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Objectives of this manual

While recognizing the individual culture of each club, to establish a working model for Convenors which:

- makes taking on the role of Convenor less daunting,
- assists Convenors in dealing with any issues that may arise during their tenure,
- reinforces the authority of the Convenor,
- promotes and provides guidelines for all clubs to work towards a common set of objectives for junior rugby,
- ensures a strong and continuous flow of information on into the future.

by:

- informing Convenors of their responsibilities and clarifying relevant mandates,
- keeping Convenors up to date with rules and regulations pertaining to their function and junior rugby in the Wellington Rugby Union area,
- suggesting methods and models that may assist Convenors when dealing with their own clubs, other clubs and other committees,

About this manual

The Convenors Manual is an evolving and living document and will be supplied on disc as an electronic PDF document for clubs to print off. The master document will be available on the WRFU website.

We would welcome any feedback you may offer regarding other improvements that can be made.

Please feel free to use any of this material when developing policies and procedures for your own club.

The content of the manual breaks down into two main areas:

1. Assistance for Convenors in understanding their role and to help them through their term of office.
2. Rules, laws and regulations. These are here not only to inform you, but to give you the back-up you may require when dealing with questions or situations that arise from time to time.

Effectively by working within the guidelines set out here you will find that much of the onus for dealing with questions and situations is passed up the line to either the Zone, JRZE or WRFU either by procedure or handed-down policy.

Some important things to note while reading through this manual:

- The Wellington Junior (Club) Rugby Executive and the Junior Rugby Zone Executive are one of the same. The term JRZE is simply used as it is the ‘known’ name.
- Policies quoted throughout the manual are plain English, simplified versions of the actual policies and are those most relevant to club convenors and zone association committees.

We invite all clubs to share with us and other clubs any information or ideas they may have that would contribute to improvements in junior rugby in the Wellington area.

We wish you all the best for the upcoming season.
JRZE Rules Effective for 2013

Playing Rules:
The NZRU Small Black to All Black model for Junior Rugby is adopted as the framework for all rules of the Wellington Junior Club Rugby Development. The 2013 WRFU JRZE Rules Card clarifies the rules currently in use, any discrepancies should be queried to the JRZE for clarification.

<table>
<thead>
<tr>
<th>Lineout and Throw</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A quick throw may be thrown in straight or back towards the throwing team's own goal line.</td>
</tr>
<tr>
<td>2. Shortened Lineouts are not permitted in Wellington Junior Rugby.</td>
</tr>
<tr>
<td>3. The player who is in opposition to the player throwing in the ball, must stand in the area between the 5 metre line and touch line and must be 2 metres away from the Lineout.</td>
</tr>
<tr>
<td>4. Lifting of Lineout players is not permitted in Wellington Junior Rugby</td>
</tr>
</tbody>
</table>

Scrum

<p>| |</p>
<table>
<thead>
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<tbody>
<tr>
<td>5. The offside line for backs (except the halfback) remains as five metres behind the hindmost foot/player of each team in the scrum.</td>
</tr>
<tr>
<td>6. The NZ Domestic Law does not allow the halfback that did not feed the scrum, to follow the ball through the scrum. He/she must not pass the halfway point of the tunnel i.e., the shoulders of the props. The NZ Domestic law defines this as the halfback having to keep one foot behind that line.</td>
</tr>
<tr>
<td>If the halfback that did not feed the scrum, moves to or stands in a place other than adjacent to the side of the scrum where the ball was put in, then the normal offside rule will apply to him/her i.e., they must be behind the last foot of the scrum.</td>
</tr>
</tbody>
</table>

Corner Posts

<p>| |</p>
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<tr>
<td>7. Reminder the corner posts are no longer considered to be in touch in-goal except when the ball is grounded against the post. If the ball hits the corner post and bounces back into the playing area, play continues. A try will still be disallowed if the ball is grounded against the corner post. A try will no longer be disallowed if the ball carrier or the ball touches the corner post before grounding the ball as long as that player or the ball has not otherwise been in touch.</td>
</tr>
</tbody>
</table>

Scrum
The scrum engagement law remains applicable to junior rugby.
JRZE Rules Effective as of 2013

Continued from previous page

Rippa Rugby Under 6 & 7
No scrums and no lineouts.

Under 8
Prior to Sat 18\textsuperscript{th} May Under 8 Grade will play Rippa Rugby as per Rippa Rugby Rules
Under 8 will move to play tackle rugby on Saturday 18\textsuperscript{th} May 2013
Any teams found to be playing tackle rugby before Saturday 18\textsuperscript{th} May 2013 may face immediate suspension.

Under 9 & 10
Fending below the line of the armpits is permitted in Under 9 and 10 grades. However coaches are reminded that children must be coached and given other options for preventing being tackled, eg. side-step, swerve etc.

Lifting
The NZRU have banned the deliberate lifting of a player at any time, eg. lineouts, kick-offs etc.

Eligibility for Zone Representative Teams
There will again be our Interzone Tournament for U13 & U12. Girls Teams only if numbers allow (see below).

WRFU Interzone Tournament

U13 Open: All players must be born in 2000 or later and be playing Saturday morning junior rugby for a club and not registered to play for college.

Each Zone is to select a Representative Squad of 30 Players, 15 of these should be U65kgs & the balance Open Weight. The squad of 22 to play each day should be a mix of both Open & U65 kgs players.
(See additional Tournament rules which are printed & distributed to each Zone prior to Tournament)

Under 12: Players must be under 57kg at tournament weigh in

Girls Grade:
Open Weight Girls Zone Representative teams will be selected to compete at the JRZE Interzone Tournament only if zones have sufficient girls registered to play Saturday morning club rugby. The JRZE will make a decision on this once club registration process is completed.
WRFU JRZE playing law variations

The main differences between the Wellington JRZE rules and the NZRU Model are:

**Lineouts**
- Short lineouts are forbidden (this does not preclude a quick throw in).

**Rippa Rugby**
- In recognising that some clubs have fields marked-out specifically for junior rugby, Under 6 & Under 7 Rippa-rugby may be played as 7-a-side on a quarter size field.

**Subbing**
- Subbing: all children are to play at least a half of each game, as long as they have attended trainings and behaved appropriately.
- Having met the coaches expectations as far as behaviour and attendance at training, all players can expect to:
  - start as many games as everyone else in the team,
  - play as many full games as everyone else in the team

**Fair Catch/Mark**
- Fair catch/mark is allowed only in Under 13 and Under 12 grades

**REMINDERS:**

**Playing numbers/ kids off sidelines (see page 45 of this manual):**
Where a team is short of players, players must be moved between teams to even up the numbers, to the maximum number of players permitted by the rules of that grade.
That is to say: playing numbers must not be reduced where one team has more than one replacement player standing on the sideline.

**Weighing days and teams sheets (see pages 24 to 26 of this manual):**
Teams must attend weighing days as set by the JRZE.
These weighing days will be run on a ‘zero tolerance’ policy.
In the event of a child being weighed out, it is the responsibility of the club, to explain and deal with the situation in regard to the player and their family.
Teams will be required to carry signed-off teamsheets and these teamsheets for tackle grade teams must be accompanied by a signed-off photograph of the team or photo ID cards if clubs have them.
No photo, no play.

**College Children (see page 54 of this manual):**
Any child that registers to play, or is found to have played, secondary school rugby is not permitted to play junior club rugby.
Wellington Rugby Football Union (Inc)  
Board of Directors

Wellington Rugby Football Union (Inc)  
Rugby Board

Wellington Junior Rugby Executive (JRZE)  
A fully autonomous sub-committee of the WRFU

Hutt Valley Zone  
Avalon  
Eastbourne  
Hutt Old Boys Marist  
Petone  
Rimutaka  
Stokes Valley  
Upper Hutt  
Wainuiomata

Wellington Zone  
Johnsonville  
Marist St Pats  
Newlands  
Old Boys University  
Oriental Rongotai  
Poneke  
Wellington  
Western Suburbs

Western Bays Zone  
Northern Bulldogs  
Northern Onepoto  
Paremata - Plimmerton  
Tawa  
Paraparaumu  
Waikanae
ESTABLISHMENT AS SUB-COMMITTEE OF WRFU RUGBY BOARD TO TAKE EFFECT FOLLOWING WRFU INC AGM 28 MARCH 2007

The Junior Club Rugby Executive (JRZE) is, constitutionally, a sub-committee of the Rugby Board of the Wellington Rugby Football Union (WRFU).

The constitutional basis of this is achieved by way of the constitutional provisions set out below.

Under Rule 8.1(c)(ii) of the WRFU Constitution "The Board of Directors of WRFU is to delegate to the Rugby Board the management of all matters relating to the playing and development of club, schools and junior rugby".

Rule 10 then deals with the position of the Rugby Board and states "The Rugby Board may exercise the following powers and duties (as powers and duties delegated by the Board of Directors)".

Rule 10.4 - "To arrange, regulate and control all officials, players and members of clubs in matters relating to the playing and administration of club, school and junior rugby football for which purpose it shall have the powers to make, alter, amend and revoke by-laws and regulations".

Additionally, under Rule 10.11, the Rugby Board has the power "to appoint from its own number or otherwise as it sees fit committees and sub-committees as it may deem necessary from time to time to assist it in exercising its powers and/or carrying its duties and to fix and limit the powers and authorities of those committees or sub-committees".

The JRZE have, by mandate from the Rugby Board, been charged with administering ALL aspects of junior club rugby in the WRFU region including but not limited to:

- Setting all policy, procedures and practices and ensuring that the spirit of the game is adhered to.
- Co-ordinating the Rugby Awareness Week Programme.
- Overseeing the preparation of the Junior Club Convenors Manual and rule cards.
- Considering and determining all re-grading requests from Zones.
- Ensuring, in association with the WRFU Rugby Development Officer, that coaching clinics are provided within zones.
- Organising the annual seven-a-side tournament.
- Managing the representative programme.
- Arranging appropriate sponsorship.
- Ensuring that adequate junior club/school liaison exists in all three zones.
- Preparing, maintaining and presenting to the WRFU, the annual budget, and the annual statement of financial accounts and approving all expenditure.
- Liaising with the Wellington Secondary School Union and the Greater Wellington Primary Schools Union.
- Ensuring all disciplinary matters within Wellington Junior Club Rugby are duly processed and acted upon in accordance with policy that is set specifically for, and in recognition of the specific nature of, Wellington Junior Club Rugby and in accordance with any requirements specified for junior disciplinary appeals as may be set out in the WRFU By-Laws.
Ensuring that Wellington Junior Club Rugby is organised and available in all areas of Greater Wellington.

- Setting annually the age/weight criteria for all junior grades.

The JRZE Budget and financial responsibility shall include:

- each of the 3 Zone Associations (Hutt Valley, Wellington, Western Bays)
- JRZE
- Wellington Under 13 Representative Programme.

Operational Rules

1. Membership

The members of the JRZE are:

a: up to 2 persons appointed by the Wellington City junior zone association committee;

b: up to 2 persons appointed by the Western Bays junior zone association committee;

c: up to 2 persons appointed by the Hutt Valley junior zone association committee,

(the persons referred to in Rule 1 a to c above referred to as "the Zone Appointed Members".

d: the JRZE administration officer;

e: seconded members (if any);

f: a chairperson who is elected annually through the exercise of the votes referred to in Rule 2. The chairperson may be elected from among the Zone Appointed Members or from outside. In the event that the chairperson is elected from the Zone Appointed Members, then the chairperson must immediately resign as a Zone Appointed Member and the zone affected by that vacancy may then appoint another Zone Appointed Member to fill the vacancy.

2. Voting

The voting at the JRZE is as follows:

There are three votes, one vote per regional zone and subject to the following.

- The JRZE, and each of the members, will act above all else, and vote accordingly, in a manner that they believe to be in the best interests of Wellington Junior Club Rugby.
- The vote of each voting member is an independent vote.
- Zone Association Committees have no authority to give voting directions to a Zone Appointed Member.
- Voting members may however for the sake of gauging the level of support for a specific initiative, proposal, or matter, seek feedback from the Zone Association which appointed them.
- When appointing Zone Appointed Members the Zone Association Committee must indicate which member they wish to be the voting member.

As the member of the JRZE vote independently, it is important that the JRZE knows who the voting member shall be, in the case of two members from the same zone having and/or expressing differing views on a specific initiative, proposal, or matter.

- The Chairman will have a casting vote should the need arise in a split decision:
  - when a voting member of the JRZE is absent and has not given specific authority or direction to any other member of the JRZE to vote on a motion on their behalf;
  - when a voting member is excluded from voting for a specific reason eg. conflict of interest; or
  - when a voting member abstains from voting;
  - but this casting vote does not apply to the vote on appointment of the chairperson in Rule 1 f.

- The JRZE administration officer and any seconded members have no voting rights.
3. Collective Responsibility

All members are bound by the ‘Collective Responsibility’ of the JRZE. This requires that, at all times, all members must support and promote as correct and proper, the authority, decisions and policies of the JRZE.

The JRZE have the authority to, at anytime and by a vote of no confidence, require any member to resign their position as a member of the JRZE.

In the instance that one of the voting members resigns, the Zone Association Committee which appointed that member will be invited to appoint a replacement member to the JRZE.

At any time if a Zone Association Committee does not appoint or cannot agree on an appointment of at least one person to the JRZE, the remaining JRZE voting members may appoint a person to that position.

The chairperson of the JRZE (or another representative of the JRZE in the event that the chairperson is unable to attend) is to attend all Rugby Board meetings to report on the operations of the JRZE.

4. Disciplinary matters

The WRFU acknowledges the specific nature and objectives of junior club rugby in relation to disciplinary matters and that the procedures set down for dealing with senior or college players, coaches and administrators may not be relevant when dealing with these parties in the junior club rugby environment.

