



TOWCESTRIANS RFC
MINI AND JUNIOR SECTION

Team Manager Frequently Asked Questions

- 1. What are my main responsibilities as a Team Manager?** A Team Manager Task Description can be found as part of the Coaches' Pack which can be downloaded from the www.towsrus.org – click on Noticeboard and then Coaches Pack.
- 2. What records do I need to keep?** You should keep contact and medical information for all the players in your age group. The first time a player arrives to give rugby a try it is worth getting a parent name, contact number and email address from them. The Registration desk will collect all other information when the player registers but this will take a week or two to filter through to you. When you have a last minute fixture cancellation or a child becomes unwell whilst playing – you will need those numbers. It is good practice to maintain a register, this can be used to both monitor attendance and in case of an emergency. It is also suggested that you keep a record of match time players have had (particularly Juniors) so coaches can monitor elite players to ensure they are not overplayed and less able players to ensure they are having enough time. Measurement can be done by halves or quarters played
- 3. How do Players register with the club?** The Registration Desk is open for the first four Sundays of September to enable players to register and re-register with the club. When a player first joins the club they are asked to complete a RFU form, a Player Data Form and provide two passport photographs. The Registration Secretary produces New Player Packs which can be collected from the Registration Desk. It is preferred that the parents are given the New Player Pack by their Team Manager as this ensures that individual age group can monitor numbers within their age group. The RFU form and photos are only needed when a player first joins the club and are to get the player onto the RFU system and produce two Registration cards.
- 4. What do I need to do with the RFU Registration Cards?** You should have a RFU card for all your Registered Players. Two are produced and the player should hold one copy and the Team Manager the other. It is good practice to carry these with you to all fixtures and you should encourage your players to carry theirs. East Midlands are becoming stricter on these cards and any opposition has the right to see them. They will be asked for when players take part in EM tournaments and any team unable to show them will not be able to progress beyond the first round. These cards are produced when a player first registers with the club and are not replaced unless necessary. If you don't have cards for any player please ask the player or parents for two passport size and quality photos and pass them to the Registration Secretary who will produce replacements. If a player develops a medical condition after starting with the club, a new RFU form will need to be completed and a replacement card **MUST** be produced. If you need to know anything further regarding Registration process – please talk to the Registration Secretary.



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5. **Some of my Registration Cards have a different number on them to that on the list from the Registration Secretary, why is this?** Players that have been with the club a number of years may still have their EMRU No. on their card. The RFU has now moved from having local CB (Constituent Body - in our case EM) registrations to having a centralised computer system. The EMRU No. is no longer used and it is planned that cards will gradually be replaced with new ones showing RFU No. but in the meantime it is advisable to have labels on the reverse of these cards with the relevant RFU No. The Registration Secretary can provide these labels for anyone that wants them.

6. **I understand there is a rota for Match Day duties, what needs to be done?** As soon as the fixtures are available for the coming season, the Kitchen Coordinators will organise a kitchen rota. This means that you have to arrange for volunteers in your age group to cover the following duties: organising the parking, kitchen duties, barbeque duty and ensuring that the changing rooms cleared up after the players have finished. It is recommended that your own age group roster is arranged as early as possible in the season to ensure that the parents in your age group know when they are expected to help. Do make it clear to your parents that if they have to drop out of the duty they have been allocated at the last minute, it is their responsibility to find a replacement.

7. **How do I find out who does what within the section and the club as a whole?** Familiarise yourself with the contacts on the website, come along to the Committee Meetings to put faces to names and feel free to ask anyone already involved in the club.

8. **Who needs to be CRB Checked?** All Team Managers, Coaches and Team Helpers **must** be CRB checked. The Child Protection Officer holds lists from the RFU of those that have been CRB checked through the RFU. Please help to ensure that everyone involved in your age group is checked. If you have anyone becoming involved with your age group, please pass their name to one of the Child Protection Officers. This is part of our RFU Child protection obligations and is also a pre-requisite for our Sports England Seal of Approval, so we must be firm in this area.

9. **How do we book Coaching Courses?** All coaches and assistants should attend a RFU course relevant to the age group they are involved in. Courses are available to book via the East Midlands Rugby Union website – www.emru.co.uk – click on coaching and currently available courses are listed under relevant coaching level. These should be booked and paid for by the coach and once the course has been attended then the cost will be reimbursed by the club – once a course has been attended, details should be given to the Sports Liaison Officer (or Chair).



