021. Ordinary membership at \$10 per adult (including GST) entitles a single member vote at the PRJLC Annual General Meeting. Upon registration of a single child player, one full club membership is granted within the cost of player registration fees. The adult member must be named as the 'primary contact' in the NRL MySideline registration database.

Where multiple children are registered and a Family Discount is applied, the additional adult member (second parent) will be charged an additional club membership. The additional membership may be either a Full \$10 or Social \$5 per adult member (including GST).

All senior players registered as an active player in the NRL MySideline database for the PRJLC in the 2021 season, and deemed to be financial, are granted a Full club membership within their playing fees.

All persons representing the PRJLC in an official capacity including committee, coaches, assistant coaches, team managers, Leaguesafe, First Aid (League, Level 1, Level 2), touch judge, referee must be registered to the club through the NRL MySideline database as a Volunteer, Committee member, Coach, Trainer and/or Referee. A member may hold multiple roles within the online registration portal (and as required by Queensland Rugby League) and pay one full membership.

In accordance with sections 5, 6 and 7 of the *Constitution and Rules, Pine Rivers Junior League Club Inc., 2017*, the EMC will approve Ordinary Club Membership by way of review of the 'Contact Report' extracted from the NRL MySideline database.

Section 2: 2021 Registration Fees

Registration fees for the 2021 season remain unchanged at \$270.00 per player. A discount of \$20.00 is offered to the family for registration of additional children within the same family (e.g. siblings).

Playing kit (shorts, socks, club polo and jersey) will not be handed to a junior or senior player until the player is confirmed to be financial, either by way of contract or full registration fees have been paid. Governing bodies including the QRL and Rugby League Brisbane (RLB) policy requires players to be Financial before they can take to the field for training or rugby league competition. Trial and train privilege expire 28th February 2021 for all Queensland clubs. Families experiencing financial hardship may request in writing (email and/or hard copy form) consideration of a payment plan where special consideration may be made. All players must be financial by close of business 31st March 2021.

Section 3: Team Photos

The PRJLC committees will arrange for team photos to be taken by the chosen photography provider during the season. Team managers will be informed and requested to organise their teams to be available on the scheduled date photos are to be taken. The team photo are distributed to players on the club presentation day/s (junior and senior).

Section 4: Team Fundraising

All team managers to are to inform the RLC of their fundraising intentions for the 2021 season by way of email to rugbyleague@pineriversbears.com.au The RLC Chairperson will consider the fundraising and approve and/or escalate to the EMC to check conflict of interest for the club or requirement for external approval e.g. MBRC or club sponsor, if and as required. The written request should explain details of the method of fundraising, manner to promote the venture to the team and means to collect funds from families or other parties including any due dates.

Team fundraising should be consultative within the team including discussion with parents to choose to participate in fundraising ventures as early in the season as possible. Funds raised by teams MUST be provided to the RLC and/or club financial manager on weekday training nights. These funds are banked into a designated club Team Funds bank account.

Request for release of team funds are also in writing via email as above. The email should include relevant invoice/s and direct payment details if the club is making payment to a supplier on behalf of the team and/or the nominated bank account a transfer of funds is to made by the club to the team manager on behalf of the team.

Raffles used as a fundraising tool <https://www.nfplaw.org.au/raffles>

For PRJLC purposes ‘Private Raffles’ are where teams use standard unmarked tickets within the immediate team and/or club environment or on game days. Teams are only permitted to sell raffle tickets during their designated match time (whistle blows time on and time off). These raffles should be drawn within half an hour of the game conclusion and the winners announced over the club public speaker.

For PRJLC ‘Public Raffles’ are where teams are provided with club marked tickets, and which may be sold outside of the immediate team and club environment. These are deemed to be a raffle or gaming activity and subject to state governance rules and regulations refer

<https://www.nfplaw.org.au/raffles>

Section 5: Clothing

All players are required to wear the full club clothing during all games including QRL approved jersey, shorts, and socks. The playing jersey is supplied by the club each game and are not to be given to players until end of season presentations have been confirmed. A club dress shirt (polo) is provided as part of registration fees as well as club shorts and socks. Training gear is available to be purchased at the clubhouse; hours of operation will be posted on the front doors of the club. Please check the hours of operation as this will be the only time gear is sold.