The WRFU has included in its By-Laws some provisions in relation to appeals from a decision of the JRZE in a disciplinary matter. Appeals are to be heard by the WRFU Disciplinary Committee which in that case shall comprise the independent Chairman of the WRFU Disciplinary Committee, one member of the Rugby Board (appointed by the Rugby Board) and one member of the JRZE (appointed by the JRZE). Refer to WRFU By-Laws.

The JRZE has responsibility for setting policy, procedure and rules for dealing with disciplinary matters at first instance in Wellington Junior Club Rugby. Such policy may include the delegation of authority to the three zone association committees to deal with certain disciplinary matters.

The JRZE has the power to suspend any person or team from involvement or association of any kind with, Wellington Junior Club Rugby.

All suspensions shall be for a minimum of one week unless otherwise stipulated at the time of the suspension.

The JRZE considers that one week shall be for the rest of the day that the suspension was imposed and for one full week (168 hours) from midnight of that day.

Suspensions may be extended to allow for teams that have a bye within the time of suspension.

Suspensions may be handed down for breaches of the spirit of the game, failure to provide appropriate documentation when and as requested, and violations of the rules, regulations and procedures as set by the JRZE.

The JRZE has the right to vest the power to suspend in nominated officials such as Zone Grading Convenors provided that such persons are able to present documented proof that such authority is vested with them at the time.

Any appeals regarding the rulings of the JRZE, from individuals, organisations, clubs (including club senior management committees) or other bodies, must be addressed to the Chairman of the JRZE.

The JRZE has the right to refer disciplinary matters to the WRFU and must refer any appeals from a decision of the JRZE (or its delegated Zone Association Committees) directly to the WRFU Disciplinary Committee and it is also acknowledged by the JRZE that the WRFU has raised the matter of junior disciplinary matters for consideration by the NZRU and following any such consideration by the NZRU changes to the current processes may be required.
5. **Chairperson**
   a: will be appointed in accordance with Rules 1 and 2.

6. **Secretary**
   The JRZE administration officer shall fulfil the secretarial role for the committee.

7. **Term**
   a: all appointments are for a term of one year, with no limit set on the number of terms a member may serve

8. **Annual General Meeting of the members of the JRZE (AGM)**
   a: the annual general meeting will be held three weeks prior to the date of the AGM of the Wellington Rugby Football Union (WRFU)
   b: all remits will be in the hands of the secretary one meeting prior to the AGM
   c: the preseason plan will be ratified ie. weight structure
   d: a statement of accounts for the current season and a budget for the following season will be submitted by each of the Zone Association Committees and for the JRZE and the Wellington Under 13 Representative Programme.

9. **Meetings**
   a: the JRZE will hold a minimum of ten meetings each year
   b: extra meetings may be called for the purpose of special business
   c: special meetings may be in the way of a conference call, provided they are formalised at the next scheduled meeting.

10. **Power**
    a: the JRZE will have the power:
        (a) to adopt, implement or promote policy;
        (b) to second officers to the JRZE;
        (c) to deny or adopt privileges to any member, or special officer of the JRZE;
        (d) to seek support and/or sponsorship to enhance Junior Club Rugby, providing there is no conflict of interests with the WRFU;
        (e) to impose any penalty on any club, coach, administrator or player, within the guidelines of the WRFU.

11. **Representative Rugby**
    a: the JRZE will administer all Wellington Junior Club Rugby Provincial Representative teams.

12. **Zone Association Committees**
    The clubs within each zone have been directed by the JRZE to form Zone Association Committees to administer certain aspects of Junior Club Rugby within their zone.

    The JRZE has delegated to the Zone Association Committees the following responsibilities:
    - Forming Zone Committees, carry out the election of their officers and administer Wellington Junior Club Rugby within their Zone, in accordance with the structures, policies and guidelines set by, and under the direction of, the JRZE.
    - Arranging the weekly draw and allocation of grounds.
    - Ensuring that clubs have sufficient competent referees or Learning Referees to cover tackle-grade games under their control.
    - Selecting Zone representative teams and host inter-Zone representative games, under the guidelines set down by the JRZE.
    - Ensuring that clubs within the Zone, in association with the CCOs liaise appropriately with schools in their catchment area.
- Managing disciplinary matters or complaints as directed by the JRZE.
- Liaising with the WSSRU and GWPSRU representatives in their Zone as necessary.
- Preparing an annual budget and statement of accounts.
- Approving all expenditure.

**Zone Association Committees comprise:**
- Chairman
- Secretary
- Treasurer
- Club representatives
- Draw Secretary
- Grading Convenor

**Voting rights:**
- A club will have only one vote
- The Chairman will only exercise a casting vote.

This document is dated the **day of** 2007, and is approved and adopted by the JRZE at its meeting on **day of** 2007, and is approved and adopted by the Rugby Board at its meeting on **day of** 2007, and is intended by both the JRZE and the Rugby Board to take effect following the WRFU AGM on 28 March 2007 at which the status of the JRZE is expected to be amended from that of a separate member of WRFU to that of a sub-committee of the Rugby Board of the WRFU.

*Also see 'Discipline' section of this manual.*
Functions and roles within the Junior Rugby Programme

We are all a part of the WRFU’s Junior Club Rugby Development Programme the emphasis of which is on participation, enjoyment and skill development.

The primary function of the Junior Rugby Programme is to develop as many players as possible and up-skill them to a level where they can move onto the next stage of their rugby development, College Rugby.

In doing this we recognise the positive contribution that we can make to the lives of children in our community.

To ensure its success the WRFU must be able to, each year, assess the programme and, where necessary, make changes.

This it does through the setting up of development squads and assembling representative teams that it tests against teams from other unions.

Junior Rugby Clubs
The main function of Clubs is to recruit and develop players over a period of time so that they will go on to play college rugby. In a player’s early, formative years, safety, enjoyment and participation are paramount.

To this end, Saturday morning Junior Rugby games are not run as a competition but as a part of an 8 year development programme and a mechanism by which clubs can monitor the effectiveness of their own Junior Rugby Programme.

While the JRZE develops the programme, sets down rules and procedures, and administers all aspects of Junior Club Rugby, it is up to the clubs to develop a strategy for how they will meet the objectives of the programme eg skill development programmes, up-skilling coaches.

Zones Association Committees

Zone Association Committees are where clubs meet to contribute to the implementation of the JRZE programme in their area.

Therefore, each club has a responsibility to all players within the Zone to ensure that each and every one of them gets the full benefit of being a part of the Wellington Junior Club Rugby Programme.

The Zones are also responsible for identifying players suitable for inclusion in representative teams and development courses.

This allows each Zone and the JRZE to assess skills levels and evaluate the effectiveness of the Junior Rugby Programme within each Zone.

These programmes introduce players to the concepts of development squads and what it means to play representative sport.

Though these players may be called on to play representative rugby the main focus is still on the development of them as sportspeople.

JRZE

In forming Development Squads the JRZE seeks to:

- monitor the success of it’s Junior Rugby Development Programme,
- broaden, enhance and develop the skill levels, education and mental aptitude of players,
- monitor player development and performance,
- identify and introduce players to the concepts of higher representative honours and future opportunities within rugby.
Things you as a Club Convenor MUST do

As a Committee there are only a few things that you MUST do throughout the season when it comes to fulfilling your obligations to the Zone, JRZE, WRFU and NZRU.

- Ensure that all players, coaches, team managers and junior club administrators are properly registered on a NZRU Registration Form and that all forms are sent to your zone committee by the date required.

  NZRU policy states that as a part of an agreement with ACC, all players, coaches and club administrators must appear on the NZRU official register.

- Forward team sheets with all the required information to your Zone Committee by the date required. (See Grading, Teams and Team Sheets under the Teams Section of this manual).

- Ensure that everyone involved in coaching holds the necessary coaching and safety qualifications.

  NZRU Policy: Any person involved in the coaching of junior rugby must have attended the NZRU Junior Rugby Coaching Course appropriate to the grade they are coaching at the beginning of the current season.

  Failure to comply violates the terms of the NZRU agreement with ACC for insurance cover of players and put that person in a position of being personally liable for any injury or the death of a player.

  Failure to comply may mean that the coach will not be allowed to coach and/or the team is removed from the draw.

  NZRU Policy: All games of junior tackle rugby MUST be controlled by a person holding a current “Learning Referee” (formally known as an Associate Referee), or higher refereeing qualification.

  Failure to comply may mean that in the case of injury to any player, the referee may not be covered from liability by the ACC.

  NZRU Policy: All junior rugby coaches must have attended the NZRU provided course appropriate for that grade.

  (See the Coaches section of this manual).

- Ensure all teams are coached by appropriately qualified coaches.

- At the courses attended by coaches they are informed of the various requirements and obligations they have to the NZRU, ACC, WRU, JRZE or Zone Committee.

As a Convenor you MUST keep yourself well informed of these.

Other things to keep in mind include:

- Zone trial nominations
- JRZE seven-a-side tournament
- Nominations for Zone coaches and managers for next season
- Under 11 day
- Selection of players to attend Leadership Clinics
- Selection of teams invited to play in 7-a-side games as pre-match entertainment at Westpac Stadium (10 players and 2 adults per team only).
Insurance cover and liability

The NZRU have worked with the ACC to provide insurance cover for rugby players, coaches, and administrators, in the case of serious injury.

The terms of this cover, and therefore the level of compliance, vary dependant on the grade of rugby involved.

To be covered by the NZRU/ACC individuals:
- must be registered with the NZRU as either a player, coach, team manager or administrator, and
- must not display any gross negligence that may contribute to the serious injury of another person.

The JRZE and therefore the WRU have met their obligations to this agreement by having in place an age/weight grading policy, playing rules, policies and procedures that all meet the ACC requirements.

Deliberately violating any of the rules, laws, policies and procedures as set down by the NZRU, WRU or the JRZE may in some circumstances be considered to be gross negligence.

Being involved in the Wellington Junior Rugby Club Programme means that you are registered under the terms of the Junior Rugby part of the NZRU/ACC agreement.

As a coach, player, manager or administrator this means that you are only covered for activities involving rugby for children who were under 13 years of age at any time before the 1st of January 2000 (Birth Year of 2000 or younger) and that are registered with the NZRU.

All persons involved in the coaching of players must hold the qualifications appropriate to the grade and age that they are coaching.

All games of junior rugby involving tackling must be refereed by a person holding a Learning Referee qualification or higher.

A Learning Referee qualification is only valid as long as that person also holds a current coaching qualification appropriate to that grade.

As NZRU rules prohibit tackling in Under 6 & 7 rugby, coaches in the Under 6 and 7 grades are registered as Non-Tackle Coaches.

Even though a coach in these grades may hold the qualifications that allow him/her to coach tackle rugby, all Under 6, and 7 are registered as Non-Tackle Players in Wellington Junior Club Rugby, therefore to coach or allow these players to play tackle-rugby violates the rules of the Wellington Junior Club Rugby Executive (JRZE) and may be considered to be an act of gross negligence.

Coaches must follow the guidelines set by the NZRU for the reporting of a serious injury (a copy of the NZRU Serious Injury Report is included in the Forms section of this manual).

Travel

Whenever any team or players are to travel outside of the WRU region to play rugby (this does not include teams travelling to play in Waikanae and/or Paraparaumu), the club must complete and submit, to the WRU, a Travel Form

(copied included in the Forms section of this manual).
You as a Convenor

The set-up of Junior Sections within clubs varies but generally they run in one of two ways:

- One person on the Senior Management Committee of the club runs Junior Rugby within the club, or
- The Junior Committee elects a convenor (or Chairman), who also sits on the Senior Management Committee.

The Chairman of any committee does not need to know everything. Generally a Chairman is someone that is a little ‘wiser’ in the ways of running a committee or in this instance in the ways of junior rugby.

The Chairman will in most cases be the person who best represents and understands the feelings and wishes of the committee and club.

In most cases, on junior club rugby committees, as it is the Convenor who will chair committee meetings, the “Chairman” and “Convenor” will be the same person. However it is not essential that the Convenor does chair the meetings and it may well be that the committee decides to share or rotate this role.

As a Convenor you may well belong to 3 committees:
- Your club’s Senior management Committee,
- Your own junior committee, and
- Your Zone committee.

As a Convenor you have the authority to use your discretion in making decisions on behalf of your club when attending other meetings. This requires that you have a full understanding of the wishes and objectives of your club and committee.

The 3 most important concepts to understand as the chairperson of a committee are:

1: **No committee may ever pass a rule or regulation that contravenes the rules and regulations of its’ governing bodies. Nor does it have any discretion to decide whether or not it should accept or not any of the rules, laws or procedures of any of its governing bodies.**

   In this case your governing bodies are:
   - Your clubs senior management committee,
   - Your Zone Committee and therefore the JRZE, and the WRFU.

   Example: A resolution is put to your committee that a team is allowed to stay together from one season to the next with the same coaches etc.

   Doing so may well contravene the JRZE rules which state that when a club has more than one team in a grade that those two teams must be as even as possible in strength.

   Knowing the rules and regulations of your governing body/s establishes your position of authority.

2: **Collective Responsibility**

   This is the creed by which all successful committees must work.

   Simply put, it requires that once a matter has been discussed, every committee member, who wishes to do so, has had reasonable input into the discussion and a decision made, whether passed unanimously or by majority, every member of the committee must adhere to, support and promote the decision as the right one regardless of whether they agreed to it in the first place or not. Failure to accept Collective Responsibility seriously calls into question a person’s suitability to be a part of a committee.

