



# THE WARATAHS

---

## RUGBY • UNION • CLUB

# THE WARATAHS

## Rebuild the Red

### CLUB MANUAL

### March 2020

*“When considering the stature of an athlete or for that matter any person, I set great store in certain qualities which I believe to be essential in addition to skill. They are that the person conducts his or her life with dignity, with integrity, courage and perhaps most of all, with modesty. These values are total compatible with pride, ambition and competitiveness.”*

Don Bradman



# Contents

THE CLUB .....	3
HOME GROUND.....	3
CLUB NICKNAMES .....	3
HISTORY .....	3
SOCIAL MEDIA .....	3
OFFICIAL AFTER MATCH VENUE.....	4
CLUB COMMITTEE .....	4
VISION, STRATEGY FOCUS AND VALUES STATEMENTS.....	4
Vision .....	4
Strategy Focus.....	4
Core Values - "TAHS" .....	5
AFFILIATED ORGANISATIONS .....	5
The Waratahs Old Boys .....	5
The Waratahs RUFC Juniors .....	5
The Waratahs Sponsors.....	5
ROLE AND RESPONSIBILITY OF MEMBERS.....	6
CODE OF CONDUCT .....	6
BREACH OF CODE OF CONDUCT .....	7
DRESS CODE .....	7
RUGBY EDUCATION .....	7
RUGBY OPERATIONS.....	8
ROLES AND RESPONSIBILITIES .....	8
Players.....	8
Coaches .....	9
Team Managers, Gear Stewards and other Officials .....	10
TEAM SELECTION POLICY .....	11
Team Selection Process .....	12
PLAYER HEALTH, AND MEDICAL TREATMENT POLICY .....	12
Club Physiotherapist – Rebound Physiotherapy .....	12
Concussion Management .....	13
Strapping Tape .....	13
Game Day Fluid Intake .....	14
REGISTRATION AND FEES .....	14
Registration Process.....	14
WET WEATHER PROTOCOL .....	15
COMMUNICATION PROTOCOL.....	15
Media Representatives .....	15
Social Media - Websites, Face book, Twitter; .....	15
INSURANCE INFORMATION.....	15
MEMBER PROTECTION OFFICER.....	16



## THE CLUB

The Waratahs Rugby Union Club is a Newcastle suburban based rugby club offering members to participate (as a player, official or supporter) in the successful operation of a Rugby Union Club.

## HOME GROUND

- Waratah Park, crn Market and Harris Streets, Waratah

## CLUB NICKNAMES

- “Waratah”
- “The Tahs”
- “Red”

## HISTORY

The Club joined the Newcastle Rugby Union Competition in 1944.

The Club has won the following major premierships

First Grade: 1946, 1950, 1951, 1952, 1953, 1957, 1967, 1968, 1970, 1971, 1972, 1979 (tied), 2003, 2006 and 2013.

Second Grade: 1950

Third Grade: 1974 (tied), 1978, 1979, 1980, 1992

Fourth Grade: 1978, 1979, 1989, 1998 (tied)

Womens: 2018, 2019

The Club has won the Club Championships 7 times.

The Club has had 7 players who have represented Australia as Wallabies and 31 players who have played international rugby.

## SOCIAL MEDIA

Website - <https://www.thewaratahsrugbyunionclub.com/>

FaceBook Page - <https://www.facebook.com/TheWaratahsRugbyUnionClub/?ref=bookmarks>

Instagram - <https://www.instagram.com/thecollaborativewaratahsrugby>



## OFFICIAL AFTER MATCH VENUE

Hamilton North Bowling Club, located in Boreas St Hamilton North is the Club's venue sponsor. Hamilton North BC is a licensed venue under NSW Government regulations and has certain legal and WHS obligations to members, patrons, visitors and staff.

All players and officials need to behave in accordance with the rules of the licensed venue.

Other patrons, members and visitors utilise the facilities. Your behaviour reflects on the image and perception of the whole Club.

## CLUB COMMITTEE

The Waratahs Rugby Union Club (the Club) is a Club incorporated under the Associations Act (NSW) and is administered by Fair Trading. The Club is administered by the Club Committee consisting of the following:

- President,
- Treasurer,
- Secretary and
- Other Committee members (between 2 and 6).