Club merchandise available for purchase:

ITEM	SIZES	PRICE
Players Polo	6-14 XS-3XL	\$35.00
Playing Shorts	6-14 XS-3XL	\$25.00
Playing Socks		\$10.00
Training Shirt	6-14 XS-3XL	Pending
Training Short	6-14 XS-3XL	Pending
Sports Cap (Green/Black)	n/a	\$22.00
Water Bottle	As available	\$8.00
Club Jacket	As available	\$50.00

Club Hoodie	As available	\$40.00
Stubby Cooler	Bar / canteen	\$5.00
Sports Bag	As available	\$35.00

Section 6: Care of Jerseys

Match jerseys are not to be worn away from sanctioned games and activities approved by the RLC or EMC of Pine Rivers Bears Club. Each team is responsible for the cleaning of jerseys, either by a roster system or by an individual as agreed by the team. Some tips to maintaining club match jersey good order

- If excessively dirty or muddy, hose out excess mud prior to washing
- Use cold water and a mild cleanser
- Hang them to dry from the tails
- Try to hang them in the shade
- When hanging in direct sunlight, remove them as soon as they are dry
- Report any damages to your Managers – Managers to inform Committee asap
- Do not use bleach

Section 7: Boots, Mouth Guards and Protective Gear

Players may choose to wear protective mouth guards or head gear as preferred. The PRJLC supports use of professionally fitted and molded mouth guard protective equipment. Players are to wear appropriate molded tag playing boots as commercially available and specific to the game of rugby league. Screw-in and/or metal tags are strictly not permitted.

Refer

<https://www.qrl.com.au/clubhouse/resources/rules-and-policies/qrl-rules/>

<https://www.playrugbyleague.com/policies/>

Section 8: Training

In consultation with the PRJLC Rugby League administration, coaches and team managers will inform their teams regarding scheduled training days and times. Team training and cancellation or changes will be published on the club website and within team Facebook pages.

Appropriate training attire should be worn, (i.e. no board shorts). It is recommended that mouth guards and protective gear is worn at training if worn in games.

Section 9: Team Officials

Each team requires the following volunteers:

- Coach (NRL accredited course required)
- Team manager
- First Aid Officer (NRL accredited Sports Trainer course – League First Aid (green shirt), Level 1 (blue shirt) or Level 2 (orange shirt))
- LeagueSafe Official (NRL online course)
- Touch Judge (GBJRL course required for Under 10's and upwards)
- Duty Official (any member of team)

Each volunteer for these positions (other than Duty Official) is required to register as a volunteer through playnrl.com.au. Please see the following information regarding the above positions.

Section 9.1: Coaching

New coaches are always welcome and nominations and/or intention to coach a team can be sent through to the RLC rugbyleague@pineriversbears.com.au at any time through the year. The RLC will provide an application form which is considered by both the RLC Chairperson and approved by the Club Coaching Director.

<https://www.playrugbyleague.com/coach/coaching-courses/>

All Rugby League coaches are required to hold a current accreditation specific to the age or level of the team. Pine Rivers Bears recognize the value of quality coaching education and encourage our coaches to learn and develop the skills, knowledge and competencies to support their coaching goals, from simply helping the team out to aspirations of high-performance coaching.

NRL course costs are to be paid for by the person enrolling into the course. On completion of the course (online and workshop), the coach is to provide the RLC with a copy of the course certificate for audit purposes. The RLC will forward the certificate onto the EMC for request of reimbursement of the course cost back to the coach. The PRJLC have implemented this gesture of appreciation to coaches to acknowledge the time, effort and commitment given by a coach to their team and the club.

Coaches must hold a current Blue Card. To apply <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply>

Regular Coaching meetings and updates are held throughout the season to promote a shared knowledge of coaching tools and trends within the club.

