

# WRFC Coach`s & Team Managers Briefing

## WRFC Contacts for any Child Welfare / Protection Issues

Club Welfare Officer – Sally Chittick - 07854-820303

Deputy Welfare Officer- Chris Davis – 07736-599021 , also Club Equity Officer

Coach`s trained in Child protection- Glyn Arnold & Mark Wildman

If any coach / team manager has any concerns then they should contact Sally (or her deputy) immediately, either in person or by telephone.

A good team manager & coach to child & parent relationship is crucial to being able to identify potential problem as and when they may occur.

Most of us are all parents and all of the coach`s would have undertaken a RFU Child Protection and best practise course, when they undertook their RFU coaching course

It you think something is not QUITE RIGHT please speak to us in the strictest confidence

**PLEASE REMEMBER CHILD PROTECTION IS EVERYBODIES RESPONSABILTY!!**

## W.R.F.C Compliance and Child Protection

### 1, Attendance registers

- Needed for all training sessions & match`s (Home & Away)
- Also any event or activity where we are responsible for the children
- Team managers & Coach`s need to arrange cover so that these are completed

### 2, Medical & Contact Details

- Must be kept by team manager & coach
- Must not be left unattended
- Must have a contact for all players before they participate in any training session or match
- Must not be passed to any other person / club member without the permission of Club welfare Officer

### 3, Children in our Care !

- Must know where they are at all times
- Parents should be present at all times (up to Under 12`s), Unless T.M / Coach advised & Agreed. They may not be easy to find at the club!!
- From the moment they attend till they leave they are our Responsibility!!

### 4, Toilet Facilities

- Keys available for all groups training mid week
- Please check that they are clean, prior to use and after
- Please ensure they are locked after each training session

## WRFC Compliance & Child Protection

### 5, First Aid

- Ensure a Kit is available for all sessions, extra kit available from Club First aid Officer, Angela Hearn
- Club has St John`s Trained T.M`s & Coach`s
- More training will take place to fill any gaps in the coaching team
- Any incident requiring medical attention must be reported to Club Welfare Officer, in case of a visit to Hospital Immediately

### 6, T.M`s & Coach`s attendance

- Should be set up ready to start Training at 10 o clock , (10:30 under 6`s), Ideally should be at the club by 09:45( training and Home games)
- Should be last ones to leave at the very earliest when all of Children in your care have been Returned to their parents / guardians. In case of the older groups the session has clearly finished

### 7, Health & Safety

- Ensure pitch is safe for use
- Fit post protectors as necessary, or keep sessions away from the posts
- Ensure one member of the T.M`s / Coach`s has access to a mobile phone when the clubhouse is not open.

### 8, Bullying

- Report any concerns of Bullying to Club Welfare Officer

## Membership

- Membership forms must be completed by all, before they can train and or play (even if joining on four week trail basis)
- Four week trails are only available to new club members, not those returning from last season
- After four weeks membership fees are due
- Membership is due on registration day, 7<sup>th</sup> September
- Fees same as last season £30 per child and £5 per family associate family member.
- Subs / match fees for Under 13`s upwards set at £1 per week. Once collected by T.M. should be passed to Registration Secretary (Sally C.)
- Attendance sheets should be cross checked with list provided by Reg. Sec. and any anomalies resolved.



# **Weymouth RFC** **Mini & Youth** **TEAM MANAGER**



## **RESPONSIBILITIES:**

**OF ROLE:** Represents the team on behalf of club management and ensures all team members are kept up to date with club requirements.

**TO:** Mini & Youth Sub Committee / Registration Secretary / Fixture Secretary

**FOR:** Under 11's

## **DUTIES:**

- Ensure that all players are correctly registered prior to the first game, Monitor and review any players who have joined on a Free 1 Months Trial. Report all Issues to the Hon Registration Secretary.
- Liaise closely with Hon. Registration Secretary to ensure that the annual membership/registration has been provided by each player.
- To be aware that Child Welfare Officer or Hon. Secretary has safe keeping of player registration cards for matches.
- Inform Registration Secretary of withdrawn/transferred players.
- Take register at every event (Training, matches or tours), and instruct deputy if unable to attend.
- Liaise with Fixtures Secretary on a regular basis.
- Responsible for all club kit given to the team and ensure its prompt return at the end of the Match.
- Ensure that all players are correctly attired for each game.
- Arrange for team jerseys to be washed each week and are available for the next match.
- Ensure all players and parents know when and where they are playing each week.
- Inform parents / players on transport arrangements for away matches.
- Liaise with Catering Manager for Numbers of players for match Food.
- Liaise with Kitchen to provide helpers/cooks when age group is roistered.
- Ensure that the match report is completed after every match (with help from coaches).
- Collection of subs on a weekly basis from U13's upwards
- All records and Money from weekly subs to be given to Registration Secretary.
- Any issues regarding the collection of weekly subs to be referred to Registration Secretary.
- Be first point of contact for any issues and then raise the issue with the appropriate club manager.
- Liaise with parents for the Clubman of the Year Award.
- Disseminate club information to parents / players.
- Represent the team at all club meetings.
- Listen out for any opportunities for new volunteers within your age group.

