



*More than just a game*

# COACH'S RECORDER



NEW ZEALAND  
RUGBY LEAGUE

*More than just a game*

# THE RUGBY LEAGUE PLEDGE

- I am committed to growing Rugby League in New Zealand.
- I will do my best to improve the image of our game, as such I am committed to only positive behaviours on our fields and sidelines.
- The safety and enjoyment of all who participate in our game is my first priority.
- I will respect the traditions of our game, I will play hard and I will play fair in any role that I have, and I will always act with honour both on and off the field.



## INTEGRITY



Integrity in  
everything we do

## RESPECT



Earning and  
giving respect

## LEADERSHIP



Leadership from the top  
down, will make us winners  
from the ground up

## COURAGE



We will have the courage  
to think differently

## PASSION



Nothing great gets  
accomplished without  
passion

## CONTENTS

	Page
The Rugby League Pledge	2
Introduction	4
Coach's Personal Details	5
Important dates	6
Important Contacts	7
Year Planner	8
Player Contact Details	10
Player Assessment	11
Training Attendance Records	12
Training Template	13
Match Day Analysis	14
Tackles and Hit Ups Sheets	15
Completion Rate Stat Sheets	16
Injury Recorder Reference	17
Legal Responsibilities of a Coach	18

# INTRODUCTION

A coach's effectiveness is directly related to his/her ability to organise and plan a training program. With the vast improvement of coaching and "professionalism" provided by courses in the game's National Coaching Accreditation Scheme there is a great need for all coaches, whether they are junior and senior, novice or high performance, involved with team or individuals, to PLAN AND RECORD details of training sessions and competitive performances of their players and teams.

Only when these records are kept can planning be sequential and the full potential of each player or team be achieved.

This "COACH'S RECORDER" is aimed at providing coaches with a means to record all aspects of their training and competitive programs and so increase their effectiveness as coaches.

The book has been set out in specific sections, each designed for a purpose which is outlined below:

## **IMPORTANT DATES**

### **YEAR PLANNER**

A useful any-year calendar on which to note all necessary dates of competition events, training sessions, functions and other important dates. This will help you with your planning for the season/year.

### **TRAINING TEMPLATE**

Be they for juniors or seniors, these advise the coach as to the possible composition of training sessions. They are simple guides which the coach may follow, alter or extend.

### **ATTENDANCE RECORD**

Which allow coaches to keep an accurate record of player's attendance at training etc.

### **PLAYER ASSESSMENT**

### **INJURY RECORD REFERENCE**

### **MATCH DAY ANALYSIS SHEETS**

Provides the coach with a method of recording valuable information and how they performed in competition. This will allow the coach to use game performances to structure future training sessions.

### **PLAYER'S CONTACT DETAILS**

Give coaches easy access to all players' names and those other details a coach needs at his/her fingertips.

### **LEGAL RESPONSIBILITIES OF COACHES**

This section outlines the responsibilities of the coach to provide safe training and competition environment and provide a sample sheet for recording details of injuries suffered by players. This sheet may be copied for use by the coach or trainer to record injuries.

## COACH'S PERSONAL DETAILS

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_

(M) \_\_\_\_\_ (Email) \_\_\_\_\_

CLUB: \_\_\_\_\_

CLUB ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COACHING QUALIFICATION/EXPERIENCE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SESSION DATES: \_\_\_\_\_

\_\_\_\_\_

OTHER IMPORTANT DATES: \_\_\_\_\_

\_\_\_\_\_

OTHER INFORMATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## IMPORTANT DATES

### MAJOR COMPETITION

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### OTHER COMPETITIONS

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### TRAINING CAMPS/CLINICS

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### OTHER IMPORTANT DATES

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### COACHING COURSES/ SEMINARS

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# IMPORTANT CONTACTS

Name:

Position:

Ph:

Email:

Name:

Position:

Ph:

Email:

Name:

Position:

Ph:

Email:

Name:

Position:

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Position:

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# THIS YEAR 20\_\_\_\_

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
1						
2						
3						
4						
5						
6						
7						
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29						
30						
31						



# THIS YEAR 20\_\_\_\_

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
1						
2						
3						
4						
5						
6						
7						
8						
9						
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11						
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27						
28						
29						
30						
31						

## PERSONAL DETAILS

[illegible]

## PLAYER ASSESSMENT

**Date of Testing:**

[illegible]

## TRAINING ATTENDANCE RECORD

[illegible]

# TRAINING PROGRAMME

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

SEASON SESSION No: \_\_\_\_ / \_\_\_\_

**1. SESSION OBJECTIVE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. WARM-UP ACTIVITIES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. OTHER ACTIVITIES / GAMES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. WARM DOWN:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. GEAR TO BE USED:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. SKILLS & SKILL PRACTICES:**