NRL, QRL, RLB laws and policies can be found <https://www.qrl.com.au/clubhouse/resources/rules-and-policies/operational-policies/>

The **Safepay Code** was developed to emphasise safety and good conduct within the game of Rugby League by creating the best possible on-field environment and actively controlling undesirable actions. It applies to all players up to and including the Under 15 years age group. To implement the Safepay Code:

Promoting the Code: All parents, players, coaches and referees should familiarise themselves with the Safepay Code before the commencement of the season and subsequent matches. A copy of the Code should be available and prominently displayed at match venues and training sessions.

Referees: The Referee's total implementation of the Safepay Code is the key to its success. Referees must be fully briefed on the detailed workings of the "Safepay Code". The most suitable personnel to do this are the appointed Coaching and Development Staff or Referees' Co-ordinators/Providers/Coaches.

Coaches: Coaches are the other vital factor in ensuring that the Code is applied successfully. All coaches must ensure that their players are aware of, and fully understand, the "Safepay Code" and observe it "to the letter."

All Matches: To ensure that all parties fully understand the Safepay Code, a pre-match meeting should be held, at International Law games, between the match Referee, Coaches, Ground Officials and where possible, team Captains. It may take a few matches for Referees and players to become accustomed to the Code. However, the right balance will soon be achieved if all concerned work together and realise that the code will benefit all players and the game.

Section 9.2: First Aid Officer

LeagueSafe Trainers and First Responders are vital in the safety, health and well-being of Rugby League players at all levels of the game. A role that will both challenge and reward, we invite you to join the team of 1000's of volunteers helping to keep the game safe. View our course information and resource centre below and begin your experience as a Rugby League Trainer.

<https://www.playrugbyleague.com/trainer>

You will also need to register as a volunteer with the club through playnrl.com.au.

NRL course costs are to be paid for by the person enrolling into the course. On completion of the course (online and workshop), the trainer is to provide the RLC with a copy of the course certificate for audit purposes. The RLC will forward the certificate onto the EMC for request of reimbursement of the course cost back to the coach. The PRJLC have implemented this gesture of appreciation to coaches to acknowledge the time, effort and commitment given by a LeagueSafe trainer and First Aid responders to their team and the club.

Section 9.3: Team Managers

New team managers are always welcome and nominations and/or intention to manage a team can be sent through to the RLC rugbyleague@pineriversbears.com.au at any time through the year. The RLC will provide an application form which is considered by both the RLC Chairperson who will liaise with the team coach to ensure they are aware of, and support the application to assist them.

Team managers create an administration and support link between the coach, the players, parents and in-house club administrators. The strength of a team and of a club is indicative of the efforts and commitment of our team managers. The Bears value team managers and acknowledge the time, people management skills, individual initiative and administration effort given to support their coach, players and families within a team environment. The goal of the team manager role is to ensure the junior player experience is fun and they have a safe, practical learning environment to enjoy their chosen sport of rugby league.

The Team Manager will often ensure that everybody knows where to be and at what time, organize fundraising, roster people for canteen duty, washing jerseys and make sure the players are on the game card and so on. They are the link between the Club Committee and the Parents. Managers meetings will be held throughout the year from time to time to pass on information and ensure that teams are fairing well.

Section 10: Blue Cards

To work or volunteer in regulated child-related employment or operate a regulated child-related business in Queensland, you may need a blue card. Volunteer and student blue cards continue to be free; however, you need to be linked to an organisations to have the fee waived.

You will need to register for a Blue Card Services online account **before** you can apply for your blue or exemption card. You only need to register once.

Once you have registered for your online account, you **must** log in to the online applicant portal to apply for or renew your card. You will receive an email from Blue Card with an ID reference number. Forward this email through to rugbyleague@pineriversbears.com.au for your Blue Card to be linked to the PRJLC organisation. The RLC will then reply to confirm the link has been done and the last questions can be completed by the applicant before submitting to Blue Card.

If you are a registered teacher or sworn police officer, you may need to apply for an exemption card. If your card does not have an expiry date, you must renew it by 31 August 2023, or it will automatically expire. There is no application fee for exemption card applicants.

