



MaristCollege
Canberra



Volunteers Handbook 2025

Many thanks for agreeing to volunteer at the Marist Rugby Club for the 2025 season.

To any new volunteers, welcome! We hope that the experience will be a rewarding and enjoyable one.

To those of you who are “old hands”, welcome back.

This note, and the accompanying information, will hopefully be of assistance to you in carrying out this important function. The pack may also help you keep track of the paperwork that will be required throughout the year.

Remember, if in doubt about any role or what you should be doing, don't hesitate to contact your Age Group Coordinator, the Volunteer Coordinator or any other member of the committee.

Good luck and enjoy yourself.

Craig McMahon
Rugby Master



MaristCollege
Canberra



Marist Rugby Club

Volunteers Handbook 2025



Contents

Introduction	4
Policy Structure	4
Marist Rugby Committee Member Role's.....	4
President (Executive).....	4
Vice President (Executive).....	4
Secretary (Executive)	4
Treasurer (Executive).....	5
Registrar (Executive).....	5
Rugby Master – School Primary Representative.....	5
Sport and Services Administrator (Rugby Coordinator) – School Representative.....	6
First Aid Coordinator	6
Volunteers Coordinator	7
Merchandising.....	7
Website.....	7
Canteen Manager/s	7
Sponsorship.....	8
Annual Event Coordinator.....	8
Social Media Manager	8
Equipment Manager	9
Coaching Coordinator	9
Referee Coordinator	9
General Member	9
Age Group Coordinator.....	9
Team Managers Role	10
Team Coach Role	13
Team Field Marshall's Role	13
Team First Aid Officer Role	13
Marist Rugby Committee 2025.....	15
Appendix A – Roster Template.....	16
Appendix B – Example Email to parents requesting contact details, volunteers etc.....	17
Appendix C – ACTJRU game day protocols – Field Marshal	18
Appendix D – Mercy rule Under 13'S to Opens (Under 17 / Under 18)	19
Appendix E – Guidelines for Reporting Sporting Injuries & Sports Injury Report Form.....	20
APPENDIX F – Working with Vulnerable People.....	23
APPENDIX H – Field of Play Rules	24
APPENDIX I - ACTJRU Game Day Protocols	25
Frequently Asked Questions	26
Marist Rugby Annual Function.....	28

Introduction

We have developed this Volunteers Handbook as a reference for all our volunteers required throughout the season. This is to enable everyone to have a clear understanding of their role throughout the season. Information provided is consistent with the Marist College Sports Policy and Sports Clubs Operating Framework.

Policy Structure

The Volunteers Handbook should be read in conjunction with the Marist Rugby Club Policy Guide, which includes the Code of Conduct. The Marist Rugby Club Coach's Handbook also contains useful information on the roles and responsibilities of other volunteers involved in Marist Rugby. All information within this Handbook is available on the Marist Rugby website (www.maristrugby.com).

Marist Rugby Committee Member Roles

President (Executive)

- Charged with the overall running of the Marist Rugby Club.
- Act as spokesperson for the Marist Rugby Club.
- Chair all meetings.
- Liaise with the Headmaster, Sports Master, Rugby Master and Coordinators and other College staff as required.
- Attend the ACTJRU monthly meetings.
- Attend quarterly Marist Sports committee meetings.
- Clear and/or prepare Articles/ notices for College Newsletter/ Blue and Blue/ Maristian
- Assist with Ground Marshall duties at home games.
- Meet in an executive role out of session to make urgent decisions.

Vice President (Executive)

- Assist the President and understudy all roles and hence carry out all the normal duties of President in his/her absence.
- Attend ACTJRU and Marist Sports Committee meeting in the absence of the President.
- Assist with Ground Marshall duties at home games.
- Rugby Master/President coordinates with referees (payments and result recording) and Supervises Marist Oval 1.
- Ensure compliance of volunteers with Marist College and Rugby Australia requirements i.e. Working with vulnerable people, Smart Rugby, Coaching qualifications, first aid certificates etc
- Prepare Articles/ notices for College Newsletter/ Blue and Blue/ Maristian
- Prepare and distribute weekly fixtures in consultation with the Rugby Master.
- Consolidate weekly fixture results and submit to news@mcc.act.edu.au and Social Media Manager
- Meet in an executive role out of session to make urgent decisions.

Secretary (Executive)

- Record minutes of the Marist Rugby Club meetings and circulate to committee.
- Maintain the overall continuity of records of the Marist Rugby Club and access them on a need's basis.
- Liaise with the venue to reserve our in-kind meeting and event room annually.

- Liaise with Age Group Coordinators for the timely dissemination of information relating to ACTJRU activities.
- Meet in an executive role out of session to make urgent decisions.
- Monitor general Marist Rugby Club email account and respond to all correspondence.
- Co-ordinate team photos.

Treasurer (Executive)

- Manage the Marist Rugby Club bank account, Square card reader account and PayPal account and ensure the safeguarding of books of account and other financial records.
- Maintain signatories to accounts and facilitate and supervise change when necessary.
- Pay all invoices by due dates as authorised by the Marist Rugby Club.
- Prepare the annual budget and cash flow for approval as requested by the Committee and monitor and control its implementation.
- Present a financial report at each Committee meeting advising expenditure/income since last meeting, and progress against the season's budget. Marist Rugby Club Volunteer Committee Roles
- Present an annual Balance Sheet and Statement of Income and Expenditure at the AGM.
- File receipts/ docs on drop box (electronically)
- Withdraw and provide cash float for Canteen and merchandise for home games.
- Withdraw and prepare payments for referees for home games and provide to ground marshals and Rugby Master.
- Receive canteen takings from home game and bank in the following week.
- Meet in an executive role out of session to make urgent decisions.

