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# Gold Coast Referee's Foundation Coach and Mentor Manual 2024

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Implementation Approval:  
GCRLRA Executive 2024

Process Owner:  
President GCRLRA

V1.2

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## 1. PURPOSE

Describe and outline the responsibilities and processes for Foundation Coaches and Mentors within the GCRLRA

## 2. SCOPE

This document applies to all Foundation Coaches and Mentors

## 3. OVERVIEW

This document will outline the reporting and ethical behavioral standards of Foundation Coaches and Mentors. Should parts of this document contradict the GCRLRA constitution or RLGC by-laws, the GCRLRA constitution or RLGC by-laws will be deemed correct. Where items and circumstances arise not covered in this document the decision of the GCRLRA will be final. This document may be amended at any time. The latest copy of this document can be found on the GCRLRA website [www.gcrlra.com.au](http://www.gcrlra.com.au). Along with a paper copy, it is encouraged that all Foundation Coaches and Mentors keep an up to date copy on their smart phones.

## 4. CONTACTS - 2024

Name	Contact Number	Email
President – Mike Gordon	0411510090	president@gcrlra.com.au
Vice President – Bushy (Gavin Collins)	0414349720	vicepresident@gcrlra.com.au
Secretary – Heath Zygnerski	0438750882	secretary@gcrlra.com.au
Assistant Secretary – Tori Wilkie	0411432357	secretary@gcrlra.com.au
Treasurer – Tracy Zygnerski	0408414908	treasurer@gcrlra.com.au
Assistant Treasurer – Shawn McQuillan	0426273384	treasurer@gcrlra.com.au
Director of Coaching – Ben Holt	0468477378	coaching@gcrlra.com.au
Appointments Officer – Bushy (Gavin Collins)	0414349720	juniorappointments@gcrlra.com.au
Senior Appointments Officer –		See Appointments Officer
School Games Appointments Officer – Ben Holt	0468477378	coaching@gcrlra.com.au
Gear Steward – Mandy Cook	0431107252	uniforms@gcrlra.com.au
Blue Card Coordinator – Eddie Gale	0411819974	bluecards@gcrlra.com.au
Communications Gear Co-ordinator – Zac Schwass	0401218611	
Registrar – Michael Pithie	0407383365	registrar@gclra.com.au
Social Co-Ordinator – Izzy Davidson	0422217851	

## 5. FOUNDATION COACHES AND MENTORS

This section applies to Foundation Coaches and Mentors

### 5.1. Registration and Eligibility

All Foundation Coaches and Mentors must register with the association at the beginning of the season and complete the NRL/QRL referee update to be eligible to provide coaching in the up-coming season.

Any member over the age of 18 **MUST** have a **current** "Blue Card".  
If you already have a Blue Card it must be LINKED to the GCRLRA.  
Links to the Blue Card website can be found on the GCRLRA website.

**NO Card = No START!**

### 5.2. Appointments and Availability

This section deals with how the appointments work and how to manage your availability

#### 5.2.1. Availability

- Ensure at the start of season you complete the online availability form. The form is available on the website. If circumstances change, complete the online availability form with the updated information.
- Throughout the season, if you are unavailable for whatever reason let both **Appointments Officers / Director of Coaching** know by **6:30pm on Monday and update Refbook**.
- If you become unavailable at short notice due to injury, sickness etc let the Coaching Director or Appointments Officer know ASAP, so alternate arrangements can be made.

**DO NOT DO NOTHING** when it comes to your appointments.

**BE PRO-ACTIVE**

**Communication is the key to ensuring the association covers all games**

#### 5.2.2. Appointments

Coaches and mentors will be allocated to grounds in Refbook

Foundation Coaches and Mentors are held to the same accountability as regular officials for confirming their appointments and attending their appointments.

Junior MDC Appointments are made by the Director of Coaching  
Senior MDC Appointments are made by the Appointments Officer

### 5.3. Reports and Feedback

The Director of Coaching in conjunction with the Appointments Officers utilise the reports and feedback for the progression of officials.

It is imperative that if feedback is given to an official whether it be verbal or written that a report is sent to the Director of Coaching so that the officials officiating level can be reviewed in preparation for the following week.

It is also important for verification that development opportunities are taking place for officials.

### 5.3.1. Report Submission

Depending on the level of the official, there may be variations on the required reporting.

Juniors	U7 – U17 and Carnival Electronic sheet. Day rate applies to Carnival	Required by 8pm Monday
Seniors	Relevant Electronic report sheet	Required by 8pm Monday

#### 5.3.1.1. Game Review

If a game review is requested the coach on that game will be contacted for input and or review of the game.

### 5.4. Feedback Delivery

All feedback is to be delivered in a way that doesn't impact on the individuals confidence.

Whilst you are critiquing the individual, you are also empowering them with information and options to improve their game.

Avoid pointing out mistakes without providing the official with the opportunity to explain their point of view and without providing them with how they could have improved their opportunity to get a correct decision.

Avoid information overload, especially during the half time breaks.

Foundation Coaches and Mentors are to refrain from making public comments regarding officials performances whether in an official capacity or as a spectator.

## 5.5. Member Protection

The GCRLRA takes the issue of bullying and harassment seriously and members are to familiarise themselves with acceptable behavioural practices.

All members are bound by the same policies as all members of RLGC, QRL and NRL.

These include but are not limited to the,

- NRL Member Protection Policy
- NRL National Code of Conduct
- QRL Social Media Policy.

Policies can be found on the NRL, QRL and Associations websites.

Foundation Coaches and Mentors are in a position of influence and need to set the expected standards of behaviour which is to be exemplary at all times and within the policies as mentioned in this section. This includes appropriate language and interactions with individuals.

Should an incident occur, complaints should be put to the Secretary in writing so that the incident can be escalated.

Should you be approached for a comment in regards to the GCRLRA, RLGC, QRL, NRL – direct the person to the President.

## 6. REPORT PAYMENTS

Competition	Rate / Report
U7-U9	\$5
U10 – U18/2	\$10
U18/1 – A Grade	\$25
*Carnival (Day rate split between attending coaches)	\$160

Note: School games paid at age group rate, Opens = 18/2

Note:\* School carnival rates may differ

## 7. DOCUMENT CONTROL SHEET

### Contact for Enquiries and Proposed Changes

If you have any questions regarding this document, contact:

Name: GCRLRA Secretary  
 Phone: As advertised on the GCRLRA website  
 Email: [secretary@gcrlra.com.au](mailto:secretary@gcrlra.com.au)  
 Web: [www.gcrlra.com.au](http://www.gcrlra.com.au)

### Record of Changes

Issue No	Issue Date	Nature of Amendment
Draft	29/11/2022	Initial draft
V1.0	13/01/2023	Release
V1.01	01/03/2023	Changes made to report submission sect 5.3.1
V1.1	01/01/2024	Changes to 5.3.1
V1.2	08/04/2024	Changes for 2024 season and rates

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