To apply or renew

<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply>

Section 11: Player Insurance

If your child injures themselves at training or during a game, advise the Team Manager and/or First Responder/Trainer immediately so the injury can be noted.

Insurance claims must be completed within 30 days from the date of injury. Arthur J. Gallagher Insurance will send an Acknowledgement of Claim with a claim number directly to the player/parent and advise of any other requirements. Due to privacy requirements, all enquiries regarding insurance must be made directly to Arthur J. Gallagher Insurance on 3367 5006. Visit the Arthur J. Gallagher website for further information and to download a claim form: www.ajg.com.au/

Section 12: Games

During a match the only persons allowed inside the fence of the playing field are the Players, Referee, Touch Judges, League Safe Certificate holders and Duty Officials. The Trainers/Water Runners (who must hold the league safe certificate) are required to stay at the halfway line until required on the field. **All spectators (this includes Coaches, Managers and Reserves) must stay behind the fence, not only at our home ground but all fields.**

Section 13: Game Times and Venues

As soon as Games are confirmed they will be posted on the whiteboard in the clubhouse. Please always check the board for any changes made by the League. Changes can be made up until the Thursday before the game.

Section 14: Field Set up and Break down

The team scheduled to play first on the field is required prior to the game to set up the field with post pads, cones if required and sideline posts. The team to play the last game of the day on the field is required to break it down and return all equipment to the gear room.

Section 15: Your Clubhouse

The Clubhouse is for all members' enjoyment. We ask that children are always supervised in the clubhouse and any furniture or equipment is treated with respect.

A BBQ is available for all teams use, please email rugbyleague@pineriversbears.com.au to advise and request intention and day/dates of use. The Clubhouse is available for hire for functions. Contact the EMC Secretary, Tenille Martin on emc@pineriversbears.com.au should you wish to make a booking or if you require any further information.

Section 16: - Code of Conduct

All players, members, team officials and spectators are bound by the Code of Conduct which has been implemented by the NRL. Every member will receive a copy at time of registration. The League is very determined to have the codes adhered to and will not tolerate any breaking of the codes. Penalties to individuals include being banned from entering any junior grounds and team penalties include loss of home games and season points. The Rugby League Committee of the Pine Rivers Junior Rugby League Football Club support and endorse the codes and will enforce them.

Section 17: - Social Media Policy

Current season team Managers (approved) are to maintain an Admin role on the group Facebook pages as should one member of the PRJLC committees. This ensures safety and good conduct to all members. At the commencement of each new season the team manager is to be provided with the details of any active Facebook pages, the admin for these pages and if the team will be using the previous year page. Where a former Admin person has since left the club or the role, the RLC will attempt to contact them to request handover of the page for the new admin members to manage.

The goal of maintaining PRJLC intellectual property in the way of social media collation and collections, is to preserve club and player data for historical purposes. All pages are to be managed as a Private group requiring an approval process to join - the new invitee is to nominate the player they are following on the page and their agreement to adhere to good social media conduct.

The information on these pages is subject to privacy legislation as they are specific to the PRJLC Inc brand and intellectual property. this information will be printed within the 2021 Coaches and Manager Handbook currently being ratified.

Section 18: - Sponsorship

The PRJLC is an incorporated Association and set up as a not for profit organisation. .

<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits>

The PRJLC relies upon income provided over and above player registrations to sustain club operations including electricity to run field lighting, cold room storage and general electrical appliances, gas heating, QRL referee costs, player and club insurances, club general licenses, corporate and software licenses to name a few of a long list of annual expenditure. Each year the PRJLC EMC establish business partnerships and formalise agreements for financial sponsorship on behalf of, and in the interests of all junior and senior members of the Pine Rivers Bears.

All requests for individual team sponsorship are to be provided to the Club in writing in advance of accepting an offer of financial sponsorship. To be clear an email request to rugbyleague@pineriversbears.com.au and/or emc@pineriversbears.com.au must be received *prior to any agreement being made by the team involved*. The email should outline all details involved in the sponsorship request including form of sponsorship offer i.e. financial or contra services and how the potential sponsor brand or logo is to be promoted.