Registrar (Executive)

- Set up teams for registration online in RugbyXplorer.
- Ensure correct club registration fees are set in RugbyXplorer.
- Give parents direction and help with the registration process/problems.
- Once registration has closed, maintain a database of details of players, coaches, managers and teams and supply this to school and coaches.
- Assign all players to a team based on advice from Age Group Coordinators.
- Assign team administrators on the RugbyXplorer system.
- Help parents set up and run the match day App where needed.
- Assist the President and Rugby Master with additional tasks as needed.
- Distribution of team lists via, email or internet sites in conjunction with the club.
- Meet in an executive role out of session to make urgent decisions.

Rugby Master – School Primary Representative

- Liaise between the Rugby Club and the School.
- Provide advice and guidance to the Rugby Club Committee.
- Attend Rugby Club executive meetings.
- Attend the ACTJRU monthly meetings.
- Attend the ACT Schools Rugby monthly meetings
- Liaise with relevant Rugby associations and act upon business arising from the meetings, e.g. student notices, bookings within school, travel arrangements to training venues
- Oversee team grading, player allocation and player movement between teams during the season.

Sport and Services Administrator (Rugby Coordinator) – School Representative

- Liaise between the Head of Sport (Rugby Master) and the Rugby Club. Ensure Rugby Master is notified of college bookings for training and competition games.
- In the absence of the Rugby Master, attend the ACTJRU monthly meetings.
- In the absence of the Rugby Master, attend the ACT Schools Rugby monthly meetings.
- Liaise with relevant Rugby associations and act upon business arising from the meetings, e.g., student notices, bookings within school, travel arrangements to training venues.
- Manage Marist Rugby Club related correspondence that has arrived at the school.
- Contact for any students, coaches and managers requiring information about playing or training times.
- Inform the Headmaster and Deputy Headmaster of relevant events and on matters of importance.
- Distribution of team lists via noticeboards, email, or internet sites in conjunction with the club.
- Attend the Committee meetings during the calendar year, where schedule permits.
- Attend and assist with the organization of the Rugby presentation night.
- Facilitate with the Committee to have available team lists complete with training times, location, coach and manager contact numbers.
- Co-ordinate the publishing of the Blue & Blue magazine article.
- Selection and encouragement of staff to be involved with Rugby.
- Co-ordinate with members of the Rugby Committee arrangements for team photos.
- Be present at home games to welcome the visiting club or school and coordinate the day.
- If it is an away fixture, arrange the details for this invitation and be in attendance, unless you have junior coaching commitments elsewhere.
- Coordinate ASC Fixtures afternoon teas.
- Take an active involvement in the appointment of coaches & managers for the junior teams.
- Support the Registrar in the coordination of registration of junior players.
- Support the Committee with the coordination of the senior rugby dinner.
- Facilitate with the Committee to ensure that all volunteers within the organisation complete Working with Vulnerable People registrations, and that the College has recorded the registration details.

First Aid Coordinator

- Liaise with teams early in the season and in particular managers to identify the first aid officer in each team to create a master list of at least two first aid trained volunteers for each team for correspondence throughout the season.
- Coordinate access to first aid training for volunteers.
- Ensure each team has one first aid qualified person in a vest at each game.
- Stock and distribute first aid kits to each team. Liaise throughout the season to ensure kits remain adequately stocked and do any ordering required.
- Audit the first aid kits at the end of the season and in advance of the start of the season.
- Game Day Set-up and Pack-up – Marquee, Table, First Aid restock and Ice.
- Supervise First Aid Area at home games until physiotherapist arrives.
- Collate the weekend injury report from Rugby Master/ School Sports and Service Administrator and for home games, First Aid Physiotherapist, and liaise with each team (manager and coach) to confirm the report is a correct representation of the weekend's injuries.

Volunteers Coordinator

- Address the managers and coaches at the beginning of the season outlining all the roles the club needs covered (weekly/home rounds only) for the season to run smoothly.

- Correspond with the managers to coordinate the volunteers to cover the canteen and BBQ during Marist home rounds. Chase up managers where required to ensure their parents know their responsibilities.
- Marist home rounds:
 - Seek nominations from all relevant team managers as soon as home game schedule is finalised.
 - Follow up with team managers for nominations.
 - Collate team volunteers.
 - Inform canteen/BBQ coordinator of volunteer's information collated.
 - Send reminders to team managers regarding volunteers required for ground setup and pack up after games.
 - Follow up with team Managers to ensure volunteer rosters are published on the website.

Merchandising

- Manage the Marist Rugby Club merchandise stall at home games at Marist.
- Manage stock and orders.
- Maintain accurate stock-of-hand figures for inclusion in the monthly Treasurer report.
- Liaise with the Committee for income and expenditure items to maintain a profit basis.
- Liaise with the Volunteer Coordinator to ensure the stall is staffed.
- Game day set-up and pack-up at Marist – 1 x Table, Collect Merchandise from Rugby Storage

Website

- Update MRC website on an ongoing basis with key event information, including managers/coaches manual, key dates, upcoming events
- Support and coordinate with managers/ team photographers to give them access for own weekly updating of best photos onto MRC website in relevant team age group sections (including ad-hoc user support for managers/photographers)
- Review current website copy and update key information for 2025 parents, managers, teachers and coaches
- Upload sponsor information - recognising bronze, silver and gold sponsors with copy and their logos
- Upload key messaging and important Club updates occasionally/ as required (not as regularly as social media) - receiving copy input from President, Sponsorship, Managers/ Coaches/Parent group Coordinator, Social Media and Registrar roles.

Canteen Manager/s

- The Canteen Manager/s runs the canteen operations at all home games. There are approximately eight (8) home games including Gala Days during the 2025 season. Exact numbers TBC.
- Ordering and collecting food & drinks
- Buying the extras like sauces, napkins, cleaning products etc.
- Coordinating Friday night preparations including using the School drinks fridges.
- On Game day, the Canteen Manager/s will be supported by Committee members and have a list of volunteers to expect that week (from the Volunteer Coordinator) and will manage the helpers all day.
- The canteen will open 30 mins prior to the commencement of the first game.
- The canteen will close at 30 minutes prior to the finish of the last game (or at the discretion of the Canteen Manager), and with the help of the last volunteers will clean and pack up.