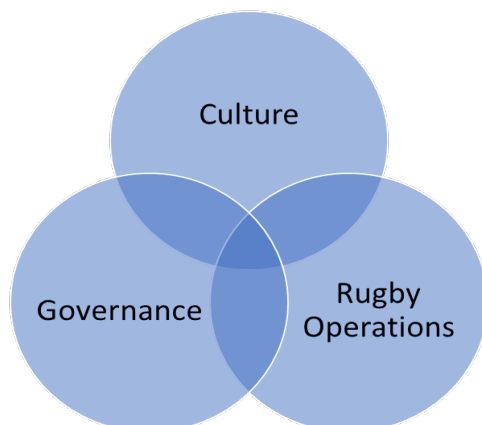
Club Committee members are elected on an annual basis at the Club's Annual General Meeting (usually held in December each year).

## VISSION, STRATEGY FOCUS AND VALUES STATEMENTS

### **Vision**

***Building an inspiring club around people and culture***

### **Strategy Focus**



### **People**

The essential success ingredient for the strategic development of the Club is the quality and quantity of people willing to contribute.



## Core Values - "TAHS"

**T**eamwork - having a strong work ethic means being committed and responsible to the Club and mates

**A**cceptance - to welcome difference in all forms

**H**onour – courage to do the right thing, demonstrate respect to the Club and your mates, to act honestly and with integrity

**S**ervice - giving more than you take for your mates and the Club, actively contributing back to the Club.

## AFFILIATED ORGANISATIONS

### **The Waratahs Old Boys**

The Waratahs Old Boys is a body of former players and supporters. The Old Boys support every home game and most away games. The Old Boys are passionate supporters of the Club and should be shown the respect owed to them. The Old Boys provide the Club with financial sponsorship as well as help to host a number of events (i.e. Sponsors Day, Charity Day, Sportsman's Lunch),

### **The Waratahs RUFC Juniors**

The Waratahs Juniors seek to run teams in ages from u 8's to 18's. They train at Waratah Oval on Tuesday and Thursdays, for information on the Juniors or if you are aware of any potential Junior players please contact a Club Committee member.

### **The Waratahs Sponsors**

The Waratahs Rugby Union Rugby Club relies on sponsorship to support football operations and the ongoing success of The Waratahs. Without the support of sponsors the Club would not survive.

The best way that players and officials can support sponsors is to use their services or products. Support can also be via social media as many sponsors use social media so supporting those mediums is desirable (i.e. like on face-book).

The Club ask that you support those who support us. A list os sponsors and contact details can be found on the Club's website.



## ROLE AND RESPONSIBILITY OF MEMBERS

For the enjoyment of all, Club Members are expected to behave in a manner compliant with the laws of Australia, the Code of Conduct of the RA, the expectations of the Community in general and the Code of Conduct of the Club.

Members are also bound by the provisions of the Constitution of the Club.

### CODE OF CONDUCT

The code of conduct applies to all Club Members whether they are players, officials, or Supporters. Club Members are to act in a manner to ensure the club values can be upheld.

All players, officials and club members are also bound by the Rugby Australia (RA) Code of Conduct.

“The Waratahs” values are as follows:

- T** - Teamwork
- A** - Acceptance
- H** - Honour
- S** - Service

In representing the Club:

#### ***ALL PLAYERS MUST:***

- Play within the Laws of the game and act in a manner that is fair and acceptable and in accordance with the community’s expectation as a sports person,
- Avoid any involvement in foul play or unnecessary use of foul language when representing THE CLUB.
- Avoid participation in any actions such as sledging of opposition players, officials, or supporters that may implicate THE CLUB or its players in any adverse legal action or that would contravene any sexual or racial discrimination legislation.
- Act in a responsible manner that will earn respect from peers, players, sponsors and supporters of the Club, NHRU and opposition clubs.
- Never abuse or unduly criticize your fellow players, officials, sponsors or supporters
- Never knowingly take or supply illicit or illegal drugs or participate in the use or distribution of banned substances that would impair the performance of the individual or others and that may implicate the Club in any legal action being undertaken in relation to the matter.



