



**SITTINGBOURNE RUGBY
UNION FOOTBALL CLUB**

**YOUTH – JUNIOR – MINI / MIDI
PLAYERS AND PARENTS**

2009 / 10 SEASON

INFO BOOKLET

SITTINGBOURNE RUGBY UNION FOOTBALL CLUB

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1. INTRODUCTION

The Information contained in this booklet will enable both players and parents to understand and adhere to:

- The operational procedures and obligations of the Club.
- Relevant Club rules and policies.
- The Club's Codes of Conduct at all relevant levels.
- Information required of parents to enable player participation.

The Club considers receipt of these documents to be an acknowledgment of understanding and therefore compliance with the rules, policies and codes of conduct stipulated.

At Sittingbourne RUFC Youth Rugby training sessions and matches take place on Sunday mornings from the beginning of September to the end of April at 10.00 a.m. until 12.00 noon.

The aim is to teach and develop each boy's or girl's basic skill by:

- Introducing the game in a safe and friendly environment.
- Developing the skills of the children and young people progressively according to their ability, using appropriate coaching methods.
- Introducing the Laws of the Game and the Player's Code of Conduct.
- Encouraging a good standard of behaviour on and off the field.
- Encouraging fair play and good sportsmanship.
- Avoiding overplaying of players by using a squad system.
- Ensuring development comes first, winning second.
- Ensuring all equipment and facilities are safe and appropriate.
- Never coaching law violations.
- Never overtly criticising players – their confidence is paramount.

All our coaches are RFU qualified; hold an enhanced current CRB Disclosure document. All volunteers working within SRUFC's Youth Section are encouraged to work to high standards and adopt best practice wherever possible.

All players no matter their age or ability want to participate in some form of competitive game. To cater for this the shape of the game for each successive age group must take into account the ability, attitude and maturity level of the players so that all can participate purposefully.

Whether training or playing matches the safety and welfare of players along with their development and enjoyment in taking part is the paramount objective, winning is a bonus.

2. MINI/MIDI (Under 7 to Under 12)

At U7 and U8 children will play non contact “TAG” Rugby (5 to 7 aside).

At U9 and U10 as children progress and develop their skills we start to introduce contact, tackling, scrums and line-outs where they play Mini Rugby (9 a side or less).

At U11 and U12 kicking the ball is allowed and they play Midi Rugby (12 a side or less at U11 and 13 aside or less at U12).

There are no leagues in ‘TAG’ or Mini/Midi Rugby.

A number of fixtures and festivals will be arranged against other clubs by age group, these will be either home or way . However , there is a balance between games and practice/teaching sessions. It is our policy to ensure that every child is adequately trained and ready to play in matches before doing so.

All games whether they are within the club training sessions or fixtures/festivals against other clubs will be played under the rules of the RFU Rugby Continuum. All practice/teaching/training sessions will only be structured as outlined in the rules of the RFU Continuum.

Details of this year’s activities (fixtures, practice and festivals etc) can be found in this Info booklet.

Also included in this booklet are the Club’s Codes of Conduct which we expect all members, parents, supporters and visitors to adhere to at all times, whether at the club, away matches, festivals, tours or any visits arranged/organised by the club.

Parents are welcome to watch training sessions and matches and to give positive encouragement to all participants. Whilst you are welcome to leave your child in our care this is subject to the following caveats:

- It is inappropriate to leave younger children, and parents of Under 6 and Under 7 players are strongly recommended to stay.
- Please ensure that a coach or team manager is aware your child has arrived as a register of attendance is kept as a requirement of our welfare policy .
- We cannot be held responsible for any child until such time as their coach/manager knows they have arrived!
- Please make sure you return in time to collect your child at the end of the session/match.

3. JUNIOR & COLTS (Under 13 to Under 18)

At U13 to U18 boys and girls train and compete separately and play the 15 a side game.

Again, the objective is to develop the playing ability of all players through individual skills, unit skills and team play along with an understanding and knowledge of the laws of the game and its traditional values.