Sponsorship

- Help drive sponsorship and source funding to support MRC initiatives

- Work closely with MRC President and Treasurer regarding sponsorship
- Lead the sponsorship sub committee
- Monitor and track sponsorship pledges and donations across parent networks, Old Boys Networks and corporate sponsors
- Work closely with MRC Registrar to track and help grow new registrations (major source of our annual funding)
- Help track outgoing sponsor/ donation commitments from MRC for various rugby initiatives
- Work closely with event management teams for fundraising initiatives
- Hold quarterly sub-committee meetings and regularly feedback sponsorship key updates back to entire MRC committee.

Annual Event Coordinator

- Coordinate any annual events for the Marist Rugby Committee. For example, welcome drinks, trivia nights, dinners etc. These events will be defined and agreed upon by the Committee. Please note this does not include the end of season First XV end of season dinner as this is solely organised by the Sports Master and/or Sports Admin Assistant.
- Liaise with the venue, develop invitation, advertise, and coordinate ticket sales and be the contact on the evening with the support of the Marist Rugby Committee.
- Source sponsors to support the event, which may include raffle prizes, lucky door prizes and auction items with the support of the Marist Rugby Committee.

Social Media Manager

- Proactively and regularly updating the Marist Rugby Facebook and Instagram pages with content including:
 - Key information and upcoming schedule for weekly Saturday games
 - Results and photos from weekly Saturday games
 - Special award recipients/ notable achievements
 - ACTJRU Rep/ local/ national competition updates
 - Upcoming events (Welcome Drinks, Annual Dinner, AGM, R U OK Day, Gala Days etc)
 - Community support collections (eg old rugby gear for Fiji)
 - Sponsor appreciation posts
 - Engaging with the President and other Committee members (to confirm/ check any content as required, and to receive key content to post)
 - Communicating key social media messaging to support/ align with other communication channels (eg emails, website etc) for Marist Rugby Club
 - Gathering constructive feedback (via an online survey) from the parent community (not necessarily annual)
 - Ensure all communications are in line with school policy.
 - Coordinate the monthly newsletter, which will include current sponsor logos.
 - Social media posts

Equipment Manager

- Keep equipment clean & tidy in the rugby storeroom and Pearce Oval container.
- Put together coach's kit bags and match day bags for coaches and managers.
- Place orders for any equipment/material that may be required for the season.
- Carry out any maintenance works to existing equipment as required.

- Arrange for the return of training kit bags and match day bags.
- Check with senior coaches annually for any special requests of equipment. Represent this request to the Rugby Committee for funding approval.
- Issue training bags/match day bags/first aid kits to coaches and managers.

Coaching Coordinator

- Work with the Head of Sport and/or Sport and Services Administrator and Age Group Coordinators to promote Coaching courses and opportunities for the current coaching cohort.

Referee Coordinator

- Work with the Head of Sport and/or Sport and Services Administrator to promote referee opportunities for Marist boys to participate in.

General Member

- Attend committee meetings.
- Fill in and assist other committee members with their roles throughout the season.
- Volunteer to fill a Game Day position if and when the President/Vice President requests.

Age Group Coordinator

- To facilitate the efficient exchange of information each age group will be represented by an "age coordinator". This is usually a coach or manager from one of the teams in the age group although this is not mandatory.
- The age group coordinator is the key point of contact for each age group, especially in the pre-season before teams, coaches and managers are finalised, to disseminate important information to the age group.
- Assist the Registrar with the allocation of registered players to teams.

Team Managers Role

The role of team Manager is always critical to the efficient running of Marist Rugby and is done best when Coach and Manager communicate well and understand what each other's role involves.

Managers are usually the connection between the Club, the boys and their families. Managers have a two-way role:

- Keep information flowing to the families. Make sure that they know of, and can be involved in, the activities of their team and their Club.
- Keep the Club Committee informed of any issues that might arise that affect the team's welfare and the boys' enjoyment of their Rugby. This can be done through the Rugby Master or committee member (President or Vice President as a suggestion).

As soon as appointed:

- Send an email to your team parents to introduce yourself and provide details for the season including information regarding the MRC Rugby Website (www.maristrugby.com)
- All communication should occur through the MRC 'My Team' page on this website. Notifications are automatically sent to parents each time updates are made to the page.
- Apply for Working with Vulnerable People Card. Further information available at Appendix F.

Before Round One:

- Familiarise yourself with the Match Day App ([Rugby Match Day App Instructions](#)) – this will be the tool used to report team scores each week.
- Familiarise yourself with the MRC Rugby Website (www.maristrugby.com) and how to update your team page (maristrugby.com/wp-content/uploads/2023/06/MRCWeb-Managers-Manual.pdf).
 - As a manager you are required to utilise the team page on the website for communications across your team. This ensures that the most up to date information is available at all times and this will be your first point to update.
- Please read, and ensure parents and players are aware of, the Marist Rugby Club Policy Handbook and Code of Behaviour ([Marist Rugby Club Documents – Marist Rugby Canberra](#))
- Seek team spectators or a keen parent to act as informal team photographer throughout the year. Players and families will appreciate the photos, and action shots are good for college publications/socials and the Club website.
- Ensure that each team has a nominated first aid officer. MRC provide paid professionals at the home games at Marist oval, but each team also requires a dedicated volunteer first aid representative. The Club will fund First Aid training.

Weekly Activities:

- **Update your 'My Team' page on MRC Rugby Website**
Make sure that the team knows where and when they are playing. In particular, if the team is playing out of town, make sure that the players and their families know the time, venue, and any other necessary details.
- **Update the Volunteers page on MRC Rugby Website**

Confirm the volunteers lists are accurate on the website and direct families to ensure they are across duties. Duties may include field set up/pack down, canteen, BBQ, Touch Judge and Field Marshall. Touch Judges can be a parent or sibling who can assist the Referee. They will not be asked to make major decisions. It is easiest if you roster these roles in advance for the season, so families know when it is their turn. You can send out to families at the beginning of the season and then record on the volunteer page for your team. Example template is provided at Appendix A and B.