3: **Objectives**

   These are your greatest resource. Take time as soon as possible to draft a set of 6 – 10 objectives for the season ahead. You may wish to simply adopt or adapt the objectives of one of your governing bodies. Example: The objectives of this committee are:

   - All eligible children that wish to play rugby should be able to do so
   - The families of all players should enjoy their involvement in rugby
   - To have 80% of our players return next season
   - To provide a safe and enjoyable environment for all who wish to play rugby,
   - To, by all means available, build the strongest team in each grade (this objective would contravene the objectives of the JRZE and would therefore be null and void)

Objectives should be developed and agreed to by your committee at the earliest possible opportunity. Display a set of your objectives at registration so that those signing up know what your club is all about.
Using your objectives

1: In the short term your objectives can be used for guiding agendas and the decision making process for your committee, i.e. discussion points that work towards meeting the objectives should take precedence over all other discussion points.

   All questions or discussions should firstly be gauged against the objectives. Doing this may well give a very obvious answer without the need for much further discussion.

   Example:
   A resolution is put that “outstanding players be given additional and expert training by specialist coaches every Sunday afternoon”

   If your objectives include:
   “All children regardless of their ability should have the same opportunity to develop their skills”, then the above resolution should not be passed, therefore no further discussion is warranted.

   If however your objectives state: “The very best players be identified and given every special opportunity available to further develop their skills”, then the resolution would seem to meet the objectives and should probably be passed. (Note that this last objective would contravene those of the JRZE).

2: As a convenor you have the authority to make decisions on behalf of your club or committee when attending other meetings and have been given no specific direction by your committee as to how to vote on the matter.

   This again is a very persuasive reason why you should have a set of objectives. As long as you make your decisions in accordance with the Club’s objectives, then you have justification and authority to support your decision.

3: Your Objectives will form the basis of developing a Working Book for you and future committees as well as the development of a Strategic Plan for your club moving into the future.

   More information on the importance and development of a Working Book and Strategic plan is included later in this manual.

Establishing your position/authority

One of the first things you should do as a Convenor is to establish your own position and authority and that of your committee.

Ensure that you have met and are able to meet the constitutional requirements of your Senior Management Committee and that they have vested in you the power and authority you require to carry out your duties as Junior Section Convenor.

Most Junior Committees are non-constitutional bodies and are therefore bound by the constitution of their senior clubs.

Being bound by a constitution places certain requirements on bodies eg, the need to file annual accounts, hold AGMs, fill certain elected offices etc.

It is not necessary for Junior Committees to have their own constitution if they belong to a constitutional body eg their senior club.

In most circumstances the only requirements placed on a Junior Committee are that their Convenor, Assistant Convenor and Treasurer are endorsed by the senior management committee and that all funds are properly accounted for so that those accounts can be audited as a part of the Clubs accounts.

Read and understand any constitution as it relates to your activities i.e., any governing bodies with whom you will have a direct relationship.

Understand fully what each of your governing bodies requires of you.
Constitutions

These are a set of rules that guide an organization through procedures and objectives. They may set legal requirements or set out the wishes and intentions of the founders of the club. Any rules, regulations or objectives created other than at an Annual General Meeting (AGM) will remain in effect only until the next AGM.

For them to remain in effect beyond that period, they must be either adopted as a part of the constitution at an AGM through remit or adopted by the new/incoming committee each year.

Constitutions should be treated as living documents that may be subject to regular review and adapted to best reflect the objectives and procedures of the club in an ever changing environment.

Changes to a constitution can be made only at an AGM and via the method prescribed in the constitution.
Working books

Working books are:

- All decisions made by a committee,
- All requirements and procedures handed down to your committee through its association with or governance by another body,
- Objectives,
- Precedence,
- Information and resources such as this manual.

Decisions made by a committee and not added to a constitution are non-binding on future committees. Therefore to make any decision or plan binding on future committees they must be presented by remit to your senior management committee for inclusion in the constitution.

Committees may decide to accept and adopt standing decisions made by previous committees as their own.

A committee may change or rescind any decision it or previous committees have made which are not a part of the constitution of the club.

To make proper use of your working rules they should be collected into one place, a Working Book, properly catalogued so that the relevant rules and procedures are easy to look-up whenever a question arises. Looking back through Minutes is difficult and it is often very hard to identify when a particular decision may have been usurped.

How you catalogue this work is up to you.

Having this information available at your fingers tips is going to save a lot of time and debate throughout the season.
Creating Policies for your Club

Word-of-mouth policies simply don’t work any more.

To protect yourself, your committee, coaches and players you should check to see what written policies exist, decide whether they are constitutional and if they are not, decide whether you as a committee wish to adopt them.

Written policy gives you authority, but people have to be aware of them.

Your clubs’ policies should include the ways that you as a club will implement the rules and procedures, and meet the objectives of your governing bodies eg how will you ensure that all teams within a grade are of equal strength.

Some policies you may consider would include:

- **Child safety:** This will not only go some way to protecting the children but also protect people working with the children and you as a club, from claims of abuse.

- **Team Selection:** Make it clear how you as a club wish to have your teams sorted. Again this covers the club and coaches from accusations of bias.

- **Fair play:** This would be an extension of the standard Fairplay policies and would spell out how you as a club wish to ensure that these principles are followed.

- **Team Responsibility:** This has been run successfully in some large Auckland Clubs and again is designed to cover you and your coaches from false accusations. This policy would discuss the responsibilities that players and parents have in supporting the coaches, managers and players.

- **Team Manager:** Some coaches are reluctant to work alongside anyone else, but a team manager is a great asset not only to the team but to the club, players and parents. Managers help with administration as well as being another avenue of communication between the committee the team and the parents.

- **Complaints:** This almost speaks for itself, but unless a complaint is valid and important enough for the complainant to put it in writing and sign it then you must consider whether it is fair on the committee or the people being complained about for you to give it any consideration at all.

  It would also set out who is to deal with who in such instances i.e., no one but the Convenor of the club should have dealings with another club.

  Consider developing an official complaint form so that you only get the detail that you need.

Sample policies suggestions are included at the back of this manual as a guide.

For more information about running a club go to: [http://www.sparc.org.nz/sport/running-your-club](http://www.sparc.org.nz/sport/running-your-club)
Teams and Grading

JRZE Policy: The WRFU’s Junior Rugby Executive has, under advisement and consultation with all junior rugby administrators, implemented an age/weight team grading structure with the specific purpose of ensuring, as far as possible, ‘maximum participation and enjoyment’, ‘fair play’ and ‘player safety’

Insurance cover: Anybody found to be contravening these rules places at risk ACC insurance cover for any injured player and places themselves in a position of having to accept personal liability for having caused an injury to a player.

JRZE Policy: All teams must comply with the grading standards as set by the JRZE for that playing season.

JRZE Policy: Where a club fields more than one team in any grade, those teams must be as even as possible & equal in strength and ability.

JRZE Policy: Where a player is playing up one grade (OWPR1) or has been dispensated to play down a grade, and weighs more than 10kgs above the normal weight limit set for the grade in which the player is to play, then that player must be entered onto the over-weight player register and will become subject to the conditions of the Over-weight Player policy as set out later in this section of the manual.

JRZE Policy: Grading of girls in mixed teams

Clubs are directed to use their discretion while keeping in mind the child’s own wishes when placing girls into teams/grades.

Girls may play ‘down’ a grade.

However, if a girl playing in a team weighs 10kgs or more than the normal limit for the grade she shall be entered onto the Overweight Player register and be treated as an overweight player.

Girls showing ‘exceptional’ ability will be monitored and may become subject to normal age/weight criteria. Again, Clubs need to exercise discretion

Girls who elect to play down a grade are not eligible for mixed representative teams.

The following age/weights table shows the revised weights for the current season.

- A player must meet the registration weight regardless of when during the season they register.
- Once a player weighs out of a grade, they are not eligible for that grade for the rest of that season.
- Grade Base weight dispensation is offered to players 15kg or more (this varies for younger grades), less than the grade weight limit.
- Zones may consider applications for players 10kgs or more lighter than the weight limit.
- Players exceeding the Cap weight for a grade will be required to move up 2 grades. Application can then be made to the JRZE for that player to move back down 1 grade. If dispensation is granted for a player to move down a grade under this rule, that player will become subject to the OWPR playing conditions.
The Wellington Junior Club Rugby Executive (JRZE) has set the following weights and modified rules for the 2013 Season. These are designed to allow children to play rugby in an environment of fun, learning, and the challenge of fair and even competition.

<table>
<thead>
<tr>
<th>Year of Birth</th>
<th>Weight</th>
<th>Grade</th>
<th>Grade Base Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007 or after</td>
<td>Non-tackle, no weight limit</td>
<td>Under 6</td>
<td>Auto. Dispensation Available</td>
</tr>
<tr>
<td>2006</td>
<td>Non-tackle, no weight limit</td>
<td>Under 7</td>
<td></td>
</tr>
<tr>
<td>2005</td>
<td>Under 33kg</td>
<td>Under 8</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>Under 36kg</td>
<td>Under 9</td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td>Under 40kg</td>
<td>Under 10</td>
<td></td>
</tr>
<tr>
<td>2002</td>
<td>Under 46kg</td>
<td>Under 11</td>
<td></td>
</tr>
<tr>
<td>2001</td>
<td>Under 55kg</td>
<td>Under 12</td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>Under 65kg</td>
<td>Under 13</td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>Open Weight Grade</td>
<td>Under 13</td>
<td></td>
</tr>
</tbody>
</table>

**Grading for the 2013 Season**

**NOTE:** The following weights are set by the Wellington Junior Club Rugby Executive (JRZE). Individual clubs, committees, administrators or coaches have NO authority to alter these weights or make any kind of dispensation.

- Children must weigh LESS THAN the weight shown.
- The Wellington Junior Club Rugby (JRZE) requires children to be weighed for the purpose of registering before any match.
- Children must weigh LESS THAN the stated registration weight when weighed at a set weigh day. Where a grade is not weighed at a set weigh-in day, maximum season weights will be set for that grade.
- Any player found to at anytime exceed an age or weight limit for a grade MUST move up a grade and will not be able to move back down again during the season.
- The JRZE may require teams to attend a weigh-in session at a designated place and time.
- Children must be weighed in the first instance, at the discretion of the club.
- Any player found to be in breach of any of its rules, procedures, policies or codes of conduct.

**Weights shown are registration weights and apply at the time of registration.**

**Convenors Manual**

**Base Weight Rule**

**NOTE:** Parents of children already approaching 33kg may wish to consider moving their child up to Under 8 grade this season. Your club can advise you on this.

<table>
<thead>
<tr>
<th>Year of Birth</th>
<th>Weight</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>Non-tackle, no weight limit</td>
<td>Under 7</td>
</tr>
<tr>
<td>2005</td>
<td>Under 33kg</td>
<td>Under 8</td>
</tr>
<tr>
<td>2004</td>
<td>Under 36kg</td>
<td>Under 9</td>
</tr>
<tr>
<td>2003</td>
<td>Under 40kg</td>
<td>Under 10</td>
</tr>
<tr>
<td>2002</td>
<td>Under 46kg</td>
<td>Under 11</td>
</tr>
<tr>
<td>2001</td>
<td>Under 55kg</td>
<td>Under 12</td>
</tr>
<tr>
<td>2000</td>
<td>Under 65kg</td>
<td>Under 13</td>
</tr>
<tr>
<td>2000</td>
<td>Open Weight Grade</td>
<td>Under 13</td>
</tr>
</tbody>
</table>

**Sports can and should be one of the most exciting parts of growing up.**
Note 1: In recognizing that children will gain weight throughout the playing season a small increase in weight is allowed at set dates. Players exceeding the weight limit at those dates are required to move up a grade.

Note 2: Overweight Player Policy

Coaches and referees must at all times be aware of the impact that large players may have on a game and other players. They should also be cautious of the safety risk these larger players introduce.

The number of situations where these large players can be misused and create unnecessary risk is great, therefore the onus and responsibility to protect all players lies with the coaches.

Where it is reported that such a player is being used in a way that puts them or other players at unnecessary risk, the JRZE has the right to immediately suspend that player, player’s coach and/or team until it is satisfied that the risk has been sufficiently addressed and no longer exists.

OWPR1: Any player playing up ONE grade because of weight, or having been dispensated to play down a grade, and weighing more than 10kgs above the weight limit for that grade will be entered onto the Over-weight Player Register (OWPR) and will become subject to the conditions and recommendations of this policy for that season.

These players must be clearly identified on the teamsheet, by the Grading Convenor for that Zone.

Players whose names appear on the OWPR must NOT:

- play in the front row of the scrum,
- take the ball off the back of a scrum if playing at No: 8,
- when a penalty or free-kick is awarded, tap and run with the ball, or receive a pass within 5 metres of the spot, at penalty time.
- be used as a ‘battering ram’ during general play.

While they must be given every freedom to express themselves they must not be allowed to when doing so may cause an unnecessary risk of danger to themselves or other players.

Playing time and subbing Players appearing on the OWPR must not be played for short spells of time throughout a game. They should play for no less than 30 minutes once they have entered the field of play (except where the game finishes before that 30 minutes has elapsed). Once a player on the OWPR has left the game that player shall not return to the game unless under exceptional circumstances and only with the agreement of the opposition coach.

OWPR2: Players playing up TWO grades due to JRZE weight restrictions are not subject to OWPR1 restrictions but must still be monitored according to the guidelines set out above. The misuse of these players will be dealt with accordingly.

Complaints Any complaints about the use of OWPR1 and OWPR2 players must be made in the manner prescribed under the JRZE complaints policy.
Weigh-in days: procedures and photo teamsheets

The JRZE have set weighing days for tackle grades. Following are the procedures set down for the day.