All matches whether they are within the club training sessions or fixtures/festivals against other clubs will be played under the Laws of the Game of Rugby Union, Under 19 Variations.

There will, however, always be a balance between games and training/practice sessions.

Colts, U17 and U18 can play in County Leagues as well as friendly matches.

Every player at whatever age level will be treated equally and be given the opportunity to play in competitive matches. However there may be times when the ability of the individual player and/or the strength of the opposition have to be taken into account when selecting the side.

Details of this year 's activities (fixtures, practice and festivals etc) can be found in this booklet.

4. MEDICATION

If your child is taking medication e.g. Asthma inhaler etc, the club or any coach, manager or helper will not be responsible for its safe keeping or for its administration. If your child has to take medication it will be your responsibility to make sure he/she has the medication with them and is aware and capable of when and how to take it, or you, or a responsible named adult is present to do so.

The club reserves the right at any training session or match to refuse to teach, coach or play any child where:

- They do not have the medication available.
- Do not know how and when to use it.
- There is no parent/guardian or named responsible adult present.

5. WHAT YOUR CHILD NEEDS

Suitable clothing to train in, shirt, shorts, track-suit or sweatshirt, hat, gloves and a waterproof coat are recommended as it gets colder, football boots with safe studs are fine.

At Under 9 onwards gum shields are essential. These can be purchased from the club or sports shops and better ones can be made by your dentist.

It is essential that children maintain fluid intake during exercise, so please give them a drink to bring.

6. WHAT ARE THE COSTS?

6.1 GORE COURT SUBSCRIPTION

All players and coaches must be registered with Gore Court Cricket Club. Rates for 2009/2010 are as follows. Cheques should be made out to "GCCC".

Under 7, 8, 9, 10, 11, 12	£13.70
Under 13, 14, 15, 16	£31.60
Under 17, 18, full-time student	£40.00

If parents and sons/daughters are joining, it may be cheaper to take out Family membership. Non-playing coaches can take out social membership at £38 and this also entitles you to play in up to six matches!

Family (Parents who play and children up to 18 or in full-time education) £242.00.

Family (Two non-playing parents and children up to 18 or in full-time education) £76.00.

Social Members under 60 (includes Coaches) £40.00.

All membership fees can be paid by Standing Order.

6.2 SRUFC SUBSCRIPTION

Club subscriptions for 2009/2010 are £1.50 per week or £40 for the season (32 weeks). Cheques should be made out to "Sittingbourne Youth Rugby".

Subscriptions can also be paid by Standing Order as four monthly instalments of £10.

Please give Registration forms and Subscriptions to your coach or to Kevin Smith as soon as possible.

7. RFU REGISTRATION

All players must be registered with the RFU. This is particularly important when we play in tournaments as registration may be checked. Complete the Registration Form and hand to your coach along with 2 passport size photos

Registration is free and for life, so if you have registered previously you do not need to register again. If you are not sure whether you are already registered, ask your coach.

8. CLUB CONTACTS

Chairman	Glen Collins	(01795 473473)
Secretary	David Hall	(01795 476558)
Treasurer	Tony Dawes	(01795 428087)
Youth Player Registrar	Kevin Smith	(01795 470424)
Press Officer	Andy Butler	(07719 779461)
Club Safeguarding Officers	Debby Collins Paula Mettyear	(01795 473473) (01795 472459)
Mini/Midi Fixtures Secretary	Andy Butler	(07719 779461)
Junior Fixtures Secretary	David Hall	(01795 476558)
Schools' Liaison	Colin Budgen	(07720 884805)
Girls' Rugby	Andy Tanner	(079419 74444)
Coaching Coordinator	Jay Jenkins	(01795 426322)
Volunteer Coordinator	Sean Talbot	(07967 396636)
Social Secretary	TBA	TBA

Coaches

Under 7's	George Catlin	(01795 521394)
Under 8's	Dean Marsh	(07974 209528)
Under 9's	Cormac Daly	(07824 321057)
Under 10's	Andy Butler	(07719 779461)
Under 11's	Justin Boyes	(07891 403998)
Under 12's	Mark Collins	(07930 319710)
Under 13's	Glen Collins	(01795 473473)
Under 16's	Jay Jenkins	(01795 426322)
Under 17's	Chris Jepson	(01795 422260)