- **Provide a volunteer roster to the Volunteer Coordinator.**

The list includes volunteers for ground set-up/pack-up, Canteen/BBQ duty and the merchandise stall. On average there are 6 - 8 home games per season. A Volunteer roster needs to be drawn up at the beginning of the season for all home round dates (dates to be provided once finalised by the ACTJRU). A sample template is provided at Appendix A. Names for each week are to be provided to the Volunteer Co-ordinator and the roster uploaded to the website.

Game Day Activities:

- **Ensure the appropriate kit is available on game day.**

This will include footballs, cones, first aid kit, touch judge flag, orange vest for the field marshals etc. It could also include arranging oranges or lollies for energy at half time (arrange a roster for this with all parents involved) and ensuring each player has his own jersey (in good condition). Players and families are responsible for ensuring players jerseys are clean and in good condition for game day.

- **Submit current player team list in Rugby Match Day App**

The Club Registrar will establish all team lists on Rugby Match Day App at the commencement of the season. Managers are to confirm the team lists are correct for the upcoming game and confirm it is accurate. This is a record that can be requested if there is a dispute over who played by the ACTJRU at any time. Managers need to track this for the entirety of the season.

Tip: Each Friday night look for any Rugby Xplorer app updates and download the update. .

- **Organise a Field Marshall (Orange Vest) at each game.**

It is a requirement that each team must have a Field Marshall (Parent) to ensure Parents and Players are aware of the Club's Policy Handbook and Code of Behaviour. These are published on the Club's website ([Marist Rugby Club Documents – Marist Rugby Canberra](#)). It is essential that all people involved in Marist Rugby (players, officials, parents and spectators) are aware of what is expected of them. If required, they are to inform the Ground Marshall (Yellow Vest) of any issue in which the Ground Marshall will address ASAP. The ACTJRU Field Marshall protocols are outlined in Appendix C.

- **Organise a touch judge to help out during each game.**

It may be one of the parents or carers or it may be a confident sibling. The touch judge is only there to assist the referee, they won't be asked to make major decisions.

- **Record the score during the game using the Rugby Match Day App.** Check with the referee immediately after the game to confirm the final score, and any red, yellow or blue cards have been correctly entered into Rugby App prior to submitting the final score. If required, apply the mercy rule in the U13 to Open age groups when a team is winning by more than 30 points. Please see the guidelines for this rule in Appendix D.

- **Maintain accurate Team statistics.**

It's extremely useful for the manager to ensure that accurate records are maintained; not just the actual score for the game, but who played in a particular game, who scored and 3, 2, 1 points.

Note: Contact with referees and other officials for any complaint or criticism is to be initiated through Marist Rugby, rather than directly. Particularly in the case of refereeing matters, contact the Rugby Master or Marist Rugby Club Executive Committee in the first instance.

- **Report Sports Injuries.** Marist Rugby abides by the Marist College policy of reporting all significant injuries sustained by players. If an injury occurs, you must complete and lodge a report via the Marist Sporting Club Sports Injury/Incident Form. The Injury/Incident Reporting icon can also be added to your iPhone (details on the form). In addition, mandatory Concussion Referral and Reporting must be completed. Copies of the Sports Injury Report and guidelines for reporting Sporting injuries are in Appendix E.

Note: Contact with referees and other officials for any complaint or criticism is to be initiated through Marist Rugby, rather than directly with the official. Particularly in the case of refereeing matters, contact the Rugby Master, Sports Master or Committee in the first instance.

The Coach and Manager don't have to be the only people involved in organising your team.

Some suggestions to assist:

- Make yourself known to the other parents and try to get some of them involved.
- Don't feel backward in approaching parents and asking. In most cases, people are happy to help – even keen. By ensuring that all necessary tasks are carried out, and by hopefully involving as many of the team "family" as possible, the Manager can play a very important role in helping to build this spirit and camaraderie, and helping to ensure that everyone associated with their team has a good year.

REMEMBER DON'T TRY TO DO EVERYTHING YOURSELF.....BUT DO TRY TO MAKE SURE THAT EVERYTHING NECESSARY IS DONE!

Team Coach Role

A Coaches Handbook is available which outlines the role and responsibilities of someone undertaking the coaching of a Marist Rugby Team. This is available at www.maristrugby.com

The Manager and Coach work together to ensure parents are involved in their volunteer roles and are guided on what is expected to ensure the smooth running of each game at every level over the course of the season.

As soon as you are appointed as the team coach please apply for Working with Vulnerable Peoples Card. Further information available at Appendix F.

Team Field Marshall's Role

The team Field Marshall's role is to ensure all game day ACTJRU protocols are followed. The protocols are listed in Appendix C. The Field Marshall must also be aware of field of play guidelines which are listed in Appendix H. The Manager needs to inform the team of the Field Marshall's responsibilities. Field Marshalls are to have met the Ground Marshall and Referee prior to the commencement of the game.

Team First Aid Officer Role

Marist Rugby Club seeks to appoint two first aid officers (with a current first aid certificate) for each team and we ask all interested parents to consider volunteering. The Rugby Club will fund training for volunteers through Sports Medicine Australia or another suitable provider. Further information is available on the First Aid page of the Marist Rugby Website (www.maristrugby.com/first-aid/)

The first aider will be responsible for attending games played by their son's team, including away games and wear a bright vest identifying you as the team's First Aid representative. Where possible it is advisable to have a relief first aider available. It will also be the first aider's role to complete an injury report (Appendix E – Guidelines for Reporting Sporting Injuries and Sports Injury Report Form) for serious injuries and to keep the first aid kit stocked (the club will supply items).