## **IDEAL / KEY SKILLS FOR ROLE:**

- Good organisational skills
- Enthusiastic and a good motivator
- Approachable / tactful / discrete
- Honest and positive
- Good timekeeping skills

## **TIME COMMITMENT:**

- On average 3 hours a week.



## Job Description - Lead Coach, Mini and Youth

This Job Description is a WRFC-specific document to define the Lead Coach role and is not intended to be a coaching manual. It does however emphasise coaching aspects that are perceived as key to the improvement of coaching within the Mini/Midi/Youth sections of the club at this time. The overriding aim of all successful junior coaching should be that the players enjoy the coaching sessions and walk off the pitch after matches feeling they have done themselves justice, win or lose.

**Responsible to -** Mini & Youth Sub Committee / Coaching Coordinator

**Name of Coach -**

**Age Group being Coached -**

**Season - 2008/2009**

1. To liaise with the Team Manager and agree job separations (based on the Job Descriptions) so that the coaching role is optimised and not diluted by unnecessary tasks.
2. To develop, manage and control a close coaching team, through delegation wherever possible.
3. To develop your own coaching skills by utilising coaching videos and publications, attending RFU coaching days & courses and gaining knowledge from other coaches.
4. To manage the assistant coaches and develop their skills by making them take an increasingly active role within the group. Eg. Warm-ups, one-to-one or small group coaching for players with specific skill weaknesses.
5. To be conversant with the RFU Continuum and develop player core skills appropriate to the age group eg Should be able to catch and pass by end of U7 so that tackling and contact (impact) skills can be concentrated on at U6.
6. To concentrate on core skills – handling, communication, contact (impact) skills, applying pressure, continuity skills, attack and defence positional play. Young players will change comparative shape and size, so good awareness of the demands in all positions will make for better players in later years. Once all the team have learned a technique, it is important to put this under pressure (match situation) so that the technique develops into a skill.
7. To always coach towards the Go Forward – Support – Continuity – Apply Pressure approach to match play. One general weakness to overcome is speed to the tackle line in defence, so ensure they understand the tackle and gain lines and their importance in applying pressure on the opposition.
8. To wherever possible split the group into squads and use competition-based routines during training. Always size-match players during one-to-one practices. When practicing attack, always load attacking sides so that they achieve success.
9. To develop coach-to-player communication skills. Ensure that players know why they are being taught a particular technique, not just doing it.
10. To develop communication amongst players. Young players do not as a rule talk to each other during matches, so training routines need to be introduced to develop this skill.
11. To encourage players to adopt a healthy lifestyle eg early nights prior to training and matches, healthy food awareness. Involve parents, eg commenting on the touchline to parents “Johnny could be a really good player if he were fitter” or “He looks tired today”.
12. Arrive early to set up the session or match so as to ensure a safe environment pr]. Eg training area free from rubbish etc
13. To referee home matches and ensure that the assistant coaches do likewise. To all attend refereeing courses. You cannot be an effective coach if you do not know the laws and how they are applied.
14. To provide the Team Manager with information for match reports.



## **Job Description – Assistant Coach, Mini and Youth**

This JD is a Weymouth-specific document to define the Assistant Coach role and is not intended to be a coaching manual. It does however emphasise coaching aspects that are perceived as key to the improvement of coaching within the Mini/Midi/Youth sections of the club. The overriding aim of all successful junior coaching should be that the players enjoy the coaching sessions and walk off the pitch after matches feeling they have done themselves justice, win or loose.

**Responsible to -** Age Group Lead Coach / Coaching Coordinator

**Name of Coach -**

**Age Group being Coached -**

**Season - 2008/2009**

1. To liaise with the Lead Coach and understand what is being delegated to you.
2. To buy into forming a close coaching team by actively supporting the Lead Coach..
3. To develop your own coaching skills by utilising coaching videos and publications, attending RFU coaching days & courses and gaining knowledge from other coaches.
4. To aim towards becoming a Lead Coach or at the least being able to successfully deputise in his absence.
5. To always coach towards the Go Forward – Support – Continuity – Apply Pressure approach to match play. One general weakness to overcome is speed to the tackle line in defence, so ensure they understand the tackle and gain lines and their importance in applying pressure on the opposition.
6. To help develop coach-to-player communication skills. Ensure that players know why they are being taught a particular technique, not just doing it.
7. To help develop communication amongst players. Young players do not as a rule talk to each other during matches, so training routines need to be introduced to develop this skill.
8. To (if deputising) wherever possible split the group into squads and use competition-based routines during training. Always size-match players during one-to-one practices. When practicing attack, always load attacking sides so that they achieve success.
9. To concentrate on core skills – handling, communication, contact (impact) skills, applying pressure, continuity skills, attack and defence positional play. Young players will change comparative shape and size, so good awareness of the demands in all positions will make for better players in later years. Once all the team have learned a technique, it is important to put this under pressure (match situation) so that the technique develops into a skill.
10. To encourage players to adopt a healthy lifestyle eg early nights prior to training and matches, healthy food awareness. Involve parents, perhaps commenting on the touchline “Johnny could be a really good player if he were fitter” or “He looks tired today”.
11. To referee home matches. To all attend refereeing courses. You cannot be an effective coach if you do not know the laws and how they are applied.