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- 10. What information should I pass to parents?** A weekly email is a good idea – in this you can remind all parents of forthcoming training or fixtures and let them know where they need to be and when – maybe provide a postcode for or directions to the ground you are due to attend or arrange to meet at the club (or at Sponne school who have agreed that we can use their car park for this) and travel in convoy or lift share. You are the main link for correspondence between the committee and the parents, please forward any news from committee/senior section as soon as you can or incorporate it into your weekly mail.
- 11. Our team is scheduled to play a fixture, should I do anything in preparation?** The Fixtures Secretary should confirm each fixture a couple of weeks in advance, however, it is a good idea for you or your head coach to make contact with your equivalent in the club you are due to play – this way you can determine firstly, that they are expecting to play you and then finer details like how many players they have etc. this way you can decide on what squad to take to the fixture. There are links to many of the clubs we play on our website (www.towsrus.org) and contact information, as well as directions to clubs, can often be found on those.
- 12. I would like to get a match report in the paper, how do I do this?** There is a collection of contact email address to forward match reports to in the website. It is planned also to have a facility where team managers can post their report on the website (details to follow) .
- 13. Should I attend any meetings?** It is important that a representative from each age group attends the Mini & Junior Committee Meetings. These take place at 8.00pm on the second Tuesday of every month – a reminder is usually sent a few days before. Important decisions on the running and future of the club are made at this meeting and it is important that all age groups are represented. It is the best way to find out who is who and what is happening in the club. If you cannot attend, please ensure that someone from your age group does.
- 14. What do I need to do regarding First Aid and reporting accidents.** Each age group should have a qualified First Aider and First Aid Kit, please liaise with Liz Capurro if this is needed in your age group. First aid courses will be run for age group nominees. The RFU need to be advised of any player that goes directly from the club to hospital. Injury forms to achieve this are available on the website, please forward them to the Chair within a week of the injury.



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- 15. I have a few players with medical issues, what should I do?** It is worth liaising with their parents in order to determine what is best for all concerned. It may be that you carry a spare named inhaler for an asthmatic. Some age groups encourage a buddy type system which is when players not having a parent with them travel with another parent they feel safe with and who is prepared to stay with them at hospital should they get injured.
- 16. When is the kit shop open?** The kit shop will be open every weekend in September and October. Thereafter it will be open when the minis are at home. Should kit be required at any other time, Team Managers should contact the Chair to arrange a convenient time. Please do not ask individual parents to do this, otherwise it becomes too onerous.
- 17. Who organises fixtures, pitch allocation etc. both in and out of season?** There is a Fixture Secretary for both the Mini & Junior section, their contact details are on the website. They usually start to organise fixtures for the coming season from around October, so if there is a team you would like to play, or would rather not, please let them know as early as possible. Pitch allocation is dealt with virtually on a weekly basis, it is advisable to speak with the Chair if you have issues over this. If you need to use the grounds for training between May and September, it is courteous to contact the cricket section to confirm that it will not cause them any problems. Any non scheduled fixtures you wish to play **must** be arranged with the knowledge of your Fixture Secretary, it is important they and the Chair are aware of what matches are being played.
- 18. We are due to be at the club when no one else is scheduled to be there, how do we gain access to the club?** Team managers should contact the Chair who can arrange access when needed for matches, training etc. Please do not do this if kit has been left behind, that should wait until the club house is open.
- 19. What do I need to do regarding Data Protection?** All information that you hold on players is confidential and must be kept safe. Consent must be given prior to passing information to anyone else. Any information containing players' details should **not** be disposed of in normal bin, it should be either shredded or burnt
- 20. We are about to move into Juniors, what is different?** The main difference is that the players are expected to travel to and from matches in their No.1s (shirt and club tie and smart trousers, no jeans). Club tie is provided for all players moving up into Juniors and new registrations in the Junior section – replacements have to be purchased from the club shop.



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- 21. We are due to play a match at another time to the usual Sunday morning, therefore the kitchen will not be open, how do we provide hospitality to the opposition and how is this funded?** If this is the case you should inform the Chair and give the kitchen co-ordinator plenty of notice to order the food. You should also arrange your own kitchen staff for the day. The Chair will consider the funding of such a fixture on a case by case basis.
- 22. We are planning to take our team on tour this year – what do we need to do?** A Tour Guide is currently being put together giving advice on responsibilities, sponsorship and fundraising. This will be published in the website. However, important things to remember are: let the club know your plans, tours should be self funding and insurance is compulsory through the official RFU insurer (details with Chair). If you plan to tour outside England the club is obliged to inform the RFU so let the Committee know in plenty of time.
- 23. What happens if the ground is not available i.e. wet?** A decision will be made by Saturday as to whether Sunday's fixtures will go ahead. Fixture Secretaries and Team Managers will be contacted and asked to pass the message to parents.
- 24. If problems with the ground are ongoing and alternate training/playing ground needs to be booked, how do we do this and how is this funded?** There are some arrangements with local facilities, this will be arranged and communicated with teams by the Chair during the season.
- 25. How do we arrange for a referee?** All age groups should have a recognised referee within their coaching staff. Courses can be arranged through the EMRU as with the coaching courses the cost of these will be reimbursed through the club. Junior home games require an official referee to be organised. If the team does not have a referee then it is their responsibility to arrange one from the pool of club referees.
- 26. If we encounter a problem with discipline, what should I do?** Do not try and deal with these issues yourself. If an incident occurs involving opposition behaviour, a referee, one of your players or even a parent or coach you or the head coach should contact the Chair and offer a rational report. Any issues with discipline that requires intervention will be dealt with firstly by the Committee who will liaise, if necessary, with the Senior Section, another club or EMRU.