

North Lakes District Kangaroos Rugby League Football Club

(A.K.A North Lakes Kangaroos)

Club Handbook

2024

Thank you for your commitment to North Lakes Kangaroos for season 2024. Within this Handbook you will find information to assist you with the upcoming season. If you have any questions or require any further information, please contact the Executive Committee.

North Lakes Districts Rugby League Club Inc.

Location:	Griffin Sports Complex Henry Road Griffin QLD 4509
ABN:	51 216 531 862
Active Email Accounts President Vice President Secretary Treasurer Registrar	northlakesrlfcpresident@gmail.com northlakesrlfcvp@gmail.com northlakesrlfc@gmail.com northlakesrlfctreasurer@gmail.com northlakesrlfcregistra@gmail.com

Rugby League Executive Committee 2024

President	Josh Williams
Vice President	Tuhulu 'Isileli-Fo'ou
Secretary	Rebecca Toopi
Treasurer	Julie-Anne Blackman
Registrar	Crystal 'Isileli-Fo'ou

Club Team Manager Coordinators 2024

International (Under 13-Seniors) Daemon Hughes Junior (Under 6-Under 12)

Michelle Christensen's

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About Us

North Lakes Kangaroos was first constituted in 2013 and will always place the welfare of the players as a priority.

Our aim is to provide a safe and risk-free environment which emphasises on the enjoyment of participating in a team sport by learning new skills, maintaining physical activity and the opportunity to develop positive community values.

Ongoing education in the areas of coaching instruction and codes of behaviour will be maintained to best equip the Coaches, Players, Parents, Supporters and Officials.

Mission Statement

Our mission is to maintain a culture which encourages success through professionalism, commitment, and mateship.

Membership Fees

Ordinary membership fees are \$10 per adult or \$15 for a family of 2 (must be over 18 years) entitles a single member vote at the North Lakes Kangaroos Annual General Meeting. All prices listed include GST.

Registration Fees

Registration fees per player for the 2024 season are:

\$170 Under 6-7
\$235 Under 8-12
\$240 Under 13-17
\$280 Under18
\$280 Open Men's
\$200 *Open Women's
\$200 Masters *All prices listed include GST**Open women's participation in 2024 Fees are waived through sponsorship therefore making it free, however each player must present at least five (5) times in a voluntary capacity during season 2024 to assist the Club.

Registration fees include club polo, club socks, club shorts, club training shirt, playing jersey (to keep at the end of the season), insurance, referee fees, team photo and end of year club presentations (one for juniors, one for seniors).

Playing kit (shorts, socks, training shirt and jersey) must 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. 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 31 March 2024.

Team Photos

The North Lakes Kangaroos Committee will arrange 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 is distributed to players on the club presentation day/s (junior and senior).

Team Fundraising

It is <u>mandatory</u> that all team funds raised are deposited to into the club bank account and send deposit details to the treasurer, Julie Blackman, at <u>northlakesrlfctreasurer@gmail.com</u>. This practice is required to protect all parties collecting monies and it allows the Club to maintain transparency over funds raised.

Please note: Managers will be given a team reference number by the Treasurer and Managers must also add the coaches First Name when making each deposit.

All team managers to are to inform the Committee of their fundraising intentions for the 2024 season by way of email to northlakesrlfc@gmail.com and also CC northlakesrlfctreasurer@gmail.com. The Committee will consider the fundraising and approve and/or escalate to the Executive Committee 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.

Request for release of team funds is also required to be submitted in writing via email to <u>northlakesrlfctreasurer@gmail.com</u>. Please allow sufficient time for the club to make payment of supplier invoices or funds transferred into your nominated account.

Boots, Mouth Guards and Protective Gear

The North Lakes Kangaroos and NRL supports and strongly recommends the use of mouthguards and protective head gear by all players participating in Rugby League during contact training and games. The custom-fitted mouthguard is the recommended and ideal form, but players should consult their dentist for the type that is best suited to them and their level of participation prior to participation in Rugby League contact training or playing of games. Players may choose to wear protective head gear as preferred.

Players are to wear appropriate moulded tag playing boots as commercially available and specific to the game of rugby league. If boots contain metal studs, they need to be smoothed off to reduce the risk of injury to other players. Referees and officials will often check studs before a game.

For further details visit https://www.playrugbyleague.com/policies/

Training

Coaches and team managers will inform their teams regarding scheduled training days and times. Team training and cancellation or changes will be published 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.

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 training shirt is provided as part of registration fees as well as club shorts and socks. The club training shirt must be worn to all training sessions. In addition, a club polo is provided and must be worn to and after games. It should be noted the wearing of this attire is part of our commitment to our sponsors.