9. MINI/MIDI FIXTURES

<i>Date</i>	<i>Mini & Midi</i>	<i>Venue</i>
6-Sep-09	Training / Registration	H
13-Sep-09	Training	H
20-Sep-09	Bring-a-Buddy	H
27-Sep-09	Sevenoaks B Joint Training	H
4-Oct-09	Medway Festival	A
11-Oct-09	East Kent Festival	A
18-Oct-09	Training	H
25-Oct-09	Deal, Bexley	A(SDD)
1-Nov-09	Maidstone, Dover	H
8-Nov-09	Ashford	A
15-Nov-09	Gravesend, New Ash Green	H
22-Nov-09	Training	H
29-Nov-09	Folkestone, Whitstable, Ash	A
06-Dec-09	Thanet, Medway	A(SDD)
13-Dec-09	Training	H
20-Dec-09	Sheppey	A
27-Dec-09	Christmas	
3-Jan-10	Training	H
10-Jan-10	Folkestone	H(SDD)
17-Jan-10	Training	H
24-Jan-10	Canterbury, Tonbridge, Folkestone	A
31-Jan-10	Ashford, Medway	H
7-Feb-10	Thanet, Sheppey	H
14-Feb-10	Training	H
21-Feb-10	Bexley, Vigo	A(SDD)
28-Feb-10	Dartfordians, Canterbury	H
7-Mar-10	U7,8,9 Colfes Festival ¹ /U10,11,12 Training ²	A ¹ /H ²
14-Mar-10	Kent Festival Qualifier	A
21-Mar-10	Kent Festival Finals Tonbridge	A
28-Mar-10	U10,11,12 Colfes Festival ¹ /U7,8,9 Training ²	A ¹ /H ²
4-Apr-10	Easter	
11-Apr-10	Training	H
18-Apr-10	East Kent Tournaments	A
25-Apr-10	Training	H

H = Home

A = Away

(SDD) = S tructured Development Day

10. UNDER 13 FIXTURES

<i>Date</i>	<i>Under 13</i>	<i>Venue</i>
6-Sep-09	Training / Registration	H
13-Sep-09	Training	H
20-Sep-09	Maidstone	H
27-Sep-09	Training	H
4-Oct-09	Medway	H
11-Oct-09	Dover (East Kent League)	A
18-Oct-09	Deal & Betts or Thanet (East Kent Cup)	H
25-Oct-09	Ashford (East Kent League)	H
1-Nov-09	Charlton Park	A
8-Nov-09	Training (RS)	H
15-Nov-09	East Kent Cup / Plate Semi Finals	
22-Nov-09	Dartfordians	H
29-Nov-09	Sheppey (East Kent League)	H
6-Dec-09	Whitstable (East Kent League)	A
13-Dec-09	East Kent Cup / Plate Finals	
20-Dec-09	Training	H
27-Dec-09	Christmas	
3-Jan-10	Training	H
10-Jan-10	Folkestone (East Kent League)	A
17-Jan-10	Thanet (East Kent League)	A
24-Jan-10	Canterbury (East Kent League)	H
31-Jan-10	Training	H
7-Feb-10	Sheppey	A
14-Feb-10	Deal & Betts (East Kent League)	H
21-Feb-10	Ashford	A
28-Feb-10	Training	H
7-Mar-10	Training	H
14-Mar-10	Kent Prelims	A
21-Mar-10	Kent Finals	A
28-Mar-10	Tunbridge Wells	A
4-Apr-10	Easter	
11-Apr-10	Training	H
18-Apr-10	Kent 7's	A
25-Apr-10	Training	H