Based on World Rugby Concussion Guidance, Rugby Australia has provided direction in the event that a player sustains a concussion related injury or is displaying behaviours consistent with a concussion injury. Procedures include the game referee showing a player a Blue card. Team First Aid Officers are to be familiar with Rugby Australia Concussion Procedure and the Concussion Referral & Return Form. Both are attached and can be found here: australia.rugby/about/codes-and-policies/safety-and-welfare/concussion-management. Team First Officers can contact the club First Aid Coordinator (firstaid@maristrugby.com) for further information. Concussion is considered a serious injury and must be reported.

As soon as you are appointed as the First Aid Officer for your team please apply for Working with Vulnerable Peoples Card. Further information available at Appendix F.

We thank you for volunteering to coach our boys this season and giving up so much of your time to do so.

If you have any further questions, or we can be of any assistance, please don't hesitate to contact the Marist Rugby Club Committee.

This handbook has been produced by the Marist Rugby Club Canberra in consultation with Marist College Canberra.

Marist Rugby Committee 2025

POSITION	APPOINTED	EMAIL
President	Greg Bayada	president@maristrugby.com
Vice President	Sam Spurrett and Rodger Phillips	vpresident@maristrugby.com
Treasurer	Sharon Locker-Lloyd	finance@maristrugby.com
Secretary	Cath Orchard	secretary@maristrugby.com
Registrar	Tania Weir	registrar@maristrugby.com
Rugby Master	Craig McMahon	craigmcmahon@mcc.act.edu.au
Club Patron	Keith Kearns	
Equipment manager	Simon Ball	
Canteen manager and Merchandising	Sonia Dutkiewicz, Pip Harrington and Hilary Phillips	merchandise@maristrugby.com
Volunteer coordinator	Laura Porreca	
First aid officer	Hilary Phillips	firstaid@maristrugby.com
Sponsorship Team	Mark Thompson and Matt Heffernen	sponsorship@maristrugby.com
Event coordination	Sonia Dutkiewicz, Pip Harrington, Hilary Phillips, Mark Thompson and Matt Heffernen	
Website	Kelly Hill and Sharon Locker-Lloyd	web@maristrugby.com
Social media manager	Kim Kirsten	socialmedia@maristrugby.com
Referee Coordinator	Al Campbell	
Coaching Coordinator	Vacant	
U10 coordinator	Ged Galvin	gedgalvin@mcc.act.edu.au
U11 coordinator	Mike van dee Meeberg	michaelvandemeeberg@yahoo.com.au
U12 coordinator	Cath Orchard	secretary@maristrugby.com
U13 coordinator	Tanin Weir	register@maristrugby.com
U14 coordinator	Sonia Dutkiewicz	Sonia.dutkiewicz@emersonhr.com.au
U15 coordinator	Luke Croker	lukecroker@mcc.act.edu.au
U16 coordinator	Erinn Elliott	erinnelliott@mcc.act.edu.au
Seniors	Craig McMahon	craigmcmahon@mcc.act.edu.au
General committee	Monica Hogan	
	Luke Payten	
	Lisa Howarth	
	Anne Gaha	
	Beulah Jud-Brettingham	
Sports and Service Administrator	Clare Kelly	clarekelly@mcc.act.edu.au

To reach any Committee member, please email secretary@maristrugby.com and the Secretary will forward on your request.

Appendix A – Roster Template

UNDER: _____ DIVISION: _____

Round Number / Location	Half Time Oranges / end game lollies (Optional)	Field Marshall (Required every game)	Photographer (Required every game)	Canteen (Home Rounds only – 2 to 3 volunteers required. Volunteer Coordinator will confirm in week leading up to home round)	Merchandise Stall (Home rounds only – as per Canteen)	Field Set Up / Pack Up (Some teams only – Volunteer Coordinator will advise if this is required from your team)
<i>Example: Round 1 Marist</i>	<i>Smith family</i>	<i>Kirsten family</i>	<i>Phillips family</i>	<i>Bailey family (x1) Ross family (x1) Hayes family (x1)</i>	<i>Ryan family (x1)</i>	<i>Jones Family Brown Family Morrissey Family</i>

Coach(s): (Name, phone, email etc)

Manager(s): (Name, phone, email etc)

Appendix B – Example Email to parents requesting contact details, volunteers etc.

Dear Parents

Name of Coach: Phone(s):

Name of Manager:..... Phone(s).....

I would like to welcome you all to the start of the 2025 Rugby Season and introduce myself as the Coach / Manager for this season.

Each week I will be updating our Team Page on the MRC Rugby Website with details for that week's games including game time, arrival time and location. I will also provide other updates such as events or important information. The volunteer roster will also be available on the website and you will receive an update each time I make any changes to these pages. The link to our dedicated team page is [<insert link to team page>](#).

All communication will be done via this dedicated team page on the MRC Rugby Website. This assists the Marist Rugby Club in communicating consistently to all players and parents.

As your team Coach / Manager I have the responsibility to organise a range of activities. I am seeking your support in fulfilling these roles and will be sending out a roster once the draw for the season has been finalised.

For the season to run smoothly, we need assistance in the following areas:

- Touch Judge
- Field Marshall
- Game Day Ground set-up and pack-up
- Canteen and BBQ
- Team photographers
- First Aid
- Oranges / lollies at half time and end of game (optional depending on Team Requirements)
- Match Reports

After the pre-season games, there are approximately 6-8 home games this season. A roster will be prepared by Round 1 allocating families to Touch Judge, Field Marshall, Canteen and Ground Set Up / Pack Up duties (as required). It is your responsibility to swap with another family if you cannot make your rostered duty. For all other tasks listed, whether you can help out each week or only occasionally, please let us know your availability and we can work together to ensure our boys get the best Rugby experience possible.

Here's to a great season.