### ***ALL OFFICIALS MUST:***

- Abide with, support and respect the above clauses outlined in behaviour for players,
- Educate themselves to ensure they can adequately perform their role
- As a declared official or person acting in an official capacity, be willing to display guidance, support and empathy to all persons associated with the Club and extend the same to those of all opposition clubs

### ***ALL SUPPORTERS MUST:***

- Abide with, support and respect the above clauses outlined in behaviour for players and officials;
- Act in a responsible manner when supporting the Club.

### **BREACH OF CODE OF CONDUCT**

- Breaches will be dealt with by the Club Committee.
- Breaches of the RA Code of Conduct may see other sanctions imposed on the individual and the club

### **DRESS CODE**

- All Members are expected to present themselves in appearance and behaviour such that they project a positive image of the Club
- Clothing should be clean, presentable, and non-offensive
- Game Day dress – Club shirt / polo dress slacks or jeans and enclosed shoes
- Official Functions - Club shirt / polo dress slacks or jeans and enclosed shoes

### **RUGBY EDUCATION**

- RA offers a number of e-learning courses via the Rugby explorer app.
- All players, officials and Club members are encouraged to undertake courses appropriate to their role and for the development of their own knowledge of rugby and the administration of club rugby.

***“The way a team plays as a whole determines its success. You may have the greatest bunch of individual stars in the world, but if they don’t play together, the club won’t be worth a dime”***

Babe Ruth



# **RUGBY OPERATIONS**

The Clubs vision is “Building an inspiring club around people and culture”.

## **ROLES AND RESPONSIBILITIES**

The Club’s Rugby operations is managed by a number of people including the following:

- Team Coaches
- Team Managers
- Rugby Manager
- Ground Official
- Registrar
- Club Committee Members

The following identifies the responsibilities of players, coaches and managers of the Club

### **Players**

It is the player’s responsibility:

- Join the Players Page Facebook and one of the team Facebook sites. As this forum will be the main communication tool for players and coaches.
- To attend training, usually every Tuesday and Thursday (time to be confirmed, however usually 6pm)
- Players are to ensure they are changed, strapped (if required) and ready to begin at the designated time.
- To register and pay Club fees on-line.
- If unavailable for training, to inform the teams coach/ manager of the unavailability by midday of the training day. Failure to notify of not training and non-attendance may affect selection eligibility.
- To supplement the two training sessions per week provided by the club with their own fitness training
- Where practicable and possible to utilise Strength Republic Gym,
- To advise the coach/ manager of game unavailability as early as possible
- To arrive in plenty of time on game days to allow for an adequate preparation including time for strapping and pre-match team meeting. Each team will have their own match preparations and it is up to the player to know what these are.
- To be available for any team roster duties including but not limited to, linesman, water runners, ball boy, raffles, canteen, ground set up and remove and gear put away





- In the advent of bad weather and match cancellations, the team or players facebook page will communicate if games are cancelled, postponed or relocated
- If injured, to report this to the medical staff immediately and to keep the medical and coaching staff regularly informed of your progress and always follow the advice of medical staff
- To actively support all club events and functions
- To enjoy your rugby and respect your Club and the NHRU competition.
- Encourage former and prospective players to join and be part of the Club.

***“Champions aren’t made in the gyms. Champions are made from something they have deep inside them--- a desire, a dream, a vision...”***

Muhammad Ali

## **Coaches**

The Coach is responsible for the team in conjunction with other club officials to:

- Coach within the Laws of the game and act in a manner that is fair and acceptable and in accordance with the community’s expectation as a sports person,
- Complete appropriate training as required. A minimum is smart rugby and concussion management e-learning
- Be proactive in player recruitment and retention. The coach should actively identify and seek to attract quality players and people to the club
- Have a structured and planned training sessions that will engage players and develop each playing position fitness level, skills and knowledge of game.
- Preparation of the players for game day
- Preparation and implementation of the team game plan including communicating this game plan to the players
- Developing each player’s potential
- To liaise with other Club Coaches to ensure team game plans and tactics are understood and consistent
- Encouraging excellence in execution
- Providing positive and constructive feedback and post-game analysis to players
- Recruitment and retention of players, officials, sponsors and supporters
- Communicate to player’s, selection decisions and rational especially if it involves moving players up or down the grades (ideally prior to team announcements)