H = Home A = Away

11. UNDER 16 FIXTURES

<i>Date</i>	<i>Under 16</i>	<i>Venue</i>
6-Sep-09	Training / Registration	H
13-Sep-09	Training	H
20-Sep-09	County 10's	A
27-Sep-09	Thanet	A
4-Oct-09	Dover	H
11-Oct-09	Training	H
18-Oct-09	Whitstable (East Kent Cup)	A
25-Oct-09	Ashford	H
1-Nov-09	Westcombe Park	A
8-Nov-09	Maidstone	A
15-Nov-09	East Kent Cup / Plate Semi Finals	
22-Nov-09	Vigo	H
29-Nov-09	Sheppey (Dev)	H
6-Dec-09	Whitstable	H
13-Dec-09	East Kent Cup / Plate Finals	
20-Dec-09	Dartfordians	H
27-Dec-09	Christmas	
3-Jan-10	Old Colfeians	H
10-Jan-10	Folkestone	A
17-Jan-10	Sidcup	A
24-Jan-10	Canterbury	H
31-Jan-10	Old Alleynian	A
7-Feb-10	Sheppey	A
14-Feb-10	Blackheath	A
21-Feb-10	Ashford	A
28-Feb-10	Training	H
7-Mar-10	Training	H
14-Mar-10	Kent Prelims	A
21-Mar-10	Kent Finals	A
28-Mar-10	Tunbridge Wells	H
4-Apr-10	Easter	
11-Apr-10	Vigo	A
18-Apr-10	Sidcup	H
25-Apr-10	Kent 7's	A

H = Home A = Away

12. CODES OF CONDUCT

12.1 THE GOOD PLAYER'S CODE

Players are encouraged to:

- (a) Recognise and appreciate the efforts made by coaches, parents, match officials and administration in providing the opportunity to play the game and enjoy the rugby environment.
- (b) Understand the values of loyalty and commitment to adults and team mates.
- (c) Recognise that every player has a right to expect their involvement in rugby to be safe and free from all types of abuse.
- (d) Understand that if an individual or group of players feel they are not being treated in a manner that is acceptable, then they should tell an adult either at the Club or outside of the game.
- (e) Play because they want to do so, not to please coaches or parent.
- (f) Remember that skill development, fun and enjoyment are the most important parts of the game.
- (g) Be attentive at all training and coaching sessions.
- (h) Work equally hard for themselves and their team – both will then benefit.
- (i) Recognise good play by all players on their team and by their opponents.
- (j) Be a sportsman – win with dignity, lose with grace.
- (k) Play to the IRB Laws of the Game and accept, without question, all referees' decisions even if they appear to make a mistake.
- (l) Control their emotions. Verbal or physical abuse of team mates, opponents, coaches, match officials or spectators is not acceptable.
- (m) Treat all players, as they would like to be treated themselves. Do not interfere with, bully or take advantage of any player.

12.2 THE GOOD PARENT'S CODE

Parents and Guardians are encouraged to:

- (a) Be familiar with the coaching and training programme in order that they can ensure their child is fully involved and the coaches are aware of their availability .
- (b) Be familiar with the teaching and coaching methods used by observing the coaching and training sessions in which their child participates.
- (c) Be aware that the Club has a duty of care to ensure the safety of players and therefore, where appropriate, assist coaches with the supervision of the players, particularly where numbers are large and there is a need to transport players to away games.
- (d) Be involved with Club activities and share their expertise.
- (e) Share concerns, if they have them, with Club officials.
- (f) Be familiar with the Good Coach's Code contained in the RFU Continuum. In particular be aware that:
 - Coaches should recognise the importance of fun and enjoyment when coaching players; and
 - Coaches should keep winning and losing in perspective – encourage players to behave with dignity in all circumstances.
- (g) Support coaches in installing these values.
- (h) Remember that young people play rugby for their own enjoyment not that of their parents.
- (i) Encourage young people to play – do not force them.
- (j) Focus on the players' efforts, rather than winning or losing.
- (k) Be realistic about the players' abilities; do not push them towards a level they are not capable of achieving.
- (l) Provide positive verbal feedback both in training and during the game.
- (m) Remember that persistent, negative messages will adversely affect the players' and referee's performance and attitude.
- (n) Always support the Club in its efforts to eradicate loud, coarse and abusive behaviour from the game.
- (o) Remember young people learn much by example.
- (p) Always show appreciation of good play by all players both from their own Club and the opposition.
- (q) Respect decisions made by the match officials, even if they appear to be a mistake, and encourage players to do likewise.