Thanks

Appendix C – ACTJRU game day protocols – Field Marshal

ACTJRU guidelines can be found at www.actjru.com.au/resources.

FIELD MARSHAL(S) (ORANGE VEST)

1. At all ACTJRU games both Teams must provide a Field Marshal.
2. A Field Marshal must be a responsible person who isn't in the Team's Coaching Staff.
3. Field Marshals must be identifiable by wearing an Orange coloured visy vest with "Field Marshal" inscribed on the back.
4. No game shall commence or proceed unless there are two Field Marshals, one from each Team.
5. The Field Marshal of each Team should introduce themselves to each other prior to the start of the game.
6. The Field Marshals should introduce themselves to the Referee prior to the commencement of each game and be responsible for rectifying any problems, which are brought to their attention by the Referee throughout the course of the game.
7. Field Marshals shall be responsible for:
 - a. implementation of this ACTJRU Policy and Practice, as well as,
 - b. controlling the behaviour of Players, Coaching Staff, Parents, Supporters and any other person on the sideline and that they comply with Rugby Australia [Expectation of Behaviour Guidelines](#);
 - c. they are a single point of contact for all side line enquiries during the match;
 - d. maintenance of and patrolling the sideline and playing enclosure during the match;
 - e. preventing the illegal entry of any person onto the playing enclosure;
 - f. assisting the Match Officials, Team Officials and first aid personnel perform their respective duties;
 - g. ensuring unofficial Assistant Referees are not calling out or coaching the players;
 - h. ensuring Coaching Staff, including Trainers, are carrying out their duties correctly, including not calling out or coaching when inside the playing enclosure.
8. If a Field Marshal has any issue that requires escalation they are to approach the Ground Marshal in the first instance to deal with the incident.

Appendix D – Mercy rule Under 13'S to Opens (Under 17 / Under 18)

- a) If the difference in score between two Teams reaches 30 points or more then the winning Team must reduce the number of players on the field by one (1). However if the difference reduces to less than 30 points then the player can return to the field.
- b) If the difference in score between two Teams reaches 40 points or more then the winning Team must reduce the number of players on the field by another player so that the Team is two (2) players short. However if the difference reduces to less than 40 points then one (1) of the players can return to the field.
- c) Competition Rules in relation to the Minimum Number of players is waived while applying this Competition Rule.
- d) Teams who are required to reduce players in accordance with this Competition Rule must not remove front row players so as to cause the Team to play uncontested scrums. Teams must have sufficient front row players to play at hooker, tight-head prop and loose-head prop as per Competition Rules.
- e) In applying this Competition Rule when a Team has less than fifteen (15) players then the Team with the least number of suitably trained players for its scrum determines the number of players in the scrum.
- f) The failure of any Club to satisfy the Competition Manager regarding its course of action in accordance with this Competition Rule may lead to the loss of Competition points by the offending Team and the Competition Manager, at its absolute discretion, may impose further penalties.

Please note – Under 10 to Under 12 is played under the ARU pathway laws which means teams must have matched numbers on the field for the duration of the game. Teams are encouraged to share players to ensure that both teams have the maximum numbers required for a full team. A sin-binned player is to be replaced by another boy at the time of infringement. Marist encourages coaches in games where the score line begins to exceed 30 points difference, that we implement scorer's kick option or a tap from halfway to the other team, and other team parameters that will assist in supporting both teams development for the remainder of the game.

Appendix E – Guidelines for Reporting Sporting Injuries & Sports Injury Report Form.

Reporting Injuries

Marist Rugby abides by the School policy of reporting all significant injuries sustained by players.

Copies of a Sports Injury Report Form, along with guidelines for reporting Sporting Injuries, are attached in the appendix.

This is intended to:

- document and keep track of cases of injury to individual players; and
- help monitor the incidence and nature of injury to players, and thus help develop methods of minimising injuries over time.

Note:

Not every bump and bruise may need to be recorded. A player who, for example, has a slight cork that may require icing after a game may not require an incident report to be filled out. However, a player receiving such injuries as a concussion, a torn muscle, dislocation or a broken bone certainly would. Where any uncertainty as to the severity of the injury may exist, it is expected that a form would be completed and further medical advice sought.

Managers Weekly Injury Reporting Protocol

Navigate to: <https://www.maristrugby.com/club-forms/>

Select from two options:

- 1. Injury to report** - this will direct you straight to the official MCC Sport Clubs Safety Incident Form
- 2. No injuries** - a 30 second form to notify nil injuries for your team this week

A weekly reminder will be sent to Managers with a link to the above tool.

Serious injuries requiring professional medical assistance should be managed as a priority. In addition, in the event of a serious injury occurring to a player, there is also a requirement that the ARU be informed, via our First Aid Coordinator, Rugby Master or Sports Master.

Based on World Rugby Concussion Guidance, Rugby Australia has provided direction in the event that a player sustains a concussion related injury or is displaying behaviours consistent with a concussion injury. Procedures include the game referee showing a player a Blue card. Team First Aid Officers are to be familiar with Rugby Australia Concussion Procedure and the Concussion Referral & Return Form which can be located at australia.rugby/about/codes-and-policies/safety-and-welfare/concussion-management. Team First Aid Officers can contact the Club First Aid Coordinator for further information. Concussion is considered a serious injury and must be reported.

