



Downs Rugby Limited
PO Box 1070, Toowoomba, 4350
ABN: 87 139 989 745
admin@downsrugby.com.au

Coaches Responsibilities

The Coach has a key role in developing the whole person by ensuring that playing rugby for the Darling Downs is an enjoyable and rewarding experience. He/She will take every opportunity to talk to and listen to the players when balancing the needs of the individual and the team. The Coach must never lose sight of the importance of his leadership in establishing and achieving the team goals.

The objectives of our coaches are:

1. To understand the Downs Rugby mission statement and demonstrate these values in the way they conduct themselves and coach their team.
2. Show an interest in the development of players by regularly watch, for example the grade below for succession.
3. To ensure that all Downs Rugby Representative players who have registered and paid their fees can play sufficient game time.
4. To provide regular feedback to players.
5. To take responsibility for their own education and qualifications, by ensuring that their Smart Rugby profile is up to date and commencing study towards either a level 1 or 2 coaching qualification.



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The Coach is responsible for:

1. Structured and planned training sessions.
2. Preparation of the players for playing rugby.
3. Development and structure of the team game plan.
4. Communicating the game plan to the players.
5. Developing each players potential.
6. Encouraging excellence in execution.
7. Providing positive feedback and post-game analysis to the players.
8. Adherence to player selection guidelines.
9. Building and maintaining team morale.
10. Promoting and ensuring the Rugby AU Code of Conduct is upheld.
11. Provide a report to the Downs Rugby High Performance Committee at the end of the representative season, with update on development, performance, feedback good and bad.

Manager Responsibilities

The Manager is the Coaches assistant in all things related to team administration and logistics. They support the Coach in achieving the team goals, and also support the club in achieving its goals requiring player participation.

The Manager is responsible for:

- **GENERAL**



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1. Organising necessary team support to ensure the smooth running of the team.
2. Support the coach in matters relating to a player's welfare.
3. Understanding and assisting players with completing the club player registration & fee payment processes.
4. Communicate club news and information especially responsibilities to attend up-coming functions and fundraising activities.
5. Ensure the team performs any scheduled home game volunteer duties. ie raffles, BBQ's, canteen, etc.
6. Active participation in team or club management meetings.
7. Assisting the Registrar or Rugby Manager in specific matters relating to player registration and insurance.
8. Compiling and submitting team lists for team management, competition management.
9. Compiling the team report with the Coach for the Annual Report in a timely manner.
10. Ensuring that all players attend the end of season Presentation Night.
11. The security team equipment and/or club equipment. (jerseys, balls, water bottles, hit shields, cones).
12. Awareness of competition rules, code of conduct and supporting the coach to operate within them.

- **PRE-GAME \ PRE-TRAINING**



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1. Advising coaches if any players are known to be unavailable for training and/or game(s).
 2. Ensuring players are aware of game day time and location.
 3. Ensuring equipment requirements are available and ready, inc jerseys, balls, water bottles, hit shields, marker cones, etc
 4. Organising sideline or bench players to run water out and linesman duties.
 5. Submitting team list via Rugby Xplorer for competition management. (After training each eg. Sunday)
- **POST-GAME \ POST-TRAINING**
1. Manage Rugby AU Match Day game day reporting for all halftime, fulltime and post-game requirements.
 2. Submitting completed and signed game team sheets to Club registrar immediately after the game. (Photo to registrar)
 3. Collect all team jerseys from players and wash them ready for next game.
 4. Collection and storage of all team equipment including jerseys, balls, water bottles, hit shields, marker cones, etc
 5. Attending to or liaising with Team Trainer: any injured player and ensuring that injured players receive the best possible and most appropriate treatment.
 6. For seriously injured player following to ensure safe transportation to further treatment and/or home. Complete a Serious Injury Report online and communicate to Downs Rugby General Manager.
 7. Make contact with all injured players in the following week to confirm status and advise coach of serious injuries.