12.3 THE GOOD SPECTATOR'S CODE

Spectators are encouraged to:

- (a) Act as positive role models to all players.
- (b) Be familiar with, and abide by, the RFU Child Protection Guidelines in relation to verbal and emotional abuse.
- (c) Respect guidance from the Club with regard to spectator behaviour .
- (d) Remember children play sport primarily for their own enjoyment, not for that of spectators.
- (e) Acknowledge good individual and team performance from all players irrespective of the team in which they play.
- (f) Respect match officials' decisions, even if they appear to be a mistake – remember, they are volunteers proving an opportunity for players to play rugby .
- (g) Never verbally abuse players, coaches, match of ficials or fellow spectators: such behaviour can create a negative environment for players and their behaviour will often reflect this.
- (h) Acknowledge effort and good performance rather than 'to win at all costs'.
- (i) Verbally encourage all players in a positive manner , shouting 'for' not 'at' the players.
- (j) Encourage all players irrespective of their ability – never ridicule any individual player, regardless of the team in which they play .

12.4 THE GOOD COACH'S CODE

Coach's of players are encouraged to:

- (a) Recognise the importance of fun and enjoyment when coaching players.
- (b) Understand that most learning is achieved through doing.
- (c) Appreciate the needs of the players before the needs of the sport.
- (d) Be a positive role model – think what this implies.
- (e) Keep winning and losing in perspective – encourage players to behave with dignity in all circumstances.
- (f) Respect all referees and the decisions they make, even if they appear to make a mistake, (remember it could be you refereeing next week) and ensure that the players recognise that they must do the same.
- (g) Provide positive verbal feedback in a constructive and encouraging manner to all players, during both coaching sessions and matches.
- (h) Provide rugby experiences which are matched to the players' ages and abilities, as well as their physical and behavioural development.
- (i) Ensure all players are coached in a safe environment, with adequate first aid readily to hand.
- (j) Avoid the overplaying of individual players by using a squad system which gives everybody a satisfactory amount of playing time.
- (k) Never allow a player to train or play when injured.
- (l) Ensure good supervision of players, both on and off the field.
- (m) Recognise that players should never be exposed to extremes of heat, cold or unacceptable risk of injury.
- (n) Develop an awareness of nutrition as part of an overall education in lifestyle management.
- (o) Recognise that it is illegal for players under 18 to drink alcohol or for those under 16 to smoke. Coaches should actively discourage both.
- (p) Ensure that their knowledge and coaching strategies are up to date and in line with RFU philosophy.
- (q) Be aware of, and abide by, the RFU recommended procedures for taking young people on residential tours at home and abroad.
- (r) Be aware of and abide by the policies and procedures outlined in the Policy and Procedures for the Welfare of Young People in Rugby Union.
- (s) Coach to the rules laid down in the Rugby Continuum and keep themselves updated on rule changes.

12.5 THE GOOD MATCH OFFICIAL'S CODE

Match Officials are encouraged to:

- (a) Recognise the importance of fun and enjoyment when officiating players.
- (b) Provide positive verbal feedback in a constructive and encouraging manner during games.
- (c) Emphasise the spirit of the game.
- (d) Appreciate the needs of the players before the needs of the sport.
- (e) Understand the physical and behavioural development of players.
- (f) Be a positive role model. Set an example, and as such, comments should be positive and supportive.
- (g) Look to self-improvement e.g. participation in training courses.
- (h) Recognise that the safety of players is paramount.
- (i) Explain decisions – all players and parents are still learning and will understand the game better.
- (j) Always penalise foul play.
- (k) Play advantage whenever possible in order to let the game flow .
- (l) Show empathy for the age and ability of players.
- (m) Be consistent and objective.
- (n) Be familiar with the Good Spectator 's Code and ensure that verbal abuse from players, coaches or spectators is not tolerated and is dealt with by club officials immediately.
- (o) Be aware of, and abide by, the RFU Child Protection Guidance policies and procedures.
- (p) Officiate to the rules laid down in the Rugby Continuum and keep themselves updated on rule changes.
- (q) Check that the home Club has provided a qualified first aider, ambulance access has not been obstructed and that appropriate equipment is available along with someone trained in its use before starting play.
- (r) Check before training sessions and matches that studs and other clothing are in accordance with the IRB Laws of the Game.