**7. SESSION EVALUATION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TEAM / RESULTS ANALYSIS SHEET

[illegible]

DATE		OPPOSITION		VENUE		SCORE	WIN/LOSS	PLAYER OF THE DAY			Sponsors POD		
No.	PLAYER	Tackles	Hit Ups	Tackles	Hit Ups	Totals	SCORE						
1						T H	HOME			OPPOSITION			
							Points	Scorer	Total	Points	Total		
2						T H							
3						T H							
4						T H							
5						T H							
6						T H							
7						T H							
8						T H							
9						T H							
10						T H							
11						T H							
12						T H							
13						T H							
14						T H							
15						T H	Scrums						
16						T H	Penalties						
17						T H							

20\_\_ SEASON

COMPLETION RATE: \_\_\_\_\_ vs.

DATE:

OUR POSSESSION: FIRST HALF COMPLETION

%

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
1																									
2																									
3																									
4																									
5																									
6																									
C/I																									

OUR POSSESSION: SECOND HALF COMPLETION

%

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
1																									
2																									
3																									
4																									
5																									
6																									
C/I																									

OPPOSITION POSSESSION: FIRST HALF COMPLETION

%

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
1																									
2																									
3																									
4																									
5																									
6																									
C/I																									

OPPOSITION POSSESSION: SECOND HALF COMPLETION

%

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
1																									
2																									
3																									
4																									
5																									
6																									
C/I																									

**KEY:**

**KG** KICK GRUBBER

**KO** KNOCK OUT

**IT** IN TOUCH IN GOAL

**KF** KICK OUT ON FULL

**KC** KICK CHIP

**KB** KICK BOMB

**TIG** TOUCH IN GOAL

**KDB** KICK DEAD BALL (GRUBBER)

**RS** REPEAT SET

**KD** KICK DISTANCE

**P** PENALTY

**FP** FORWARD PASS

**BP** BAD PASS

**DB** DROP BALL

**T** TRY

**TO** TACKLED OUT



### INJURY RECORD REFERENCE

[illegible]

# LEGAL RESPONSIBILITIES OF THE COACH

Coaches have at least ten important duties when carrying out their activities.

## **1. Provide a safe environment**

Facilities and equipment must be safe for both the users and the others involved in the competition. Adverse weather conditions must also be taken into consideration during competition and practice sessions.

## **2. Activities must be adequately planned**

Impaired learning ability and injury may be the result of unplanned practice sessions. Using appropriate progressions in the teaching of new skills, especially potentially dangerous skills, is imperative.

## **3. Players must be evaluated for injury and incapacity**

Players with an injury or incapacity should not be expected to perform any potentially harmful activity. No players should ever be forced to take part in any activity that they do not wish to do. Individual differences must be taken into account.

Injured players should be withdrawn from contests and no player should be allowed to put themselves back into the competition after an injury.

## **4. Young players should not be mismatched**

Young players need to be matched approximately. Look to such factors as age, height, weight and maturity. Skill levels and experience should also be considered where possible. Heed the game's laws.

## **5. Safe and proper equipment should be provided**

Existing codes and standards for equipment should be met and all equipment should be kept in good order. It should always be adequately repaired so that it is safe to use at all times.

## **6. Players must be warned of the inherent risks of the sport**

The inherent risks of any sport can only be legally accepted by the participants if they know, understand and appreciate those risks. In some situations, even such a warning may not be enough: for example, where young people are involved in a school supervised activity.

## **7. Activities must be closely supervised**

Adequate supervision is necessary to ensure the practice environment is as safe as possible. Each sport will have its own specific requirements in this regard.

## **8. Coaches should know First Aid**

Coaches should have a knowledge of basic emergency procedures and keep up to date on them. Coaches should know TOTAPS (Talk, Observe, Touch, Active Movement, Passive Movement, Stand) and RICE (Rest, Ice, Compression and Elevation) procedures for managing injuries. Coaches should ensure that appropriate medical assistance is available and at the very least should ensure that nothing is done which would aggravate any injury.

## LEGAL RESPONSIBILITIES OF THE COACH

### **9. Develop clear, written rules for training and general conduct.**

### **10. Coaches should keep adequate records**

Adequate records are useful aids to planning and are essential in all cases of injury. Record cards should be kept on all players including relevant general and medical information and progress reports. Accident reports (not diagnoses) should be made as soon as possible after each injury that occurs. (See the sample injury report form included which may be copied for use by coaches and trainers).

While not exhaustive steps, carrying out the above will substantially reduce the chances of any claim of negligence against the coach.

In some areas such as the provision of the supervision and first aid or other injury management procedures, the "careful parent test" may be applied; that is, the way the coach would act in the same situation with his/her own child.