- Contributing to, and being aware of the importance of team and Club moral
- The coach has a role of building the whole person by ensuring that playing the game is an enjoyable experience. The coach will take every opportunity to talk to and listen to the players and be sensitive and accommodating to the needs of the individual and the team.
- The coach must never lose sight of the importance of their leadership and influence in achieving the team goals.
- Working together with other coaches and officials for the betterment of the Club as a whole
- Maintain a high level of communication and follow up with players
- Provide formal reports as required
- Enjoy the experience

***“The price of success is hard work, dedication to the job at hand, and the determination that whether we win or lose, we have applied the best of ourselves to the task at hand.”***

Vince Lombardi

### **Team Managers, Gear Stewards and other Officials**

The Manager(s) is the coaches' assistant in all things related to team administration. The Manager supports the Coach in achieving all the team goals and promoting Club events

The Manager is responsible for:

- Organising team support structures
- Ensuring players are present and ready on match days
- Ensuring jerseys, training balls, warm up gear, water bottles & any equipment necessary are present on match days
- Assisting the Treasurer in collection of player related fees
- Assisting the Registrar in player registration and insurance issues
- Ensuring the players are aware of responsibilities and entitlements
- Ensuring the captain behaves in “The Waratahs” spirit including introduction to the referee and post-game congratulations to the opposition captain, thanks to the referee and an invitation to the opposition team to stay for a drink at home games.
- Completing team sheets on-line via Rugby xplorer match day app



- Managing **all** playing jumpers including collection after each game, delivery to the Club's nominated laundromat and pickup prior to the next competition round
- Collecting team Players Player votes and the Best and Fairest points from the Coach
- Referring injured players to the Medical Coordinator
- Assisting the coach in contacting injured players in the following week
- Assisting in the coordination of the players for volunteer duties for home and away games
- Assisting in the set up and put away of training gear, filling water bottles, etc on training nights
- Working together with other coaches, managers & officials to maintain a high level of communication and follow up with players
- Providing formal reports as required

## TEAM SELECTION POLICY

For a player to be eligible for selection for THE CLUB, they must have satisfied the following criteria.

### **1. REGISTRATION**

- Completed on-line via the Rugby xplorer app
- If applicable have a Domestic or International clearance or club clearances from the last Rugby Union Club they have played for, this includes interstate or change within the zone in the same year.

### **2. FINANCIAL**

- Have paid registration fees for the current season either in full or under an agreed payment plan.
- Non-payment of fees may lead to a player not being available for selection
- A default of 2 or more payments on an agreed payment plan will put them into the status of non-financial and potentially ineligible for selection

### **3. MEDICAL**

- Be cleared as "fit to play" by the Club's Medical Coordinator, or as required a Medical Doctor or Physiotherapist. If declared to have suffered a concussion injury (ie blue card) the player must have undertaken the steps required under the RA concussion return to play rules.
- Provide, if requested, documentary evidence to support the "fit to play" status
- Participated in the Club's structured rehabilitation program
- Fit for the position, front row, goal kicking, etc. players may be selected on the basis of these skills



#### 4. TRAINING

- Attend and participate in training on a regular basis
- Players with reasonable excuse for not training, who have advised their coach/manager will not be unfairly penalised. However, players who do train regularly will have a natural advantage for selection over those that do not train. Coaches will also be encouraged to consider the effect of selecting non-training players on the performance and moral of the team and club as a whole.

#### Team Selection Process

- Coaches will discuss options by Tuesday's training session. Preferably on a Monday evening once all injuries are reported and assessed. The senior coach will have final say on selection matters.
- The best available and appropriate players who are eligible should be selected
- Coaches may select players on a rotation basis to ensure each player has adequate game time.
- The team selections for each round of the competition will be announced at the Thursday training session for that week.
- The coaching staff will speak to a player who is being demoted PRIOR to the announcement at training and explain the rational for that decision
- Injured players may be required to pass a fitness test prior to selection.