Additional club merchandise will be available to purchase throughout the season. Further details regarding merchandise will be available on the club's website, Facebook page or the club's office

Care of Jerseys

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.

Team Officials

Each team requires the following volunteers:

- Coach (NRL accredited course required)
- Team Manager
- 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.

Coaching

New coaches are always welcome and nominations and/or intention to coach a team can be sent through to the <u>northlakesrlfc@gmail.com</u> before the season begins. The applicant will be provided an application form which is considered by North Lakes Kangaroos Coaching Panel, which can consist of up to four (4) Committee members.

All Rugby League coaches are required to hold a current accreditation specific to the age or level of the team. North Lakes Kangaroos recognise 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 <u>northlakesrlfc@gmail.com</u> with a copy of the course certificate for audit purposes.

Courses information and registrations: https://www.playrugbyleague.com/coach/coaching-courses/

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

Regular Coaching meetings and updates are held throughout the season to promote a shared knowledge of coaching tools and trends within the club. These will be facilitated by the coaching coordinators.

In 2024 the committee has made a commitment to help develop its coaches and in turn produce better quality players and young men and women. As a club, we will be ensuring that all players are coached adequately in the fundamentals of Rugby League.

The acquisition of core skills such as;

- Play the ball
- Holding the ball (grip, carry, catch & pass)
- Tackle technique
- Draw and Pass
- Evasion skills (step, swerve, body positioning, feet and fend)
- Communication

are the building blocks that must be addressed before moving on to more advanced drills and are the secret for success both in the short term, but more importantly as the players progress through the age groups. It is not only important to demonstrate the skill, but it is imperative that the how, why and when we use the skills is taught as well.

Planning Your Season

Planning your season, especially the pre-season sessions is the key to success. Effective communication between the coaches is a must. Coaches must arrive early, have a plan and be prepared. It is the prerogative of every coach to have their own patterns and pet plays. This is also encouraged. However, each age group should have common basic shapes, ruck plays and general calls. This should be set out by the higher-level coach or may be achieved by consensus of all the coaches in that particular age group.

Pre-Season Training

Club policy is for the age groups (under 13 to 18s) to conform to a 'club based' structure during the pre-season. Groups should be formed as evenly as possible i.e. based on the skills being taught, position or fitness level of the group. Splitting groups into perceived or pre-determined 1's, 2's etc. is NOT permitted. Our aim as a club is to build just that, 'A Club'. We aim to build both player depth and club spirit. The mentality of a 1's player or 2's player no longer exists. Higher skilled players should be encouraged to mentor lesser skilled players.

The positives of training as an age group are: stigmas are broken down, social skills and friendships develop, overall skill level increases and players can seamlessly slot in when teams are short. We also encourage the younger age groups to mix in where possible too. A bit of healthy competition via a games night or relay night is a good way for the various age team to mix on both a skill and social level. All age groups should aim to have a mixed session every 3-4 weeks during the regular season.

We encourage all coaches to put their own personal stamp on their team, however there is plenty of time for that after teams have been selected.

Team Selections (13-18yr Age Groups)

We strongly urge all coaches to enter the 2024 season with an open mind towards team selections. Do not pre-determine your team before trials have even started. Children can grow and develop a great deal both physically and mentally during the off season.

During the trial games fringe players should be given the opportunity to play at a higher level. This is beneficial for both the player/s and the club. All attempts must be made to have an open and transparent selection process. We encourage the use of independent selectors where applicable and possible. If or when difficult selection decisions are to be made, the committee will make the final decision, in consultation with the coaches and Coaching coordinators.

Teams Selections (6-12yr Age Groups)

For the 6-12yr age groups we endeavour to keep the previous year's teams together. New players to the club will be evenly dispersed across the established teams. However, there may be certain circumstances where this won't be possible. E.g. If one team from the previous year lost a large number of players, players from the other teams will have to move teams to even up numbers. Conversely, if we experience an influx of 'new to rugby league' players in an age group, a whole new team may be formed. The club would then have to distribute the existing experienced players to ensure all teams are of an equal ability. Player movement between teams will be decided by the Committee, and with the consultation between the Coaching Director / Coaching Co-ordinators' and the coaches before final decisions are made.

Coaching Responsibilities

All coaches must sign and abide by the NLDKRLC Coaches code of conduct. It is the responsibility of all coaches to obtain the necessary NRL Coaching Accreditation. The club will notify any coaches who require 2024 accreditation.

All coaches must attend:

- mandatory in-house Coaching Director / Coaching Co-ordinator coaching sessions, and
- all Coaching Director / Coaching Co-ordinators Coaches meetings.