MARIST COLLEGE CANBERRA - Student Injury Report - Sport

Injured Person				
Surname			Sport	
Given Name			Team/Age Group	
Nature of Injury				
Part of Body				
Treatment undertaken (please circle)				
<i>No Treatment</i>	<i>First Aid</i>	<i>Attended GP</i>	<i>Hospital</i>	<i>Resumed Playing</i>
<i>Other (Specify)</i>				
Description of Injury, including circumstances leading up to it				
Location of Accident			Time & Date of Accident	
Possible Cause of Injury – If Applicable				
Recommendations to Prevent Recurrence – If Applicable				
Accident reported by:				
Name			Position (please circle)	Team Manager/Coach
Signature			Date completed	
Report Verified by:				
Signature			Date	
Name	Craig McMahon		Position	Rugby Master
OFFICE USE ONLY				
Recorded in Insurance Register by Finance Office	Date		Name/Signature	
Worksafe Notified (if applicable)	Date		Name/Signature	
Recorded in Student File	Date		Name/Signature	

by Medical Room				
-----------------	--	--	--	--

INSTRUCTIONS FOR USE - STUDENT INJURY REPORT

- 1) Form to be completed by either the team manager or coach at the time of the injury.
- 2) Team manager or coach to forward form to Head of Sport as soon as possible after injury or within 24 hours if hospitalisation is required.
- 3) Head of Sport to forward the signed form to the Senior Assistant to the Business Manager.
- 4) Senior Assistant to the Business Manager will forward a copy of the form to the College Medical Room for entry into student medical database.

GUIDELINES FOR REPORTING OF STUDENT INJURIES

The following are considered as injuries that should be reported on the Student Injury Report Form:

- Loss of consciousness
- Bone Fracture
- Dislocation
- Cuts or punctures where blood flows freely
- Injury where teeth are loosened or knocked out
- Injury that requires ambulance attention
- Injury where a player has to be carried or stretchered from the field of play
- Injury where a parent/guardian is advised by the Coach/Manager to seek further medical attention.

INSURANCE

The College holds a School Care insurance policy, which covers all College students for College related activities. For further information in relation to insurance claims please contact Ms Michelle Stonehouse at the College Finance office.

WORKSAFE NOTIFICATION

Please note that all injuries that require hospitalisation of a student are required by law to be notified to Worksafe ACT within 48 hours. The term "hospitalisation" does not include attendance at hospital emergency department, rather it refers to actual admittance to hospital. For further assistance with Worksafe ACT notification contact Marinda Venter in Marist Compliance Office

APPENDIX F – Working with Vulnerable People

WORKING WITH VULNERABLE PEOPLE APPLICATION FOR REGISTRATION *Working with Vulnerable People (Background Checking) Act 2011*

The *Working with Vulnerable People (Background Checking) Act 2011* (the Act) commenced on 8 November 2012, with individuals volunteering in 'Activities or Services for Children' having to become registered. This affects our committee, coaches, managers and volunteers working with Marist Sporting Clubs.

The registration is free for volunteers, but the application form will need to be lodged at any Canberra Connect office. We encourage you to submit your form as soon as possible. The current processing rate can take up to 4- 6 weeks.

The online application form can be found here: [WWVP Registration](#). Alternatively, copy the following link into your web browser: www.myaccount.act.gov.au/WWVPNDIS/s/wwvp-ndis-new-application-v2

If you do not already have an Access Canberra account, you may be required to create one before completing the online form. If you wish to submit a hardcopy application form, they are available from Access Canberra Service Centres.

More information can be obtained at the following link: [Access Canberra –Working with Vulnerable People](#).

WWVP registration is free for volunteers. Please submit your form as soon as possible, as the processing time can take between 2- 6 weeks.

When completing the form:

- Please choose 'General Registration'.
- Under 'Regulated Activity Employer/Organisation', the Contact Person is Marinda Venter. Email is marindaventer@mcc.act.edu.au
- The name of the organisation is 'Marist Rugby Club', and the address is Marr Street Pearce ACT 2607.

Once you receive your registration card, a copy will need to be provided to the College to be kept on file. Scanned copies can be sent to: wwvp@mcc.act.edu.au. It should be renewed every three years.

All coaches, managers and volunteers are required to carry the card on them while working with students.

APPENDIX H – Field of Play Rules

FIELD OF PLAY – ROPED AREA

All clubs and schools have the responsibility of roping off each oval / field of play. This should be the entire field as some coaches / reserves, position themselves behind the posts.

FIELD OF PLAY – PERSONS PERMITTED IN SIDE ROPED AREA

The Referee, two touch judges or Assistant Referees and the actual players (max 15 per team) are permitted within the playing arena.

The ground marshal is also permitted inside the roped field of play.

No Coaches, managers, water runners, medical staff and reserves are to be inside the roped area. Coaches, managers, medical staff and reserves may enter the field of play at half & full time.

Medical staff may enter the field of play to attend an injured player. It is recommended they wear a high viz vest. They are not permitted to remain inside the roped area during general play.

Managers / Coaches may enter the field of play if the injury is considered serious where extra medical assistance is required – assistance to the first responder, stretcher, ambulance etc. No parents are to enter the field of play. If an injury is considered serious a parent / guardian will be provided permission to enter the field of play by the team manager and ground marshal and escorted onto the field to be with their child.

TEAMS

All teams should be ready to enter the field of play prior to their scheduled start time or as soon as the previous game has been completed.

Teams should meet in the centre of the field, shake hands and then move to their respective positions. There should be no huddle on the field of play. This should be done prior to entering the field of play.

At the end of each game teams are to vacate the playing area ASAP – this is to allow the next game to start. Teams should quickly shake hands and move quickly to the sideline to clap each other off. They should then vacate the playing arena. There should be no club song / war cry sung on the field of play unless time permits. The referee of the next game should blow his whistle to indicate teams should enter the playing area. He will commence his clock for the next game at the scheduled start time regardless of the teams being ready.

Water Runners:

Each team is permitted two (2) water runners. They are not to be the Coach and or the Assistant Coach. They are only permitted on the field of play during a stoppage for injury and or after a try is scored.

A person (water runner) delivering the kicking tee for a penalty is not to carry water.

All reserves entering the field of play should make their way to the touch judge / assistant referee prior to entering the field of play. They are only permitted to enter the field of play at a stoppage. This is not during a penalty shot for goal.