#### PLAYER HEALTH, AND MEDICAL TREATMENT POLICY

**The Club strongly encourages all players, coaches, and officials to take out their own private health insurance.**

All injuries sustained on a match day are to be reported to the Medical Coordinator and/or Team Manager as soon as possible

- Either on the day or on the Sunday if a player pulls up sore or with illness
- An Injured Player can leave a message at Rebound Physio on 4962-5200
- All injured players are to turn up for training unless agreed upon with Physio and coaching staff

#### **Club Physiotherapist – Rebound Physiotherapy**

Holly Wilson - Practice Manager

Ph: 49625200

Clinic Location - Unit 4, 87 Bailey Street, Adamstown



## Opening Hours

- Monday 9.00 am to 6.00 pm
- Wednesday 9.00 am to 6.00 pm
- Friday 9:00 am to 6:00 pm

## Process for Physiotherapy treatment of injuries by Rebound Physio

- Rebound Physio will provide priority appointments to financial members of the club
- Before leaving the ground, players with an injury should report to the Club medical staff for assessment
- Injured players must report to the Medical Coordinator or Team Manager
- **Treatments costs will be as follows,**
  - a. Players **NOT** in a Health fund will be charged \$45 per treatment
  - b. Players in a Health Fund will be required to pay the "Gap" up to \$45
  - c. Players in a Health fund **MUST** provide their Fund card at time of appointment to reception
  - d. Any additional supplies, i.e. Braces, Tape etc will be the responsibility of the player to purchase.
- **Players attending Rebound Physio will be required to pay the account in full on the day of treatment**

## Major medical expenses are the responsibility of the Player

## Concussion Management

The RA has established protocols for concussion to ensure player wellbeing. All players must respect this and ensure advice from team officials and medical staff are acted upon.

There are four stages to Concussion Management:

If a player is assessed to have suffered concussion they will be provided with a Referral and Return form by the team manager. The form has basic information around do's and don'ts of concussion. The player should take the form to a doctor within 72 hours of the injury. The team Manager will record the concussion within Rugby Link.

The player must see a doctor and return the completed Referral and Return form to the Club. The player will follow a gradual return to play program. As a minimum the player will not be allowed to train for 7-day period and can only return to contact training after 11 days and after being assessed by a doctor as fit for play (evidenced by a completed Referral and Return form).

## Strapping Tape

Strapping tape (within reasonable limits) is free to all registered players on game days. The Medical staff and Managers will be responsible for the effective use of strapping tape to ensure minimal wastage and undue expense to the club.

***NB: Players who require significant strapping may be levied an additional fee***



## Game Day Fluid Intake

### Before the Game

- Arrive at the ground hydrated
- Players should continue with water intake once they arrive at the ground
- Players are encouraged to bring bottled water to assist with hydration.

### After the Game

- Drink water and/or sports drinks as soon as possible after your game has finished
- On hot days stay out of the sun and have a water bottle with you
- **MINIMISE ALCOHOL** consumption in the first 2 hours after the game

## REGISTRATION AND FEES

All players, Coaches, Managers and Officials must be registered with the Club and Rugby Australia. Registration is only possible via the RA Rugby portal.

**ALL REGISTRATIONS ARE ON-LINE** by the individual the Rugby xplorer app. This also means that **ALL PLAYERS NEED TO PAY ON-LINE**.

Any player unable to meet the player registration cost should contact the Club Registrar, their Coach or manager or any Committee member.