Coach Mentoring & Resources

We have some of the most experienced coaches in the North Lakes area, with a great understanding of the game. Coaches at all levels need to be continually developing and learning as the game evolves. From time to time, all coaches may feel like they are lacking some ideas, methods or direction. Coaching resources are readily available. These may be drill books, or videos from the internet. Hard copies of various drills are available from the Coaching Director / Coaching Co-ordinators or can be emailed to you. Please feel free to contact our Coaching Director / Coaching Co-ordinator's, other Coaches or Committee Members at any stage during the season for assistance. We need to ensure that as coaches we are above reproach in regards to our interaction with players, parents and officials. Players look up to their coach, therefore coaches need to be setting a good example with behaviour and ethics.

The 2024 committee is committed to ensuring the continued development, not only of this great club, but also of every player. We take great pride in the club and as a committee our goal for the club is to create a positive environment for everyone by having the right people in the right positions.

Safe play Code

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.

Promoting the Code

All parents, players, coaches and referees should familiarise themselves with the Safe play 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 Safe play Code is the key to its success. Referees must be fully briefed on the detailed workings of the "Safe play Code". The most suitable personnel to do this are the appointed Coaching and Development Staff or Referees' Coaching Director / Co-ordinators / Providers/Coaches.

Safe play 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 "Safe play Code" and observe it "to the letter."

All Matches

To ensure that all parties fully understand the Safe play 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.

First Aid Officer

NB All LeagueSafe accreditations will expire on 26 February 2024. To continue beyond that point you will need to complete the new and revised online course.

LeagueSafe Trainers and First Responders are vital in the safety, health and wellbeing 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 Secretary with a copy of the course certificate and receipt for reimbursement.

Team Managers

New team managers are always welcome and nominations and/or intention to manage a team can be sent through to <u>northlakesrlfc@gmail.com</u>. The secretary will provide an application form which is considered by the Committee who will liaise with the team coach to ensure they are aware of and support the application to assist them. Team managers will be required to register and complete the free NRL <u>MySideline Manager course</u>.

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 club values team managers and acknowledges 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 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, organise 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. Manager meetings will be held throughout the year from time to time to pass on information and ensure that teams are going well.

Blue Cards

To work or volunteer in regulated child-related employment or operate a regulated child-related business in Queensland, you will 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 <u>northlakesrlfcvp@gmail.com</u> for your Blue Card to be linked to the North Lakes Kangaroos Rugby League organisation. You will be notified by email to confirm your

details have been linked with the club. You can then complete the final questions for your online application and submit your Blue Card.

There is no application fee for exemption card applicants.

To apply or renew:

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

Player Insurance

If a player 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. The insurer 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 Gallagher Insurance at https://sport.ajg.com.au/qld-rugby-league/ and follow the claim process.

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 and water runners (who must hold the league safe certificate) are required to stay near the dugout with team staff but inside the fence until required on the field. All spectators (including Coaches, Managers and Reserves) must stay behind the fence.

Game Times and Locations

Games times and location will be available via the MyLeague App. Please always check MyLeague regularly, as changes can occur up until the Thursday prior to the game. Your team manager will confirm game times and details when they are made available.

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.

Clubhouse

Details relating to the clubhouse will be updated on Club Website or Coaches and Managers Facebook.

Code of Conduct

All players, members, team officials and spectators are bound by the Code of Conduct which has been implemented by NRL. Every member will accept at time of registration. The League is 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 grounds and team penalties include loss of home games and season points. North Lakes Kangaroos Committee supports and endorses the codes and will enforce them.

Social Media Policy

Current season team managers (approved) are to maintain an Admin role on the group Facebook pages and it is mandatory that one (1) member of the North Lakes Kangaroos Committee be a member of that Facebook page. This ensures safety and good conduct to all members.

Sponsorship

The North Lakes Kangaroos Rugby League Club is an incorporated Association and set up as a not-for-profit organisation. All club income including sponsorship and donations goes right back into running the organisation.

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

Canteen

Details relating to the canteen will be updated on our Facebook page from time to time.

Alcohol

Consumption of alcohol must only be within the defined area. Alcohol must not be brought into the complex.

Smoking

Smoking is banned within 10 metres of viewing and playing areas during organised under-18 sporting events in Queensland.

https://www.health.qld.gov.au/___data/assets/pdf_file/0024/444282/factsheet-u18sporting-events-parents-visitors.pdf

Private Medical Cover

The club suggests each player has Private Health Cover (Hospital & Extra's).

Immunisations

The club recommends Players should have current immunisations for Tetanus and Hepatitis B.

Return from Injury

Player must be cleared by their Doctor, and a medical certificate must be produced prior to returning to training and playing from concussion or serious injury. Coaches will also monitor the player until they are confident that the player is ok to return to play or train.