APPENDIX I - ACTJRU Game Day Protocols

Ground Marshall (Yellow Vest)

1. Each School or Club hosting ACTJRU games at their home venue must appoint a Ground Marshal.
2. The Ground Marshal deputises for the ACTJRU Secretary at his/her ground for all games played at their venue.
3. The Ground Marshal is responsible for their grounds, the game day Draw, as provided by the ACTJRU Secretary, and has overall control at their grounds for the games played therein.
4. Ground Marshals must be identifiable by wearing a yellow coloured visy vest with 'Ground Marshall' inscribed on the back.
5. Ground Marshals shall be responsible for:
 - a. implementation of this ACTJRU Policy and Practice, as well as,
 - b. being a single point of contact for all venue enquiries during the game day;
 - c. set up and dressing the ground in accordance with the Laws of Rugby and the Competition Rules;
 - d. having access to all necessary keys and passes to ensure emergency access can be obtained to any section of the venue;
 - e. having access to a telephone and emergency telephone list;
 - f. ensure that an appropriately stocked medical kit, ice and a stretcher are available, in line with the ARU's [Medical Policy](#) and the [ARU Medical and First Aid Recommendations](#);
 - g. that the School / Club has an emergency list of contacts and addresses for:
 - i. two (2) after hours doctors or local medical centre and / or facilities;
 - ii. nearest public hospital and / or emergency facility;
 - iii. the local Police and Ambulance.
 - h. control the behaviour of Players, Coaching Staff, Parents, Supporters and any other person on the sideline and the venue to ensure they comply with Rugby Australia [Expectation of Behaviour Guidelines](#);
 - i. maintenance of and patrolling the sidelines, the playing enclosures and the venue during the home game day;
 - j. preventing the illegal entry of any person onto the playing enclosure and or any other restricted area within the venue;
 - k. assisting the Match Officials, Team Officials and first aid personnel perform their respective duties;
 - l. checking with Match Official on the policy for attending injured players in line with the ARU's [Medical Policy](#) and the [ARU Medical and First Aid Recommendations](#);
 - m. be familiar with and have available a copy of the [ARU Safety Directives](#) as a reference when seeking any clarification;
 - n. report any irregularities or breaches of the Competition Rules that they are unable to resolve to the ACTJRU Secretary for further action;
6. If a Ground Marshal had any issue that requires escalation they are to approach their Club President or School MIC Rugby in the first instance. They may also contact the ACTJRU Secretary.

Contravention of any of the Ground Marshal rules will attract a sanction from the ACTJRU Secretary. A sanction under this policy has no right of appeal and may include a pecuniary fine or any other penalty the ACTJRU Secretary may see fit to impose. These sanctions are at the absolute discretion of the ACTJRU Secretary.

Frequently Asked Questions

What do you do when:

You have a large squad?

It is an absolute expectation of the College and the Rugby Club that all players have equal time on the field.

Every player must have a minimum of half a game. We do not have permanent reserves.

Keep a roster to ensure that players are being rotated through their half games.

Explain to the players **and the parents** how your roster operates. JRU Rules of Competition allow the interchange of players. Check with the Referee prior to the start of the game to ensure everyone agrees on the interchange.

You are short of players due to injury?

Inform the Rugby Master.

Wherever possible, additional players should come from a lower division team in the same age group. Consult with the coach of the other team, speak to the players and the players' parents.

Players from younger grades should only be used as an emergency measure, and only after seeking agreement from all relevant people (not just the player).

Players from younger grades must never take the field when fit players from the same grade are available.

Be aware of JRU restrictions regarding the number of games that a player may take part in before he becomes ineligible to return to a lower grade or division of a grade.

You want to re-grade a player?

Basically, for junior ages, don't do it. Consult with the Rugby Master.

Remember that the JRU has regulations governing the movement of players between divisions.

A parent complains about or questions the grading of players?

Consult with the Rugby Master.

Keeping parents and players informed about how gradings will take place is important. Although selections do not have to be finalised until after Round 3 of the main competition, it is preferable to announce final squads as soon as possible after the Pre-Season Competition.

The coach of the Royals team is responsible for organising trials and for overseeing gradings.

You cannot make it to training?

Contact the College as soon as possible.

Players fail to attend training?

Players are expected to attend all trainings and games. You can quite reasonably insist upon it.

At the start of the season inform players and parents about how best to get a message to you and about the consequences of failing to attend training.

Enlist the help of the Rugby Master.

You have a serious discipline problem with a player?

Consult with the Rugby Master.

Sanctions such as suspending a player need to be handled in a professional and open manner. Training, travelling and playing are College activities.

As we are a school-based Club, all disciplinary matters need to be administered in conjunction with the Rugby Master.

You have a problem with a referee, the coach of an opposing team, a spectator or the behaviour of an opposing team?

Inform the Rugby Master.

The Referees Association, the ACT Junior Rugby Union, other clubs and schools have officials who deal with these kinds of matters, as we do. Generally, it is much more effective if the Rugby Master manages these problems.

DO NOT CONTACT ACTJRU, THAT SCHOOL OR THE OTHER CLUB DIRECTLY.

Marist Rugby Annual Function

Every year Marist Rugby Club holds a Marist Rugby function. This is a great social event and also a fundraising event for Marist Rugby and assistance with organising and more importantly participation at the function is greatly appreciated. It is a great night to come together with the Marist community.

Planning for the annual Rugby function is already underway.

Save the Date: 2 May 2025

Tickets will be promoted through the website, newsletters and at home games but we ask that each Team Manager assists with promotion of the event as a huge social night and also assists with sale and distribution of tickets within their team.

It is not a requirement for Managers to do a “hard-sell” to parents. Nevertheless, it’s always welcome to see a good turn-out from as many teams in the Marist Rugby community as possible, so Managers are encouraged to make parents aware of the event.

As mentioned before, it’s always an excellent social occasion, and has a great reputation – you may be surprised at how easy it is to sell tickets!

Anyone interested in participating in the planning and organisation of this year’s function would be welcome. Please contact a Committee member to express your interest.

Hope to see you there!

