



GYMEA
Junior Rugby League Football Club

Club Volunteer Information

All GyMEA Gorillas teams are required to have a Coach and a Manager, teams may have a Trainer as well, an outline of the responsibilities for each of these roles is below -

Working with Children Check

All volunteers acting in the below capacities are required to have a current Working with Children's Check (WWC) this number must be submitted to the Working with Children Co-Ordinator Bev Herbert prior to beginning of the season. Link to Office of the Children's Guardian website [HERE](#)

Registration

All volunteers acting in the below capacities are required to register via the online portal prior to beginning of the season. Link to Online Registration will be provided directly.

Once registered online and WWC number submitted volunteers will receive an identification card that must be carried and produced upon request at every game.

No Coach, Trainer or Manager is permitted to be inside the playing field or communicate with players on game day until they have been issued a JRL Identification Card.

Coach

Coaches are responsible for the weekly (or bi-weekly) training sessions, coaches are also responsible for the management of the players during the games.

Coaches are expected in their capacity as coach to encourage, improve and maintain a safe environment for players at all times.

Coaches are expected to represent the club and the JRL in a professional manner, treating players, parents and officials with respect and not bring the game into disrepute.

Coaches are also encouraged to attend coach training courses, booking of these courses are available via the Gorillas website. Link [HERE](#)

If a Coach has an issue with a player's behaviour they should address directly with the player with a parent present and if unable to resolve, contact the Junior VP or Senior VP as appropriate.

Manager

Team Communication

Team Managers are responsible for all communication ie. training, game day, times, duties, events etc between the Coach, Club and the Parents of the players (note if player is under 18 parents must be notified even if player is receiving notifications).

Team Identification Cards

Team Managers are responsible for the safe keeping of the players Identification cards, Managers should ensure every player in their team has a current card and all card must be on the official table at every game.

Game Day

The Manager is responsible for the scoring for their team, this involves:

- Completing the weekly team sheet with available players
- Collecting the player's signatures on the scoring sheet
- Sitting at the official table only if in possession of official JRL Identification Card
- Noting scoring during the game
- Ensuring the referee sign the score sheet
- Submit the score sheet to the Ground Manager

Duties may also include managing the timer, bell if required at ground.

Managers are also required to complete forms as required on behalf of players in their team, ie. injury, playing up an age etc these forms are available on the Gorillas website [HERE](#)

Managers are expected to represent the club and the JRL in a professional manner, treating players, parents and officials with respect and not bring the game into disrepute.

Assigning club duties

The Manager is responsible for allocating parents to cover duties, this should be done to ensure all parents are participating equally without disadvantaging any particular family.

Trainer

It is the responsibility of the trainer to assist the coach during weekly training sessions, encouraging the growth and safety of Gymea Gorillas players.

Trainers are also required to sit on the bench with the Coach on Game Day, wear the Hi-Vis vest and when appropriate provide the players with water, assistance when injured and pass messages during breaks in play.

Trainers or any person entering the field of play must have completed the NRL online LeagueSafe course which can be found [here](#)

If there are any issues or questions regarding the execution of these roles, volunteers should contact Club Secretary Tony Ash at secretary@gymeajrlfc.com