All tackle grade (including under 8) teams will be weighed.

A zero tolerance policy will apply to all weighing ie, the player MUST weigh less than the weight given for each grade.

Teams, will be photographed immediately upon completion of the weighing of that team. This photograph will be attached to a copy of an officially signed-off teamsheet and will be proof that each player has been weighed and checked and that those players are the members of that team.

REMEMBER: It is the responsibility of the club to protect players from the embarrassment of weighing out on the day.

Everyone in your club should be made fully aware that there will be zero-tolerance and no discussions entered into by the officials.

If there is a possibility of a child weighing out, that child and his/her parents should be forewarned of the possibility.

Officials will be given a letter of explanation that they may wish to hand out to kids that weigh out. You will see that this explains that the responsibility for kids being in the correct grade lies with the clubs. A copy of the letter follows.

Procedures:

On the day
Drawmasters should set staggered start times for games

All teams are to be weighed before they begin their warm-up for their game

Before the weigh-in
Coaches and managers are to assemble teams in the order in which the children appear on the teamsheet

Where possible, teams should also carry a photograph of the team

Teams that do not bring a photograph with them will be photographed immediately after all players in that team have been weighed

Any child who is not present must be struck off the teamsheet

Teams with individual photo identification cards must present these before the children are weighed and in the order in which the children appear on the teamsheet and will be weighed.

The weigh-in
All weighing is to be conducted in a room and on a set of scales approved by the zone committee.

Only one adult representative (coach or manager) of the team is to be present when the children are being weighed.

Parents will not be permitted in the weighing room.

Once the team is assembled outside of the weighing room and in order of the teamsheet, a zone representative will ask for two copies of the teamsheet (one to be held by the zone committee and one by the team), plus team photo or individual ID cards.

The zone representative will address the team officials and parents to explain the procedure, the zero-tolerance policy and the consequences of a child weighing out.

No discussion will be entered into.
Each child will be weighed in the presence of:

- zone official,
- convenor of a neutral club,
- team representative.

Children waiting to be weighed must stand well clear of the scales and must not be able to read them.

Children should be weighed in their playing jersey and shorts.

Any child found to be overweight should be stood aside, pending a reweighing. These children must not leave the presence and supervision of the zone official.

Once the entire team has been weighed, any child found to have been overweight will be given the opportunity to be reweighed.

**The re-weighing**

This will be done only in the presence of the zone official, team representative and a parent, or family representative, of the child.

At this time the zone representative should explain to the coach, child and parent that this is the last opportunity for the child to meet the weight limit.

The child or parent must be given the option of asking the team representative to leave the room.

The child will be given the opportunity to remove some clothing but must not remove their underwear.

If the child again weighs out, their name will be struck off the teamsheet and their details, including weight, recorded by the zone official.

No further discussion will be entered into.

If the zone official so wishes, they may issue a letter of explanation to the parent.

**No-shows**

Any child who is not present at the weigh-in day will be struck off the teamsheet.

This player is then deemed as being ineligible to play junior club rugby for that season until the child has been added to an official and signed-off teamsheet.

To be added to a teamsheet:

- the club must provide a copy of the previous signed-off teamsheet (including photo teamsheet where the team does not have individual photo id cards)
- a revised teamsheet showing the details of the player to be weighed and added,
- photograph of the child
- birth certificate of the child.

The official will then:

- weigh the child
- verify the child's details as shown on the teamsheet are correct
- sign-off the new teamsheet,
- verify and attached the photograph to be attached to the teamsheet.

The onus is on the club to arrange a time and place that is suitable to the zone official.
Weighing of players

In 2006 the Wellington Junior Club Rugby Executive (JRZE) reviewed all grade weights and since the commencement of the 2007 season the grade weights have been displayed on large posters at every registration session. These grade weights were last reviewed prior to the commencement of the 2013 season, this review identified that 95% of all players were within their correct weight age band.

Weigh-in days
Children in all tackle grade teams must be weighed in the presence of a nominated JRZE official.

The weight limits set for registration day remain in effect until the child has been officially weighed in the presence of a nominated zone official.

Because several weeks would have passed from the time a child is first weighed at registration to the time that they are weighed on the set date, clubs were directed that:

- at the time of registration and when making up teamsheets, they should make some allowance for growth to ensure that the children will still meet the weight limit on the set weighing day
- zero tolerance will be given
- any player exceeding the weight limit will be immediately required to move up a grade, without question
- having weighed out of a grade, either at registration or at an official weigh-in, the child is ineligible to play in that grade for the rest of the season

All clubs should have a full understanding of this procedure and it is their responsibility to ensure that children are placed in the correct grade.

Clubs also have a responsibility to ensure that parents and players understand the possibility of a child weighing out of a grade and the ramifications of doing so.

As the responsibility for placing children in the correct grades lies with your clubs and has done so since 2006, any questions or concerns must be raised with your club, not the JRZE or zone officials present on the day.

David Forster
Chairman, JRZE
Registration and recruitment of players

Junior Rugby Clubs accept registrations from individual players to play in the Wellington Junior Club Rugby Programme.

Likewise, these players register with and for a club, not a specific team or coach.

Players (and their parents/guardians etc) register with the understanding that their registration and payment of fees is respected and that they can expect fair and equal treatment and access (over time) to the best resources the club is able to offer.

Clubs must therefore, when making up teams and assigning coaches and resources to those teams, consider first of all, the best interests of ALL players ahead of the wishes of coaches and/or parents.

**JRZE policy:** Where a club fields more than one team in any grade, those teams must be as even as possible & equal in strength and ability.

The Wellington Junior Club Rugby Programme is **NOT** a competition, therefore unfriendly behaviour between clubs or persons associated with clubs, goes against this spirit of the programme.

The JRZE strictly forbids the active recruitment (‘poaching’) by clubs or persons associated with a club, of players, coaches or administrators that are, in the current year or were in the previous year, involved with another junior club.

The ‘poaching’ of players from within the same club to play for a specific team or coach violates the conditions under which clubs accept registrations for players to play in the Wellington Junior Club Rugby Programme and is a matter that should be dealt with firstly by the club, but may be handled by a Zone Committee or the JRZE.
Grading Convenor

JRZE Policy: Each Zone shall have as a part of its committee a Grading Convenor:

JRZE Policy: A grading convenor, or person delegated such authority by a Zone Committee, may attend any Junior Club Rugby game held within his/her zone for the purpose of checking compliance with the Wellington Junior Club Rugby Executive (JRZE) Policies on Grading and Teams.

At the request of the Grading Convenor (GC) a coach must make available their teamsheet. They must also make available for weighing, any player that they intend to play or who is currently involved in a game in progress.

The GC must insist any player, whether on the team sheet or not, that the coach intends to play or who is currently involved in a game in progress, who is found to be in contravention of the Age/weight Policy, be stood down immediately.

The player/s should then be referred, in the first instance, to the Club Convenor to which that player is registered, for regrading.

A Grading Convenor or member of the JRZE has the right to immediately suspend and player, coach or team.

All coaches and managers, individually and collectively, in accepting the position automatically agree to accept and abide by the rules as set down by the JRZE. They also accept that the JRZE has vested to the Grading Convenor the authority to immediately suspend any person/s or team found to have contravened the rules, laws and procedures set by the JRZE or to have acted in a manner contrary to the spirit of the programme from any or all involvement in the Wellington Junior Club Rugby Programme. Any suspension imposed will remain in effect until such a time that the relevant Zone Committee/s are satisfied that all suspended parties have taken the appropriate action/s to ensure their compliance to all aspects of the governance of the JRZE.

Disputes: The GC's decision, on the day is final and any dispute thereafter should be handled in accordance with the JRZE Complaints policy as set out later in the Junior Club Convenors Manual.

JRZE Policy: A Grading Convenor must make available a copy of their Grading Convenors Certificate of Authority, issued to them by the Zone Committee, at the request of, and only of, team coaches and or managers.
Teamsheets

The teamsheet is the official record of the players registered to play for THAT team, for the season, the coaches and the manager. Any changes to a registered team must be notified to the Zone Committee and signed-off.

**JRZE Policy:** All Clubs must, by the date set down for that season, provide to their Zone Committee a team sheet, in triplicate, for each team that it intends to register for that season.

Teamsheets must include the following information:

- Club Name
- Team name
- Players first and last names
- Player date of birth
- Player age
- Player weight at time of registration
- The name of any/all coaches assigned to that team (see NZRU policy on coach qualification later in this manual)
- Coaches phone number
- Managers name and contact phone number
  (Note: any person not named as an official (coach or manager) of a team on an official teamsheet may be refused the right to speak on behalf of that team in dealing with officials of the Zone Committee or the JRZE eg, Grading Convenors attending a game)
- Photographic identification of each player (tackle grades)

If a club intends to apply for regrading of any kind for a player, or if a player is to appear on the OWPR, then the teamsheet shall include a column headed "Regrading". This column is to be filled-in only by the Zone’s Grading Convenor, Secretary or Chairperson, or the Chairperson or Secretary of the JRZE.

* Copies of the players’ birth certificates (if not previously sighted by the Zone) and their NZRU registration forms should be sorted into the order that the names appear on the teamsheet, and attached.

**Signing-off:** The Zone Grading Convenor or otherwise designated official, in signing-off a teamsheet acts as an independent check of registered teams and players according to the WRFU Age/Weight Grading Policy. The ultimate responsibility for the accuracy of the information supplied remains with the Convenor of the club named on the teamsheet.

**JRZE Policy:** Clubs shall at the time of submitting their teamsheets to their Zone Committee, also provide a list of the names and details, as prescribed for teamsheets, of all players that are to be entered onto the Over-weight Players Register.

Teamsheets should be returned to Clubs before the first playing day of the season, signed by the Zone.

Teamsheets must be made available to the coach of an opposition team upon request before, during or immediately after the game.
Confidentiality: In providing copies of teamsheets to team members be wary of giving out people’s personal information eg, confidential phone numbers and addresses and medical histories.

It is important that coaches know a child’s medical history if it is possible that an existing condition may impact on a player’s performance or behaviour, or a coach may have to deal with a medical situation.

In such cases coaches should be given a ‘Confidential’ copy of the teamsheet.

**Sample Teamsheet**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>School</th>
<th>D.O.B.</th>
<th>Weight</th>
<th>*Regrading</th>
<th>NZRFU Reg No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dick Whittington</td>
<td>2 Penny Lane, London</td>
<td>555 0020</td>
<td>Brighton</td>
<td>1/7/91</td>
<td>46</td>
<td>JRZE</td>
<td>123456</td>
</tr>
<tr>
<td>Wylie Coyote</td>
<td>5 Grand Canyon</td>
<td>555 0021</td>
<td>Arizona</td>
<td>23/6/92</td>
<td>48</td>
<td>GB</td>
<td>123457</td>
</tr>
<tr>
<td>Morris Minor</td>
<td>54B Dropclutch St</td>
<td>555 0026</td>
<td>Brighton</td>
<td>31/9/93</td>
<td>55</td>
<td>UP</td>
<td></td>
</tr>
<tr>
<td>Mack Adamia</td>
<td>62 Winterbalm Avenue, Chichester</td>
<td>555 1123</td>
<td>Chichester</td>
<td>8/11/92</td>
<td>38</td>
<td></td>
<td>235678</td>
</tr>
<tr>
<td>Julie Female</td>
<td>113 Normal Street</td>
<td>555 9876</td>
<td>Brighton</td>
<td>7/7/92</td>
<td>62</td>
<td>OWPR</td>
<td></td>
</tr>
</tbody>
</table>

Signed by the Zone Grading Convenor: ___________________________  ___________ Date: ___________________________

- You will note that the *Regrading* column should be filled in ONLY by the Zone grading convenor.
  - **OWPR** = Overweight Player Register;  **GB** = regraded according to the Grade Base Weight policy, **JRZE** = Regraded by JRZE;
Even teams within a grade

While it is understood that good coaches can make a difference to the strength and ability of a team, the JRZE sees great merit in clubs making every effort to ensure that teams in the same grade are equal when making up their teams for the season.

Players of all abilities, at all levels of the game, gain the most from being involved in a fair and even contest.

It is a fact that if children perceive themselves as being of lesser ability than their peers, they will perform to a lower level. This is why, though it is not impossible, it is often difficult for any coach regardless of their own ability, to motivate a team to perform to a higher level, even if he/she knows that the players are capable of it.

It is also a fact that being in a team that always loses is a leading factor in a child’s decision to give up the game.

Teams of equal strength and ability will:

- have an equal numbers of players who have not played before,
- have an equal number of players playing up a grade,
- have an equal number of dispensated players,
- have an equal number of club and/or zone representative players.

Clubs with more than one team within a grade MUST ensure their teams are of equal ability with an even distribution of heavier players. Failure to comply may result in the offending teams being suspended from competition until the matter is resolved.

Consideration must also be given to:

- ability and experience of the coaches assigned to each team,
- players with leadership ability in each team,
- that each team should have experience and skill in “key” playing positions.

Considering the player

Though teams within a club may meet all the requirements of the JRZE, clubs must also consider the best interest of the individual players.

- Some players respond better to different coaches and some coaches are able to bring out different qualities in players.
- Children need to learn that in rugby, they will have more than one coach, that different coaches have different ways and that they will not always play with the same players.
- A team that sticks together year-after-year will learn, with time, to compensate for its weaknesses.
- As a team becomes ‘successful’ the incentive to improve player skill and try players in other positions is diminished.

Making the most of your coaches

As children vary greatly in ability so do coaches. Your best coaches should coach as many children in your club as possible.
Regrading and making applications

JRZE Policy:
Regrading can only be granted by the JRZE unless specific authority to do so is granted to a Zone Committee.