The EMC will consider the individual team sponsorship in terms of possible conflict of interest or issues for any of the club sponsorship agreements already in place. Actions taken by teams or individuals to secure funding and obtain goods or services on behalf of the club without approval will be considered by the EMC in accordance with the PRJLC Constitution 2017.

Section 19: - Canteen

The Canteen is operated by the Club as a primary source of income and service to club visitors and patrons. The PRJLC EMC elect canteen coordinator/s to run event and game day canteen operations. Volunteer assistance throughout the season is sincerely appreciated. Teams playing at home are requested to provide one to two people over the age of 15 to assist, 1 Person for 30 minutes prior to your team's game and 1 person 30 minutes after the completion of the game. Team managers are requested to coordinate with the canteen coordinator/s. Extra volunteers at peak times will always be welcome.

Section 20: - Alcohol

No member or patron is entitled to take alcohol to any Junior League Ground. Any alcohol sold at grounds must be consumed within the designated areas only and not taken to the sidelines of the playing field. Under QRL rules, Referees are required to stop any match where this rule is infringed. People found with alcohol will be directed to the designated areas, if they refuse the Police will be called. Please note there is a total ban on all glass and bottles at our grounds.

The PRJLC holds a Community Club Liquor Licence and as such must comply with the governance of The Liquor Act 1992.

<https://ablis.business.gov.au/service/queensland/community-club-licence/4241>

<https://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/liquor-guidelines>

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-1992-021>

The car park of a licensed premises **is not an area to be used for the general sale, supply or consumption of liquor.**

The PRJLC as a licensee **does not hold car park approval from the Commissioner for Liquor and Gaming.** As such, any persons attending the PRJLC and consuming liquor outside of the designated licensed areas of the club house, and specifically within carpark areas put the PRJLC Community Club Liquor Licence at risk. Any persons who are have this knowledge and continue to breach liquor licensing governance will be informed in writing, and in accordance with the PRJLC Constitution 2017 concerning their club membership status and/or relevant consequences within the scope of the EMC.

<https://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/liquor-guidelines/unduly-intoxicated>

Guideline 58: Unduly intoxicated – this section clearly outlines provisions for the PRJLC EMC to consider the conduct of club patrons at any sanctioned event. The PRJLC EMC will consider a course of action in accordance with the PRJLC Constitution 2017.

<https://pineriversbears.com.au/wp-content/uploads/2019/10/Constitution-Pine-Rivers-Junior-League-Club-Inc-Final.pdf>

Section 21: - Smoking

As our clubhouse is a fully licensed premise, we are governed by Queensland Government Smoking Regulations. Please be aware that the entire Club is smoke free. There is a designated area for smoking outside the building next to the old scoreboard. Please refer to the signs posted.

No adult (parent or team official) should smoke around the players when training or on game days.

Section 22: - Redcliffe Dolphins Affiliation

Our Club is one of several north side clubs affiliated with the Redcliffe Dolphins. The affiliation gives us the most up to date coaching and training methods that are used in the NRL. The Coaching Co-Ordinator attends regular monthly meeting. Players are chosen from the Clubs under 13 & 14 age groups to join the Emerging Squads to receive extra training through camps and day programs.

Section 23: - Old Boys Association

The Old Boys are an integral and active part of our Club. The Old Boys greatly assist the club with funds and manpower when requested. Their assistance is greatly appreciated and should any member wish to join their association please contact Gary Duffield on 3204 5628.

<https://pineriversbears.com.au/pine-rivers-old-boys/> or email emc@pineriversbears.com.au who will forward onto the Old Boys

PINE RIVERS BEARS CLUB SONG LYRICS

OOGITY OGGITY WISH BAMBOO
IN THERE BUDDY GOTTA GIVE IT TO EM ALL
PLAY THE BALL, PLAY THE BALL, TACKLE THEM TOO
RIVERS, RIVERS WE'LL CRUSH YOU
ZIGGA OI, ZAGGA OI, ZIGGA ZAGGA, OI OI OI
DID WE WIN? WE BLITZED IT IN
HOW DID WE DO IT? EASY!