### Registration Process

You will need to follow the following process

1. Download the “Rugby Xplorer” app or via the website follow the link <https://myaccount.rugby.com.au/>
2. You will need to log on using your My Rugby ID or your email address.
3. Use your password from last year. If you have forgotten your password you will need to click ‘reset password’.
4. Choose the ‘Register” option from the menu
5. Select who you want to register (ie yourself)
6. Search for Club – type in “The Waratahs”. Make sure you select the senior Club NOT the Junior Club.
7. In the Registration Type screen under ‘role’ select ‘player’. Under ‘registration type’ select the appropriate competition. Under ‘duration’ select ‘season’ and click Next.
8. Confirm or update your personal details.
9. Including a headshot is optional
10. Complete additional details as required. Note you will need to answer some of the questions as well as to acknowledge the terms and conditions.
11. The Club fee of \$235 (2020 season fee) is shown and then you are asked to continue payment.
12. Payment options allow for payment by debit or credit card or via Zip. Players are encouraged to make payments via a debit/credit card in full. Payment by Zip will allow for staggered payment options however please be aware of the consequences if scheduled payments are not made.



## WET WEATHER PROTOCOL

During periods of wet weather the Newcastle City Council provide a website at [www.newcastle.nsw.gov.au/Groundinfo](http://www.newcastle.nsw.gov.au/Groundinfo) . This site provides information on ground closures.

Where the ground is closed an alternative ground maybe sought. Players should consult the Clubs Facebook page or contact the team manager.

## COMMUNICATION PROTOCOL

### **Media Representatives**

- Players and Officials are not to provide comment or interviews to any form of media (Print, Electronic) without the express permission of the Club President or his nominee

### **Social Media - Websites, Face book, Twitter;**

- Players and Officials should avoid participating in forums that may reflect poorly on the Club. Personal comments in public forums of a contentious nature also reflect on all members of the Club. Please be aware that once posted or sent they are there for all to see and comment on.

## INSURANCE INFORMATION

**THE CLUB strongly encourages all players, coaches and officials to take out their own private health insurance.**

The RA Sports Injury and Liability Insurance Scheme provide a basic level of insurance for players, officials and members associated with THE CLUB and are automatically covered under the plan from March 1 each year for a period of 12 months.

### **WHAT ARE THE BENEFITS**

#### **CAPITAL BENEFITS**

- Death \$100,000 or if under 18 years \$10,000
- Permanent Quadriplegia or Permanent Paraplegic \$300,000
- Permanent Disability (as per table) up to \$300,000

#### **WAGES**

- Reimbursement of 80% of gross income (net of business expenses) up to a maximum of \$250 per week. The first 28 days are not covered. Maximum benefit period is 52 weeks.

#### **MEDICAL**

- Payment of 80% of non-Medicare medical expenses (incurred within 12 months of the injury) after any reimbursement from your private health fund. A \$250 excess applies for



each and every claim, the maximum benefit is \$3,000. Any expense covered fully or partly by Medicare (e.g. Doctors fees, X-ray costs etc) is not claimable under this policy.

### **HOW TO MAKE A CLAIM**

When Injured and a claim is to be submitted, the following steps should be followed:

- Obtain a Claim form
- Complete the Claim form
- Lodge to Claim form
- Lodge additional information as required.

The following link provides access to the Claim form and further information on the claim process including details of the Insurer

[Serious Injury Insurance Claim](#)

If you are unsure please ask a Club Official to assist you.

### **MEMBER PROTECTION OFFICER**

The Club seeks to ensure all members can contribute to the club in an environment that is safe, inclusive and constructive. Everyone should be treated with respect and dignity and feel safe and protected from harassment, discrimination, bullying, abuse and other unfair or inappropriate conduct.

The Club has a core value of "Acceptance". A critical component of acceptance is being inclusive. THE CLUB seeks to create an inclusive environment to avoid any cultural attitudes or actions that may offend. This environment includes speaking up on negative behaviours such as racism and homophobia.

Should any member (or non-member) of the Club feel that they are being harassed, discriminated, bullied, abused or subject to unfair or inappropriate conduct they should raise a complaint. The Club treats complaints seriously and confidentially. If you have an issue or a complaint you are encouraged to contact the clubs Member Protection Contact.

Member Protection Contact :  
Greg Taylor Ph 0439 584-556 or email: [gjt3@bigpond.com](mailto:gjt3@bigpond.com)

Complaints can be raised with the Member Protection Contact in person or in writing.

Further information can also be found on the RA website at [Rugby AU Codes and Policies](#)