When the JRZE delegates such authority to a Zone Committee they must issue a clear set of guidelines and criteria for the committee to follow.

Any regrading/s made by a Zone Committee must be notified to the JRZE in the form of an official JRZE Application for Regrading Form, signed by the Zone Chairperson along with any supporting documentation used by the Zone in considering the application for regrading.

Applications to a Zone Committee (where authorised) or the JRZE, for regrading of a player must be made on the official JRZE application form and can be supported by a brief letter from the parent/guardian/caregiver or the player and supporting, official medical information.

All personal information submitted will be held in the strictest confidence.

The JRZE or Zone Committee may decline to accept or consider any application that has not been satisfactorily completed. The JRZE retains the power to overturn or review any regrading made by a Zone Committee.

Applications for regrading made purely on the basis of age and/or weight will not be considered.

The JRZE’s decision will be final and binding on all parties and will, unless stated otherwise, apply only for the playing season in which it is granted.

Procedure:
All applications must be made in writing as prescribed above and in the first instance to the Convenor of the Club to which the player is registered.

If the Club Convenor considers the application worthy of consideration by a Zone Committee or the JRZE, he/she must sign the application and forward it to the Zone.

If the Zone Committee has been granted the appropriate authority to do so they may grant the application and forward the appropriate documentation to the JRZE.

Where the application requires the consideration of the JRZE, it must then be endorsed by the Zone to meet the criteria for consideration by the JRZE, by being signed by the Zone Grading Convenor, Secretary or Chairman before being passed onto the JRZE for consideration.

The endorsement of an application by a club or zone committee, in no way constitutes, or should be considered as, a recommendation to the JRZE that the application be granted.

If the Club or Zone concerned, consider the application is not worthy of consideration by the JRZE then they must retain a copy of the application and reply to the applicant in writing stating the reasons they have not endorsed the application.

Zone decision:
Approval to grant or decline a regrading application must be by majority vote of all clubs within the zone.

Each application will be viewed on its own merits, however in making its decision the Zone Committee must adhere to certain criteria i.e.:

a. must be consistent and exercise fairness and impartiality
b. consider at all times the safety and wellbeing of the greater majority
c. consider the best interests and wellbeing of the child for whom regrading is being applied for
d. make its decision solely on the grounds of the disability or impediment, its degree and whether there is a clear benefit to be had in regrading the child.

Applicants have the right to appeal to the JRZE, any regrading decision handed down by a Zone Committee.
**JRZE decision:** The JRZE have the right to overrule any regrading decisions made by a Zone Committee. Approval to grant an application for regrading must be by unanimous vote of the JRZE.

Each application will be viewed on its own merits, however in making its decision the JRZE must adhere to certain criteria i.e.:

- e. must be consistent and exercise fairness and impartiality
- f. consider at all times the safety and wellbeing of the greater majority
- g. consider the best interests and wellbeing of the child for whom regrading is being applied for
- h. make its decision solely on the grounds of the disability or impediment, its degree and whether there is a clear benefit to be had in regrading the child.

**Guidelines for Club Convenors**

When accepting applications, be sure to outline the procedures and criteria to the applicants.

All Convenors must apply, to their best ability, sound judgement and bear in mind that the impediment may be of such a degree (eg, a history of concussion) that the risk to the player is such that they shouldn’t be playing rugby under any circumstance.

If in doubt, seek a medical certificate.

**NOTE:** Medical evidence such as a doctor’s certificate must not only testify to the existence of a condition, but must also explain why that condition justifies that player being regraded and the risk that exists for the player or other players.

A copy of the JRZE Application for Regrading is included in the Forms section of this manual.
Coaches

NZRU policy: All coaches of junior club rugby must have attended a NZRU coaching course, relevant to the grade in which they intend to coach, annually.

Failure to comply may jeopardise ACC cover of players and make that person personally liable for any injury or the death of a player.

NZRU Policy: All games of junior tackle rugby MUST be controlled by a person holding a current “Small Blacks Accreditation” for the grade or higher refereeing qualification.

Failure to comply may jeopardise ACC cover of players and make that person personally liable for any injury or the death of a player.

- Be sure that your coaches are aware of the personal consequences of violating these laws. This not only applies to the coach but to anyone that they may involve in the coaching of their team.
- Club Coaching Co-ordinators (CCO) are responsible for setting up the above coaching courses.
- A list of all club based coaching courses will be out once the CCOs have confirmed all dates with their club committees.
- Clubs without CCOs should contact the nearest club that does for the dates of courses in their area.
- It is also extremely important to remember that if for any reason one of your coaches withdraws from coaching, is unavailable for any reason or is suspended, you will need to have someone suitably qualified to take over that team.
  - This applies to training the team as well as attending their games
  - We suggest that you have two suitably qualified people associated with each team.
- If no-one with the relevant Refereeing qualification is available to referee a game then that game can only be played as a ‘non-tackle’ game.

Coaching Courses:

These have been revamped.

There are now 3 courses:
- Beginning rugby: Under 6 – 7;
- Learning rugby, Under 8 – 10;

Coaches will be required to attend the appropriate course when they move to coach within each grade band.

Each course will include coaching and skills elements.

Clubs should speak to their CCOs (nearest club if your club does not have a CCO) to confirm dates for these courses.

Courses must be repeated annually even if a coach is still coaching in the same age-group band.

Anyone that is coaching in 2 or more age-group bands must have a current qualification for each of those bands eg, if you are coaching in under 6 and under 11 you will need to attend those 2 courses this year.
Coaches are bound, like players, spectators and administrators to a Code of Conduct, as set out on the back of the rules card handed out to all coaches (and any other codes that may be imposed by a Zone or Club Committee) as well as adhering to the objectives of the WRFU, the JRZE, your zone committee and your own club.

By accepting the position of coach of a Junior Rugby team, they automatically make this commitment.

We have brought these together in a Coach Commitment document (see the Forms Section at the back of this manual, which you may or may not wish to use. Either way the coach should be made aware of the commitment he/she is making.

**Making the most of your coaches**

As children vary greatly in ability, so do coaches.

Your best coaches should coach as many children in your club as possible.

**Each club should develop a coaching programme.**

It is important that coaches understand the skill level the children they are coaching are capable of and that their work compliments the work of previous and future coaches (see the table on the next page).

Ensure that all your coaches:

- understand the objectives of the WRFU Junior Club Rugby Programme,
- are realistic in their expectations of the children and understand their capabilities,
- understand that learning is more important than comparing with others,
- recognise effort ahead of outcome,
- recognise that a win-at-all-cost attitude to coaching severely restricts the potential for children to learn positive “life lessons” from their sports experiences

**Coaching Resources:**

These are available on NZRU website [http://www.coachingtoolbox.co.nz](http://www.coachingtoolbox.co.nz).
Club Coaching Co-ordinators

Some clubs have Club Coaching Co-ordinators (CCO), as a part of their job description CCOs are a resource for the junior clubs.

CCOs are responsible for setting up and running required courses and clinics in your area.

A list of all club based coaching courses will be out once the CCO’s have confirmed all dates with their club committees.

If a club wants a particular thing done for their coaches/players (like front row session etc) or any resources provided (like skills passports for the kids, black boxes, cds, a copy of the NZRU Laws etc for the coaches), then they should contact their CCO.

CCO’s also have a complete calendar for the year and can deal with any questions on development days etc.

In nearly all cases a club’s first point of contact should be their CCO. This will also help the CCO to become aware of what the club wants/needs done.

Clubs without access to a CCO should contact the nearest club that does have one or can contact David King directly at WRFU (04) 389 0020 ex 730.

The following are the sort of resources that your CCO has available:

- Junior laws footprint and cards
- DVD: Running a Rippa Practise
- DVD/videos How to run an effective practise.
- DVD Positional Play
- DVD Goalkicking
- 2013 Law books
- Rugby Skills/Drills CD
- Junior Coaches Diary
- Junior Skills Passports

These are also available on the NZRU website http://www.coachingtoolbox.co.nz

Tackle Box Resource (focus on moving from non contact to tackle. Courses to be run by CCO at their clubs)

Front Row Factory (CCO’s at their clubs are accredited presenters to run courses at their club. If your club does not have CCO contact David King at the WRFU Office.

Clubs should be reminded that there CCO is there to deliver the up skilling to their coaches.

They need to ensure that they meet with their CCO and determine what up skilling they need for their coaches, how it will be done and when.
CCO Key Tasks

A: Coaching (Club and school component)

- Ensure all club teams have appropriately qualified coaches
- Assist all club coaches, including co-ordination of a roster of senior players to help junior teams, and acting as technical adviser where required
- Develop programmes for individual coaches
- Co-ordinate recognition of coaches, including letters of thanks, public acknowledgements and tangible benefits
- Liaise with rugby convenors to educate secondary school coaches, including coaching courses and refreshers, utilising teachers, club members or parents with coaching qualifications
- Improve the overall skill level of players and coaches in schools through development programmes
- Visit local primary schools to increase awareness of rugby, develop skills, and train for inter-school competitions
- Involve school players and coaches in club activities and vice versa
- Off season academy for fitness programmes and rugby specific skills to targeted players
- Identification of talent for extra development and/or higher honours

B: Development (WRFU component)

- Assist other CCOs in various position and skill specific areas, as required by Director of Coaching
- Act as spotters for zone and representative coaches as required
- Assist in Rugby Awareness Week
- Assist WRFU with school holiday programmes (for primary and secondary schools), tournaments and coaching clinics/schools
- Assist with junior, secondary school and senior weigh-ins
- Assist WRFU with Williment Week, under-11 coaching day, age-grade trials, development camps, academies and Front Row Factory
- Attend coaching and professional development courses as required by WRFU
- Meet and interact regularly with other CCOs and submit plans and reports as required
- Conduct NZRFU courses, including but not limited Junior Small Blacks Coaching Course, Rugby Smart.
**Rule and Laws**

**Excessive Scores**  
**Policy:** The Fairplay policy is designed to stop score blowouts and turn such situations into more constructive and enjoyable occasions for players and coaches alike. *Outlined on page 44 of this manual.*

**Kids off the sidelines:**  
*Outlined on page 45 of this manual.* This policy is designed to stop defaults and get as many kids on the field as possible. It is also designed to stop teams with greater player numbers than the opposition, from gaining an unfair advantage, by rotating players or, in the extreme, running on an almost completely new team after halftime.

**Overweight**  
Make sure that all coaches are aware of the restrictions on the use of overweight players. This is extremely important for safety reasons, while ensuring that these kids get to play rugby. *See page 23 of this manual.*

**Under 9 and 10 kick-offs**  
The under 9 - 10 grade kick-off rule states that the **scoring team will restart play after a score.**

The model also states that **ALL players in the team should have a turn at taking the kick-off.**

This rule is designed to ensure a fair amount of possession for both teams; allowing them to practice the skills they are developing and keeping the game more competitive.

Teams and coaches that use one or two of their ‘better’ kickers to kick-off and gain a territorial advantage are getting it wrong.

Make sure that you include kicking as a part of your training and allow every child to practice the skill in a game situation, regardless of how successful the kicks are.

**Discipline:**  
Upon a violation of any rule or the spirit of the programme:

- Zone Executives have the power to immediately suspend any team.
- Zone Executives may issue a written warning.
- Upon any second infringement, Zone Executives will issue a second written warning and refer the matter to the JRZE.
- The JRZE have ‘ultimate’ responsibility for any aspect of Wellington Junior Club Rugby.
- The JRZE have the right to refer matters to the WRU Disciplinary Committee.

*See page 10 of this manual.*
Rule clarifications

**Lineouts:**  
- The no-shortened lineout rule does NOT preclude quick throw-ins.

**Tap kick:**  
- When a ‘tap kick’ is taken the ball must leave the hand.
  - The ball must move - this can be in any direction.  
    In the lower grades where players are likely to knock the ball on, the ball should be placed on the ground and then tapped with the foot.

**Scrum:**  
- The new scrum engagement laws apply to junior rugby
  - The NZ Domestic Law does not allow the halfback that did not feed the scrum, to follow the ball through the scrum.
    - He/she must not pass the halfway point of the tunnel i.e., the shoulders of the props.  
      The NZ Domestic law defines this as the halfback having to keep one foot behind that line.
    - If the halfback that did not feed the scrum, moves to or stands in a place other than adjacent to the side of the scrum where the ball was put in, then the normal offside rule will apply to him/her i.e., they must be behind the last foot of the scrum.
  - Teams must have even numbers in the scrum. This is a NZRU Domestic Law
  - The No8 must bind directly behind the two locks
1. Safety
- A player with an open or bleeding wound must leave the field of play until the bleeding is controlled or dressed
- Clothing with blood on should be replaced
- No tackling or deliberately going to ground in the under 6-7 grades
- All tackling must be below the level of the armpits
- Under 8s must not tackle before Sat 18th May (possible suspension)
- The deliberate lifting of a player at anytime is forbidden in all grades
- Only Associate referees or someone with a higher referencing qualification may control a game of rugby where tackling, going to the ground or pushing in the scrums is involved

2. Weight of players
As set out by the JRZE for the season

3. Number of Players
As set out by the JRZE for the season

4. Substitutions
Rolling Subs in all grades. All players must play at least half of each game and an equal number of full games as long as they have attended training etc

5. Scrums
Halfbacks must not move past the tunnel until the ball is cleared from the scrum. If they are not standing on the side the ball is put in from they must remain behind the last foot of the scrum.
Only the Hooker should strike for the ball. All other players should, for safety and stability of the scrum, keep both feet on the ground.
Where a No 8 is permitted that player must bind directly behind the two locks. The No 8 is not permitted to bind between a flanker and lock. Under 11, 12 & 13 grades the No 8 may take the ball from the scrum once it is below their shoulders, they must not reach into the scrum to pick up the ball.