Health and Safety

Players should be mindful of proper practices and personal hygiene that minimise risk to themselves and others including:

- In change rooms areas (showers, toilets)
- Training/playing fields, equipment and footwear
- Glass containers are prohibited at all times

For further information https://www.playrugbyleague.com/policies/

Drugs in Sport

It is a strict requirement for registration or appointment as a Sub-ordinate in any Game administered by the QRL that the Sub-ordinate subjects himself or herself to the NRL Anti-Doping Rules and the World Anti-Doping Agency (WADA) Policy as may be amended from time to time and published from time to time at www.qrl.com.au.

All Sub-ordinates must make themselves familiar with the Anti-Doping Rules and all club secretaries must make available a copy of such Anti-Doping Rules to any Sub-ordinate upon demand. All relevant Sub-ordinates must submit to all drug and performance enhancing testing as required by the Anti-Doping Rules.

In the event that the Sub-ordinate has committed an offence as provided by the Anti-Doping Rules, that Sub-ordinate will be subject to those penalties determined to apply by the Drug Judiciary Tribunal.

Media

For photographs, please wear the official club uniform bearing the sponsor names and logos. Any reference to the club should be portrayed in a positive manner. Please direct any media enquiries to the Executive Committee.

Club Equipment

All training and playing equipment (including jerseys) remain the property of the Club until such time as the club makes a presentation to the player. Any removal prior to this time is considered theft.

Volunteering

Senior players and junior parents will be required to assist with fundraising, ground setup/breakdown club canteen duties throughout the year.

Complaints

All complaints, no matter the issue, must be submitted in writing to the club Secretary at <u>northlakesrlfc@gmail.com</u>. Complaints will be assessed in the first instance by the Executive Committee and the matter may then be referred to the disciplinary committee. If further action is warranted the complaint may be forwarded to the Rugby League Brisbane.

Players Code of Behaviour

Avoid unnecessary confrontation and allow match officials to control the game rather than retaliate to foul play or abuse. Report any racial abuse to your captain to bring to the attention of the referee.

Treat teammates, opposition & officials as you would want to be treated. We do not tolerate verbal, physical or racial abuse of players, officials or spectators at any time.

Never, under any circumstances enter the field of play to join in a fight. Reserves from the bench and players who have been dismissed or sin-binned, who unlawfully enter the field of play will face maximum penalties under this code and junior league rules including automatic loss of competition points.

Play the game within the rules of rugby league and always show sportsmanship. Be sure to shake hands with opposition after every match - win, lose or draw.

Remember, while you are representing the Club on or off the field you should never act in a way that would bring yourself, the game, or the Club into disrepute.

Most officials, coaches, managers and referees give their time free of charge so you can play for the Club. Treat all of these people with respect.

Adhere to NRL Code of Conduct <u>www.playrugbyleague.com/policies/</u>.

Breach Procedure – Warning, Probation & Suspension

Should a breach occur, the process includes:

- 1. Club will counsel the player in the presence of parent/guardian and enforce a probationary period covering the remainder of the current season.
- 2. Club will inform the player and parent/guardian of consequences of an offence during the probationary period.
- 3. The player will receive a Probationary Letter.

Should a further breach within the probationary period occur, this will bring an automatic suspension covering for the remainder of the season. Further registration at the club will be considered when after a review of the incident and the player will receive a Suspension Letter.

North Lakes Kangaroos reserves the right to automatically suspend a player for the remainder of the season, or for a longer period for more serious offences.

Code of Conduct – Parents, Supporters & Officials

No person(s) attending a match, function, or Club related event or activity shall:

- a. Use offensive or obscene language to any participant.
- b. Enter the Field of Play or the Playing Area during the course of a match without the prior approval of the Ground Manager appointed by the home Club and/or League.
- c. Excessively dispute the decision of a Referee or Touch Judge either during or after a match.
- d. Assault, or act with aggression, to any person/s.
- e. Behave in a way contrary to the Code of Conduct and/or the spirit of the game.
- f. Behave in a way which disturbs the enjoyment of a match, function, activity or event by any person/s, or brings discredit to any Club, League or the game.

- g. Act in such a way as to exhibit racial intolerance, by language or other conduct, to any person/s.
- h. Refuse to accept the reasonable direction of the Ground Manager, official of the team/ Club which that person is supporting, or official of the home Club and/or League.
- i. No person/s may make comment or take actions that bring discredit to any person, Club or league through any social media outlet.

Any person found guilty of any offence may be reported to the Rugby League Brisbane. Penalties will apply to any person found guilty by the RLB of a breach of the NRL Code of Conduct.

Any person who assaults another person will be reported to Queensland Police.

The Referee and Club Official have the right to terminate a match if they are not confident of the security of any player, official or spectator.