6. Advantage
Maximum advantage should be applied at all times to ensure a flowing game. In non-tackle rugby especially, forward passes and small knock-ons, not leading to a try should be treated with tolerance.
Referees should attempt to encourage players by using up to 2 warnings before awarding a penalty, (1 warning for dangerous play)

7. Penalties
Referees must use their discretion in assessing the degree of danger faced by players and how deliberate the act was, when dealing with an incident of dangerous play.
As a guide you should award a penalty if:
- after 1 warning a player:
  - performs a dangerous tackle or fend
  - attempts to strike another player
  - uses foul and inappropriate language or displays inappropriate behaviour.
  - In non-tackle rugby, a player fends, tackles or trips the ball from, another player
  Upon committing the second offence the player should be sinbinned or sent from the field
- After 2 warnings a player;
  - continues to infringe eg offside, deliberate forward passes, playing the ball on the ground, using hands in rucks or scrums, not retiring etc

8. Overweight players (Players on OWPR)
Any player playing up a grade because of weight and weighing more than 10kgs above the base weight limit for that grade will be entered onto the Over-weight Player Register (OWPR) and will become subject to the conditions and recommendations of this policy for that season.
The Over-weight player register is to be held by the secretary of the JRZE and a copy sent to all clubs.

Identifying these players. Where a player is entered onto the OWPR this must be indicated on the teamsheet, by the grading convenor for that zone, as set out in the Teasmheet section of the Convenors Manual

Use of these players. OWPR players for reasons of safety, may present a danger to themselves and other players if misused as 'Impact' players.
Players whose names appear on the OWPR must therefore not be used as 'battering rams' either at penalties or during general play. While they must be given every freedom to express themselves they must not be allowed to do so in such a way as to unnecessarily danger to themselves or other players.

Playing time and subbing. Players appearing on the OWPR must not be used as 'Impact' players, playing for short spells of time throughout a game. Any such player should therefore play for no less than 30 minutes once they have entered the field of play (except where the game finishes before the 30 minutes has elapsed) Once a player on the OWPR has left the game that player shall not return to the game unless under exceptional circumstances and with agreement of the opposition coach.

Complaints. Any complaints about the use of players whose name appears on the OWPR must be made in the manner prescribed under the JRZE complaints policy

Dealing with incidents at a game
Verification of player eligibility. Where a coach is unable to verify the eligibility of a player, that player must take no part in the game as long as an issue of player safety is concerned. The incident must then be reported to the Club Convenor.
Coaches shall take no further action

Qualification of coaches and referees
No person who is unable to, at the time prove that they hold the appropriate qualifications may referee a game. If no such person is available to referee a game then that game must not be played. Where a coach or referee is unable to verify their qualification this must then be reported to the Club Convenor.
Coaches shall take no further action

Application or interpretation of rules
The referee shall be the sole judge of the interpretation and application of the rules and laws and the application of the advantage law.
Unless there is a concern for player safety any disagreement with the decisions of the referee should only be discussed at half time or after the game and only by a coach of the teams involved in the game.
If a referee does not wish to discuss any issue regarding the decisions made then the coach shall take no further action at the time and may make a report to his/her Club Convenor.

Player Safety
Where in the opinion of a coach, an issue of player safety is present during a game, they should call out "Safety" or "Danger". The referee must then halt the game and be willing to discuss with both coaches the issue of concern.
If the issue can not be sorted to the agreement of all parties then the game may be called off and the incident reported to the Club Convenor.
Coaches shall take no further action

Unsportsmanlike behaviour on field
This is a matter for the referee and should be brought to their attention in the manner described above.
No coach shall address a member of the opposing team without the consent, and only in the presence of that players coach.
If in the opinion of a coach a referee does not deal with the issue satisfactorily, the game should be allowed to proceed unless there is an issue of player safety present, and the incident reported to your Club Convenor.
All sending-offs (Not sin binning) must be reported to the Secretary of the JRZE.
Coaches shall take no further action

Unruly behaviour on the sideline
Coaches should only address people associated with their own team.
The referee has the right to ask a person to leave the ground and shall be supported by the coaches.
Only coaches or managers may address a referee or official, such as a grading convenor, attending a game.
At all times work simply to calm a situation and allow the game to continue. All other issues should be left to be dealt with by the Convenors of the clubs involved

Rules and Procedures 2013

Conduct
In becoming involved in Junior Rugby, as a player, parent, coach, official or spectator, a person agrees to accept the governance of the Wellington Junior Rugby Executive (JRZE) over all related issues.
Junior Rugby is all about the players not the Adults on the sidelines. However, as adults we seek your positive support and encouragement of the players at all times.
There can be no justification for the use of foul language on the field or sidelines, aggressive behaviour or unpleasantness of any kind.
Any disputes should be handled in the prescribed manner and kept away from the children.

Penalties
Coaches and team management are responsible for the conduct and behaviour of any parents associated with their team
Accept the rulings, decisions and requests of any official, including the referee, at the time and agree to address such issues that may arise from the game.

Unnecessary free to express themselves they must not be allowed to where doing so may cause dangers either at penalties or during general play.

"Impact" players, playing for short spells of time throughout a game. Any such player should therefore play for no less than 30 minutes once they have entered the field of play (except where the game finishes before the 30 minutes has elapsed) Once a player on the OWPR has left the game that player shall not return to the game unless under exceptional circumstances and with agreement of the opposition coach.

Complaints. Any complaints about the use of players whose name appears on the OWPR must be made in the manner prescribed under the JRZE complaints policy

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Coaches shall take no further action

Qualification of coaches and referees
No person who is unable to, at the time prove that they hold the appropriate qualifications may referee a game. If no such person is available to referee a game then that game must not be played. Where a coach or referee is unable to verify their qualification this must then be reported to the Club Convenor.
Coaches shall take no further action

Application or interpretation of rules
The referee shall be the sole judge of the interpretation and application of the rules and laws and the application of the advantage law.
Unless there is a concern for player safety any disagreement with the decisions of the referee should only be discussed at half time or after the game and only by a coach of the teams involved in the game.
If a referee does not wish to discuss any issue regarding the decisions made then the coach shall take no further action at the time and may make a report to his/her Club Convenor.

Player Safety
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If the issue can not be sorted to the agreement of all parties then the game may be called off and the incident reported to the Club Convenor.
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This is a matter for the referee and should be brought to their attention in the manner described above.
No coach shall address a member of the opposing team without the consent, and only in the presence of that players coach.
If in the opinion of a coach a referee does not deal with the issue satisfactorily, the game should be allowed to proceed unless there is an issue of player safety present, and the incident reported to your Club Convenor.
All sending-offs (Not sin binning) must be reported to the Secretary of the JRZE.
Coaches shall take no further action

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Coaches should only address people associated with their own team.
The referee has the right to ask a person to leave the ground and shall be supported by the coaches.
Only coaches or managers may address a referee or official, such as a grading convenor, attending a game.
At all times work simply to calm a situation and allow the game to continue. All other issues should be left to be dealt with by the Convenors of the clubs involved

February 2013

WRFU JRZE Convenors Manual Page 39
This table and the rules set out over leaf, make up and are a summary of the JRZE set of rules relevant to the grades of Wellington Junior Club Rugby. They are based on the NZRU Small Blacks Rules for junior rugby, but take precedence over those rules. The NZRU Domestic (not Super 15 or International) rules and laws apply unless otherwise stated here. At all times play to the 'spirit of Junior Club Rugby.'

<table>
<thead>
<tr>
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<td>Rippa Rugby</td>
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<tr>
<td>Ball Size</td>
<td>2.5</td>
<td>3</td>
<td>3</td>
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<td>Players</td>
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<td>10</td>
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<td>Forwards/Backs</td>
<td>3F/4B</td>
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<td>½</td>
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<td>Kick-off distance</td>
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<td>Not applicable</td>
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<td>Kick-off and Restart</td>
<td><strong>Non scoring team free pass</strong></td>
<td><strong>Non scoring team free pass</strong></td>
<td><strong>Scoring team, drop kick or punt</strong></td>
<td>Non-scoring team normal drop kick</td>
<td><strong>To be rotated through all players</strong></td>
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<td>Scrum Players</td>
<td>No Scrum</td>
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<td>8</td>
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<tr>
<td>Push distance</td>
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<td><strong>No pushing allowed in scrums U8-11 grades</strong></td>
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<tr>
<td>Rotation (degrees)</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>45*</td>
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<tr>
<td>Contesting</td>
<td><strong>No contesting allowed in scrums U8-11 only Hookers may hook the ball</strong></td>
<td>Yes, hookers only</td>
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<tr>
<td>Offside line</td>
<td>Not applicable</td>
<td>Offside line is 5 metres behind hindmost feet of the scrum</td>
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<td>Lineouts</td>
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<td>No contesting allowed in lineouts U8-10</td>
<td>Yes</td>
<td>Yes</td>
<td>No Lifting</td>
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<td>4</td>
<td>4</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Throw distance</td>
<td>Not applicable</td>
<td>2metres</td>
<td>2metres</td>
<td>5metres</td>
<td>5metres</td>
</tr>
<tr>
<td>Distance teams to be apart</td>
<td>Not applicable</td>
<td>Child’s arm length</td>
<td>1metre</td>
<td>1metre</td>
<td></td>
</tr>
<tr>
<td>Last player max distance from sideline (Touch)</td>
<td>10metres</td>
<td>10metres</td>
<td>15metres</td>
<td>15metres</td>
<td></td>
</tr>
<tr>
<td>Offside line</td>
<td>Not applicable</td>
<td>Backlines must stand 5 metres back from centre line of the lineout</td>
<td>Backlines must stand 10 metres back from centre line of the lineout</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Penalties</td>
<td>No points, <strong>Turnover - Tap and pass U6-U10</strong> = 3 Points Normal penalty rules apply</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retiring distance</td>
<td>2metres</td>
<td>3metres</td>
<td>Smetres</td>
<td>10metres</td>
<td>10metres</td>
</tr>
<tr>
<td>Free Kick</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Free kick only</td>
</tr>
<tr>
<td>Try</td>
<td>=5 Points</td>
<td>=5 Points</td>
<td>=5 Points</td>
<td>=5 Points</td>
<td>=5 Points</td>
</tr>
<tr>
<td>Conversion kicks</td>
<td>No points, Drop kick or Punt in front of posts all players to take turns</td>
<td>=2 Points - Taken no further out than 15 metres in from touch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charging a kick</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes = 3 Points</td>
<td></td>
</tr>
<tr>
<td>Field Goal</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes = 3 Points</td>
</tr>
<tr>
<td>Fair catch/Mark</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Fending</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td><strong>Yes</strong> <strong>Emphasis should be on developing skills other than fending to avoid being tackled</strong></td>
</tr>
<tr>
<td>Tackling</td>
<td>No</td>
<td>All Tackle Grades - the tackles must be below the level of the armpits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subbing</td>
<td>Rolling subs in all grades. All players must play at least half of each game, &amp; an equal number of full games as long as they have attended training etc</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

February 2013

WRFU JRZE Convenors Manual

Page 40
Explanation to the rules

The following notes have been written to help coaches and administrators to understand why we have certain rules in place, why it important that the rules are adhered to by all and what it is hoped will be gained by having these rules.

**Ball sizes** are matched to the hand size and strength of pass of players at that age.

**Player numbers** are calculated to allow all players to become involved, as much as possible, in a game and to match the field size.

Having fewer players on the field and using revolving substitutions allows coaches to better control the amount that players are able to contribute to, or dominate their team.

**Game time** is based on the understood concentration span for players at the age and level of maturity.

It is also important that you stick to these times in order to allow for maximum utilisation of our fields.

**Field sizes** are based on the number of players on the field.

Playing on larger size fields than those stated allows faster players to unfairly dominate a game.

When playing across a full size field, goalposts must still be protected accordingly.

**Kick-off distances** are calculated according to a percentage of the field size and the ability and maturity of players.

**Restart after scoring**

Which team is to restart play and how the restart is to be taken varies from grade-to-grade to ensure a fair amount of position for both teams.

**Scrums**

**Rotation:**

It is illegal to deliberately rotate a scrum.

The ball is not handed over to the other team when a scrum is reset.

**Contesting:**

Where contesting of the scrum is permitted only the hooker may strike for the ball.

This is designed to allow the hooker to practice his/her skill without interference and to maintain scrum stability by keeping the props’ feet down.

**Lineouts**

No shortened lineouts are permitted in Junior Club Rugby.

All forwards are encouraged to learn and develop their lineout skills.
Kicking is gradually introduced through the grades.

In the younger grades this is to maximise the involvement of all players in the game, maintain the focus on the running and passing skills and to keep the game moving.

At all times the running and passing game is to be promoted and used ahead of kicking.

Fair catch/mark.

This use of the up-and-under/ midfield bomb is only permitted in under 12, 13 and Premier grades.

In all other grades, to protect players from the situation of being tackled in mid-air, or standing under a high ball and being tackled while in a vulnerable situation no advantage is offered to a team from taking a mark.

Fending is not permitted in under 6, 7 and 8 grades. Fending below the line of the armpits is permitted in Under 9 and 10 grades. However coaches are reminded that children must be coached and given other options for preventing being tackled, eg. side-step, swerve etc.

While children will tend to naturally develop an instinct to fend the impact of taking a fend and a child's ability to fend safely must at all times be considered.

Players should be taught alternative skills to evade being tackled.

Head-on fending by a running player should be considered as dangerous play.

Any fends above the shoulder must be treated as dangerous play.

Safety

- Lifting of players at lineout is forbidden in grades Under 13 and under by the NZRU in accordance with its agreement with the ACC to provide insurance cover in case of injury to a player.
- The JRZE recognises that the lifting of a player at anytime (eg at kick-off) is equally dangerous as lifting at lineouts and therefore forbids any lifting in all grades.
- Coach and Referee qualifications are set by the NRZU in accordance to its agreement with the ACC to provide insurance cover.

Any person that knowingly violates any of the requirements of this agreement places themselves at risk of personal liability in the case of injury to or death of any player.

Weight of players

The JRZE are required to set an age/weight criteria that meets NZRU requirements to ensure ACC coverage. Our policy has been developed with input from the ACC.

Overweight Players

Large children have as much a part to play in rugby, as any others.

The overweight player policy is designed to allow every child from the very smallest to the largest to play the game in a safe and positive environment.

In order to allow this too happen the JRZE relies very heavily on the integrity of coaches and managers.

Unless a genuine issue of safety is present, large players must be permitted to play according to the set conditions.

Coaches who violate these conditions are not only risking the safety of children but risk suspension and put in jeopardy the right of larger children to play rugby.

If at anytime you have real concern for the ability of a large player to play at a higher grade, you must, for the child’s sake, bring it to the attention of the JRZE through your club.
Excessive Scores Policy

Any team good enough to win should be allowed to do so, however little is to be achieved for anyone if the game is an uneven contest.

Humiliation is felt strongly by children and serves only to make it more difficult for a coach to motivate their players.

As a positive coach you should consider the advantages (and enjoyment) that come when children are involved in a fair and even contest.

Children learn much more about coping with a loss when they lose in a tight game than they do from humiliation.

**Policy:**

When at halftime the difference in score between the two teams is 35 points or more, both coaches must abide with the rules of the NZRU and the WRFU JRZE and work with the opposition coach to ensure the game is evened up.

Both coaches must take steps to even-up the game and play the second half of that game as a fair and even contest.

The following are suggested steps that the coaches may agree to take:

- **Swap players.** The notion that children will not swap teams is an adult one.
  - This may be a few selected players (test your own team to see how they cope with playing against some of their own ‘better, players), or
  - Swap forwards packs or backlines with the other team.
- **Change positions:** Move some selected players to see how well they cope with playing in another position.
- **Subbing:** Sub-off some key players.
- **Wind advantage:** Be willing to give away any wind-advantage that may exist.
- **Kick-offs:** The weaker team restarts play with a tap & pass rather than the usual kick. Or the scoring team kick-offs to the weaker team.
- **Depower:**
  - Depower scrums, non-contested.
  - Non-contested lineouts.
- **Conversions:** No conversions or change your kicker to an untried player.

Penalties up to and inclusive of suspension from the draw may be applied to Coach's or Teams that fail to abide by the rules of the WRFU JRZE.
Kids off the sidelines – (No of Players on Field)

The key intentions of this policy are:

- to maximise child involvement in games
- prevent defaults
- prevent the unfair advantage gained by teams through the use of superior player numbers.

Policy:

Maximum player numbers are set for each grade. These should not be exceeded.

If a team will knowingly be short of players for a game, that team should not default.

When the difference in player numbers for a game, between the two teams, is one or more, and one of the teams does not have sufficient players to field a ‘full’ team as set out in the rules for that grade there is little point in a player standing on the sideline as a reserve when they could be playing:

- players must be swapped between teams,
- the onus is on the coach with the greater player numbers to offer the loan of players,
- once an offer of loan players has been made it must be accepted,
- in swapping players between teams, both coaches must take into account the relative strengths of the two playing sides,
- coaches are encouraged to ask children to only play one half of the game for the opposition team and make other players available for the other half.
Rippa Rugby – under 6 and 7

Coaches will be supplied with a full set of playing rules when they attend the appropriate NZRU Coaching course.

Rippa Rugby - Basic Laws

Restarts

1. To start/restart the game by a free pass
2. Where a try is scored, non scoring team restarts with a free pass at half way. Opposition team 5m back.
3. Free passes cannot take place closer than 5m from the goal line.

Ripping (Tackle)

4. A rip is completed when one of the two flags from the ball carriers belt is removed.
5. The ripper holds the flag up and shouts “RIP”.
6. The ball carrier must then pass within 3 strides.
7. The ripper must hand the flag back to the player, who must reattach it to their belt before rejoining play.
8. Six rips leads to a turnover.

Reasons for Awarding a Turnover

9. Fending or pushing a player
10. Preventing a ball carrier from passing
11. Running too far after the tackle
12. Being in an offside position i.e. players in the rippers team must get back behind where the rip was made.
13. Kicking the ball
15. Forward pass
16. Player intentionally going to the ground.
17. Flags not being on the hips and available to be ripped.

Advantage law applies. If no advantage then a turnover is awarded to the non-offending team.

Games should be kept as even as possible. If one team begins to dominate the game too much being willing to make changes to make the games as enjoyable as possible for all concerned.
Under 8

Policy: Any under 8 team found to be playing tackle rugby before the set date, may face immediate suspension by the JRZE or JRZE official.

Clarifying the under 8 rules for Rippa Rugby prior to Sat 18th May 2013

In the Under 8 grade there is a minimum four week transition stage (as set by the NZRU) for the Rippa Rugby game to move into tackle. This period is to be used as a period of training at practices for tackle, scrum and lineouts.

Tackle Rugby for Under 8 grade will commence on Sat 18th May 2013 up until this date all Under 8 games will be played under Rippa Rugby rules with Rippa Flags.

Clarifying the under 8 rules for tackling as from Sat 18th May 2013

Scoring / Re-Start
♦ A try is scored by grounding the ball on or over the goal line.
♦ Under 8 only - The non-scoring team will restart play with a tap kick from halfway.
♦ The opposing team will be back five metres from halfway.

Tackles
♦ A player must not tackle an opponent whose feet are off the ground.
♦ Arms must be used in a tackle, arms should be wrapped around a player.
♦ All tackles must be below the line of the armpits any deliberate tackling above that line must be penalised.
♦ Repeated infringements by the same player and/or team can lead to a sinbinnning (2 minutes).
♦ The tackled player must release the ball when either the player or the ball is grounded.
♦ Fending is not permitted, deliberate contact above the shoulders must be penalised. Accidental contact above the shoulders should be given a warning in the first instance and penalised for a repeat incident. Repeated infringements by the same player and/or team can lead to a sinbinnning (2 minutes) and eventually a sending off.

Rucks and mauls
♦ Rucks and mauls are contestable, normal ruck and maul laws for junior rugby apply.
♦ For a ruck the onus, in the first instance, is on the tackler to release the tackled player.
♦ In a ruck the tackled player must release the ball.
♦ Players must be bound to the maul or behind the last player.
♦ Players must not collapse a maul.
♦ Players must join through the gate; players must not join from the side.

Two of the key skills to be taught here are: the tackler getting back on to their feet to contest for the ball, and to ensure players are entering the ruck through 'the gate' not coming in from an offside position.
Lineouts
- The side throwing the ball in to the lineout wins the ball. If the ball is not caught or goes over the back, the ball becomes "fair game".
- If the throw isn’t straight, advantage applies to the non-offending team, otherwise normal law applies.
- The two lines of players must be 1 metre apart
- Backlines to stay onside (5 metres back from the centre line of the lineout) until the ball is played by the halfback
- Non-contestable.

Scrum
- The side throwing the ball in to the scrum wins the ball, i.e. no contest and no pushing.
- Players to stay onside (off side line for backs is 5 metres behind hindmost foot of last player in scrum) until the ball is in the hands of the ‘first receiver’ (eg the first five eighth)
- The opposing halfback must not advance past the middle line i.e. tunnel until the opposition halfback has played the ball.
- The halfback not putting ball into scrum must remain on same side of scrum as player feeding ball otherwise they must retire behind the last man in the scrums hindmost foot. *(The half back not feeding scrum is not permitted to stand on the opposite side of scrum to where ball is being fed in)*

Penalties
- The defending team must be five metres back from the infringement mark.
- All penalties are tapped on the ground.
Tournaments and playing teams from other unions

The NZRU Small Black to All Black Junior Rugby Model sets out different rules in some situations for tournaments.
Coaches must be aware of these.
Also check carefully weight structures for teams from other unions, as they do vary.
Where ever possible, other unions should be encouraged to play within our weight structure.
If WRFU registered players are to play games outside of our set age/weight criteria, clubs should seek clearance from their join committee to do so.
Teams travelling to play in another union must complete the appropriate travel form (included in the forms section of this manual).
Incidents and complaints

First of all, do not involve children in any conflict or incident unless absolutely necessary.

All discussions, whether on the playing field, in the clubrooms, on the telephone or in a home should be done away from children.

Children should not be subjected to a trial.

All clubs shall have a policy for dealing with complaints or reported incidents that involve only members of and people associated with their own club (see the sample Complaints Policy and forms in the Forms section of this manual). All other such matters are covered by the policies of the Zone, the JRZE and the WRFU.

**WRFU Policy:**

The Wellington Junior Rugby Executive (JRZE) is constitutionally a sub-committee of the Wellington Rugby Football Union and has the authority to administer ALL aspects of Wellington Junior Club Rugby.

This includes *(but not exclusively):*

Handling of all disciplinary matters within Wellington Junior Club Rugby.

**JRZE Policy:**

Complaints or Reported Incidents involving people from the same club should, in the first instance, be dealt with by the club concerned and in accordance to the policy of that club.

Where a complaint concerns or involves any member of another club, then it should be dealt with only by the Convenors of the clubs involved.

If the situation is not resolved to the satisfaction of both parties then the Complaint may be referred to the relevant Zone committee/s by the Convenor of either club.

Zones are encouraged, (though they are not necessarily involved in discussions), to have records of all such dealings lodged with them for the sake of monitoring repeat occurrences of such incidents.

Zones shall have a complaints policy for dealing with complaints referred to them by member clubs or from another Zone and are bound by the following rules:
Complaints to the Zone

1. From time to time incidents may occur, or rules are violated that result in a complaint that requires investigation and follow-up action by the Zone Committee.

2. If the complaint/incident is of a minor nature, (see the Schedule for Dealing with Complaints following), it should be handled by the convenors of the clubs concerned. If the problem is unable to be resolved between convenors then the matter is to be referred in writing on JRZE Complaint/Incident Form to the Zone Chairman who will convene the judicial panel. This panel will consider the complaint/incident as soon as practicable, but no later than five days after the matter is referred to them (unless extenuating circumstances exist and a delay is the most appropriate course of action).

3. Complaints/incidents referred to the Zone Committee must be in writing.

4. To ensure that any incidents are promptly and fairly handled each Zone will have a judicial panel of three members, Zone Chairman, and two other committee members. Minutes shall be taken.

5. If the committee member on the judicial panel is a member of the club/s involved then replacement members must be substituted.

6. If the complaint/incident is about a game then a referee's report is to be obtained if considered necessary. The referee concerned will not be required to attend the judicial meeting unless absolutely necessary.

7. The Zone panel may interview the parties involved if they deem it necessary.

8. If the Zone panel considers that disciplinary action should be taken against any player, coach, referee, parent or spectator, such penalty must have the endorsement of the Chairman of the Junior Rugby Zone Executive or his nominated deputy. This can be given orally and confirmed at the following meeting of the Junior Rugby Zone Executive. This will ensure fairness and uniformity within the three zones.
Schedule for Dealing with Complaints and Incidents

1: At the game.

- All sending offs (where a player is ordered from the field for the duration of the rest of the game) must be notified to the Secretary of the JRZE via their Zone Chair.
- See also the Grading Convenor Policy included in this manual.
- At all times the emphasis must be on allowing a game to continue as long as no issue of player safety is involved.
- Discussion between adults should be away from the hearing of children.

Incidents occurring before (when a team is assembled in preparation for playing a game), during and immediately after a game, that may be dealt with at the time include:

| The verification of player eligibility | Where a coach is unable to verify the eligibility of a player, that player must take no part in the game as long as an issue of player safety is concerned. The Incident must then be reported to the Club Convenor. Coaches shall take no further action. |
| Verification of the qualifications of coaches and referees | No person who is unable to, at the time, prove that they hold the appropriate qualifications may referee a game. If no such person is available to referee a game then that game must not be played. Where a coach or referee is unable to verify their qualification this must then be reported to the Club Convenor. Coaches shall take no further action. |
| The application or interpretation of rules | The referee shall be the soul judge of the interpretation and application of the rules and laws and the application of the advantage law. Unless there is a concern for player safety, any disagreement with the decisions of the referee should only be discussed at half time or after the game and only by a coach of the teams involved in the game. If a referee does not wish to discuss any issue regarding the decisions made then the coach shall take no further action at the time and may make a report to his/her club convenor. |
| Player safety | Where, in the opinion of a coach, an issue of player safety is present during a game, they should call out “Safety” or “Danger”. The referee must then halt the game and be willing to discuss with both coaches the issue of concern. If the issue cannot be sorted to the agreement of all parties then the game may be called off and the incident reported to the Club Convenor. Coaches shall take no further action. |
| Unsportsmanlike behaviour on the field | This is a matter for the referee and should be brought to their attention in the manner described above. No coach shall address a member of the opposing team without the consent, and only in the presence, of that player’s coach. If in the opinion of a coach, a referee does not deal with the issue satisfactorily, the game should be allowed to proceed unless there is an issue of player safety present, and the incident reported to your Club Convenor. Coaches shall take no further action. |
**Unruly behaviour on the side line**

Coaches should only address people associated with their own team. The referee has the right to ask a person to leave the ground and shall be supported by the coaches. Only coaches or managers may address a referee or official, such as a grading convenor, attending a game. At all times work simply to calm a situation and allow the game to continue. All other issues should be left to be dealt with by the Convenors of the clubs involved.

- Only coaches or managers named on the official teamsheets should deal with conflict situations. Where no official teamsheet is available (eg the teams involved are composite or club representative teams assembled to play in a non-Saturday-Competition game), then such instances should be dealt with only by the person sanctioned by the club as being the Coach of the team.
- Players, parents and spectators should not be included in or, become involved in conflict resolution.
- All other issues concerning behaviour, protocol and procedural matters, involving players, coaches, parents and spectators should be forwarded to and dealt with by the club according and in the fashion prescribed in the relevant policies of the Club, Zone and the JRZE.

2. **Complaints or incidents at times other than at a game**

   Incidents and complaints concerning only members of the same club should be dealt with by that club.

   In many cases it is best that a coach does not attempt to deal with an incident or complaint themselves, but should instead refer such an issue to their Club Committee.

   Any accusations of abuse or mistreatment of players must be referred directly and immediately to the Club Committee.

   Club officials may ask for assistance from their senior club or Zone Committee in adjudication, or for the purposes of clarification.

3. **Appeals**

   If a complainant *(person or club)* feels that at any time their complaint has not be given due consideration or feel they have been unfairly treated in the matter, they may appeal in writing with all supporting evidence to the Zone Committee.

   Appeals against the decisions made by a Zone committee are to be made in accordance to the policies of the JRZE, to the JRZE.

   The JRZE reserves the right to forward any complaint to the WRFU Disciplinary Committee.
Schools

Primary School rugby is administered by the Greater Wellington Primary Schools Rugby Union (GWPSRU) and secondary school rugby by College Sport Wellington.

The JRZE has no jurisdiction over either body but does have a strong working relationship with both.

As a part of their responsibilities to the Junior Rugby Programme, all Junior Rugby Clubs are required to develop and maintain a good relationship and spirit of cooperation, with the schools within their area.

College Students

College students are permitted to play Wellington Junior Club Rugby (eligibility, see below)

Any dispute or discussion that may arise from a student’s decision to play Junior Club Rugby is to be between the parents of the player and the College.

Clubs shall not be involved in such discussions.

Any child who has registered, or taken part in, secondary school rugby is ineligible to play junior club rugby.

Clubs or people associated with the Club must in no way coerce a college student to play Junior Club Rugby. Any proof of such coercion having taken place, may put in jeopardy a player’s eligibility to play Junior Club Rugby.

Eligibility

In order to play Junior Club Rugby, a player must meet the age/weight criteria as set by the JRZE for that season.
Forms Section

55 Coach Commitment
56 JRZE Philosophy and objectives / Coaches Code of Conduct
57 Player Expectations
58 Spectator Expectations
59 Application for Regrading a player
61 Complaint / Incident Report
   • NZRU Serious Injury (Refer to Convenors CD Rom)
   • JRZE Convenors Contact List (Refer to Convenors CD Rom)
   • WRFU CCO Contact List (Refer to Convenors CD Rom)
Coach Commitment

In taking on the role of a coach of a Junior Rugby team I:

- understand that I automatically agree to adhere to the Law, Rules and Policies of all relevant governing bodies including:
  - New Zealand Rugby Union (NZRU),
  - Wellington Rugby Football Union (WRFU),
  - Wellington Junior Rugby Executive (JRZE),
  - our local Zone Association Committee, and
  - the Junior and Senior Committees of the Rugby Club of which the team, I will coach, belongs

- acknowledge the authority of, and mandate given to, the JRZE in controlling Junior Club Rugby played under the jurisdiction of the WRFU

- agree to coach within the spirit of the Philosophy and Objectives of the JRZE (as set over leaf),

- accept and agree to adopt, the *Code of Conduct for Coaches* (as set out over leaf) as the appropriate conduct for a coach of a Junior Rugby Team,

- agree to, at all times, keep myself safe from accusations of abuse or mistreatment of children in my charge.

Name: ____________________________________________

Club: ______________________________________________

Team: ______________________________________________

Date: _______________________________________________

Signed: ____________________________________________
The philosophy and objectives of the JRZE are:

- Saturday morning junior rugby is NOT a competition, but a development pathway
- That every child that wishes to, is able to play rugby and that regardless of their ability, they:
  - have the opportunity to gain full enjoyment from playing rugby,
  - have an equal amount of playing time,
  - have the opportunity to learn and develop new skills,
  - be able to play rugby in the safest environment possible,
  - have the opportunity to play to their full potential,
  - be able to contribute positively to the outcome of each game.
- it is important that young rugby players develop a competitive attitude while understanding the principles of fair play and good sportsmanship
- coaching and skills coached and expected must match the age and development of the children
- children and not their coaches should win games
- all players and their families can expect that children play and train in an environment that is both physically and emotionally safe
- by the time a child leaves junior rugby to move onto college they should have been introduced to the full range of skills and rules (permissible under the laws), and have the best possible understanding of the game.

Coaches Code of Conduct

As a mentor

- Children need a coach that they can respect.
  - Be generous with praise when it is deserved and set a good example with your behaviour and level of organisation.
  - Be fair and even when dealing with disciplinary issues and consider that your way may not be acceptable to everyone.
  - Do not use foul language.
  - Don’t take the enjoyment out of the game by ridiculing or yelling at children.
  - Be tolerant and deal with others in a respectful manner.

Expectations

- As long as a child meets your realistic expectations of behaviour they can rightfully expect that you will work within and towards the Philosophy and Objectives of the JRZE as set out above.

As a coach

- You must:
  - keep yourself informed on sound coaching principles and principles of growth and development of children.
  - understand the rules and laws that apply to your particular grade.
  - understand the philosophies and objectives of the Wellington Junior Club Rugby Programme and work towards these in everything you do.
  - ensure that you have gained current qualifications necessary for coaches at your level.
  - ensure that the proper safety and medical equipment is available at all times.
  - not be afraid to ask for assistance or advice. The best interests of the children are more important than your pride.
  - be realistic with your demands on the children, their time and level of enthusiasm.
  - be willing to share and cooperate with others involved in junior rugby.
  - develop team respect for their club, each other, the ability of opponents and the judgement of referees and opposing coaches.
  - keep winning in perspective.
  - follow the advice of doctors in assessing when a player is ready to return to play again following an injury. The long term wellbeing of any child is more important than winning a game.
  - Protect yourself from accusations of abuse. Never allow yourself to be left alone with children.
  - Be willing to consider the wishes of others associated with the team

At the game

- Do not try to win the game for your team, allow them to do it.

Coaches shall:

- carry their APPROVED teamsheet to every game and make them freely available to the opposing coach upon request.
- carry their Small Blacks Junior Coaching (or) Associate Referee cards to all games.
- (along with the ref) ensure they agree on the rules of the game and the degree of advantage that will apply, before the game starts.
- mutually resolve matters concerning a game, in the manner set out in the relevant policies of their club, the Zone, the JRZE and WRFU.
- give their full cooperation to any official Grading Convenor or JRZE official.
Player Expectations

As a player you should;

1. Play for enjoyment
2. Play hard but fair
3. Play by the laws of the game
4. Be committed to your team by attending practices
5. Never argue with the referee
6. Control your temper at all times
7. Be proud to be part of your team

Name:__________________________________________

Club:__________________________________________

Team:__________________________________________

Date:__________________________________________

Signed:________________________________________
Spectator Expectations

To ensure a safe and enjoyable environment for playing of rugby all Spectators:

1. Are to stay behind ‘ropes’ at all times
2. Are not to use profane language or harass players, coaches or referees
3. Should acknowledge and applaud good play by both teams
4. Should not ridicule or scold a player for making a mistake
5. Abide by instruction given by WRFU or School officials

Failure to adhere to expected behaviour will result in the game to be abandoned and the offending individual to be banned from this venue

Name: ____________________________________________________________
Club: _____________________________________________________________
Team: _____________________________________________________________
Date: _____________________________________________________________
Signed: ___________________________________________________________
**APPLICATION FOR REGRADING OF A PLAYER**

**JRZE Policy:** Regradings can only be granted by the JRZE unless specific authority has been granted to a Zone Committee.

Applications for regrading of a player must be made on the official application form and can be supported by a brief letter from the parent/guardian/caregiver or the player and supporting, official medical information.

All personal information submitted will be held in the strictest confidence.

The JRZE may decline to accept or consider any application that it considers has not been satisfactorily completed.

Applications for regrading made purely on the basis of age and/or weight will not be considered.

The JRZE retains the right to review and/or overturn a decision made by a Zone Committee.

The JRZE’s decision will be final and binding on all parties and will, unless stated otherwise, apply only for the playing season in which it is granted.

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**Player details:**

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<thead>
<tr>
<th>Name:</th>
<th>Date of birth:</th>
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<thead>
<tr>
<th>Address:</th>
<th>Club:</th>
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<tr>
<th>Current weight:</th>
<th>Previous grades:</th>
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<th>Phone:</th>
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Has this player been regraded before?  

- [ ] YES  In what season? ______________________

- [ ] NO

According to our Grading Policy, what grade should the player play in this season? ______________________

What grade do you seek the player be regraded to? ______________________

On what grounds is regrading sought?  

- [ ] Permanent medical or physical condition

- [ ] Permanent developmental condition

- [ ] Temporary medical or physical condition

- [ ] Temporary developmental condition

Briefly describe the condition that exists and how this will affect the safety of the player and their enjoyment of the game (this maybe supported with written professional evidence a copy of which must be attached to this application).

____________________________________________________________________________________________________________________

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*PTO*
Details of the person making this application.

This person must be over 18 years old and be legally responsible for the child for whom regrading is sought.

Name: ____________________________________________

Address: ____________________________________________

__________________________________________

Phone: ____________________________________________

Relationship to the child: ________________________________

Procedure: All applications must be made in writing as prescribed above and in the first instance to the Convenor of the Club to which the player is registered.

If the Club Convenor considers the application worthy of consideration by the Zone Committee, he/she must sign the application and forward it to the Zone.

The Zone if authorised to do so, may grant or decline the application and lodge a copy of the application, any supporting documentation and their decision with the JRZE.

Application requiring the consideration of the JRZE must be endorsed by the Zone Committee by being signed by the Zone Grading Convenor, Secretary or Chairman before being passed onto the JRZE for consideration. The forwarding of an application for regrading to the JRZE for consideration, will in no way be considered as a recommendation to the JRZE that the application be either accepted or rejected.

If the Club or Zone concerned, consider the application is not worthy of further consideration, or a Zone Committee declines an application, then they must retain a copy of the application and reply to the applicant in writing stating the reasons they have not endorsed the application.

JRZE decision: Approval to grant a regrading must be by unanimous vote by the three zone chairman.

Each application will be viewed on its own merits, however in making its decision the JRZE must adhere to certain criteria i.e.:

i. must be consistent and exercise fairness and impartiality

j. consider at all times the safety and wellbeing of the greater majority

k. consider the best interests and wellbeing of the child for who regrading is being applied for

l. make its decision solely on the grounds of the disability or impediment, its degree and whether there is a clear benefit to be had in regrading the child.

All application forms must be endorsed by the following people before being considered by the JRZE:

Club Convenor: Name: ________________________________

Signed: ___________________________ Date: _________________

Zone Chairman: Name: ________________________________

Signed: ___________________________ Date: _________________

JRZE The decision made was by the unanimous vote of the three Zone Chairmen for the reasons and/or subject to any conditions stated below:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Chairman of the JRZE: ________________________________ Signed: ________________________________

_____________________________ Date: __________________________
Complaint/Incident Report

- Complaints should be initially directed to your Club’s convenor to action. Complaints should only be made to the JRZE once all other avenues have failed to bring about a satisfactory resolve, or
- When the relevant Zone Committees feel that the matter falls outside of their jurisdiction.
- All complaints to the JRZE must be made in writing on this form.
- The decision of the JRZE will be final and binding on all parties.
- The JRZE reserves the right to suspend any player, coach, manager or administrator from being involved in Wellington Junior Club Rugby until such time that the issue has been resolved to its satisfaction.
- The JRZE does reserve the right, in certain cases, refer the complaint to the WRFU.

Details of the incident

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<th>Date</th>
<th>Time</th>
<th>Place/field</th>
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<tr>
<th>Grade</th>
<th>Referee name</th>
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Teams involved

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<th>Club or Union</th>
<th>Team name</th>
<th>Coach</th>
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Is this complaint regarding the behaviour or actions of:

- [ ] Player/s
- [ ] Coach or manager
- [ ] Spectator/parent
- [ ] Referee
- [ ] Official
- [ ] Other

Please list the name, club and role of any person/s you feel had a part in this incident

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<tr>
<th>Name</th>
<th>Role</th>
<th>Club</th>
<th>Jersey number</th>
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Is this complaint regarding:

- [ ] Facilities
- [ ] Equipment
- [ ] Organisation

Details of the person making this complaint:

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<td>Club:</td>
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<td>Role at the time:</td>
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Please give a brief description of what happened, as you saw it. State only the facts and do not include anyone else’s opinion.

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What actions were taken to resolve the issue at the time and by whom?

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Persons/clubs/committees who have previously heard or dealt with this complaint
(please supply copies of all records and documentation relevant to your dealings of this complaint).

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<th>Name or organization</th>
<th>Contact person</th>
<th>Phone</th>
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Why is this complaint being referred to the JRZE?

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Declaration

I ________________________________________ (person lodging this complaint), confirm that the details given are accurate to the best of my knowledge and agree to abide by the decisions of the JRZE.

Signed: _________________________________ Date: __________________________