13. CLUB POLICIES

13.1 FIRST AID PROCEDURES

We want everyone to enjoy his or her rugby, but recognise that there may be occasions when first aid is required. Here are our **First Aid Procedures**:

- The safety of everyone who plays or watches Rugby at SRUFC is critical. This is especially so in the Junior and Mini-Midi Sections where we have a large number of children playing, or training. As a coach, (or parent) please take action to prevent anybody being injured e.g. If you see a situation which might lead to an avoidable accident or injury, such as broken glass, children playing rugby unsupervised etc.
- Please also undertake a risk assessment of the playing area before the children enter and begin to train, or play in a match.
- Please familiarise yourself with the sheet – Guidelines for Dealing with an Incident/Accident.
- Please ensure you carry a mobile phone if you are taking children to matches.

The Grove Clubhouse:

- The Clubhouse phone is in the clubhouse behind the bar, Refer to bar opening times.
- The Clubhouse phone number is 01795 423813 and you can make 999 calls using this phone.

Public Phone:

- The nearest public phone box is situated directly opposite the club house at the bottom of Wises Lane.

At home matches if the Emergency Services have been called, ask the age group lead coach to arrange for a volunteer to get gate key from key holder and then proceed to gate to let Emergency Services in.

Each team is given a first aid kit for the season and it is the teams' responsibility to look after it.

Replenishment of supplies can be requested from section Chairman, who will arrange for it accordingly.

A list of all the children's names, medical conditions and Emergency contacts should be readily available from the coach in charge of session.

13.2 SAFETY PROCEDURE GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT

- Stay calm but act swiftly and observe the situation. Is there danger of injury/further injuries?
- If necessary, evacuate the pitch in a calm and controlled manner and proceed to a safe distance away.
- If there is an injury, listen to what the injured person is saying.
- Alert the First Aider who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services. Mobile phones are available pitch side.
- The address of the **clubhouse** is: The Grove, Key Street, Sittingbourne, Kent. ME10 1YT
 - If the incident is on a lower pitch outside club house, the Emergency Services best point of access will be via Sandford Road.
 - If the incident is on a top pitch beyond Rose Acre Woods, the Emergency Services best point of access should be through gate off London Road.
 - **At home matches if the Emergency Services have been called, send a volunteer to get gate key from key holder and then proceed to gate to let Emergency Services in.**
- Ensure that the rest of the group is adequately supervised.
- Do not move someone with major injuries unless they are in serious danger of further injury. Wait for the emergency services.
- Contact the injured person's parent/guardian/next of kin.
- Complete an incident/accident report form and return to Steve Smith (Club Secretary).
- First Aid kits are supplied to each team and coach at the club and will be at pitch side.

13.3 EQUITY STATEMENT

Sittingbourne Rugby Club is committed to ensuring that equity is incorporated across all aspects of its development:

- Sports equity is about fairness in sport, equality of access, recognising inequities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, abilities, gender, race, ethnicity, religious belief, experience, sexuality, nationality or social/economic status, giving everyone a genuine opportunity to participate in Rugby Union at all levels and in all roles. That is beginner, participant, performer, coach, official, manager, administrator or spectator.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat and intimidation, harassment and abuse
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discrimination seriously, according to club's disciplinary procedures.
- The club will take steps, as appropriate, to encourage membership from different groups and diverse communities.
- Membership of the club shall be open to everyone

13.4 HEALTH & SAFETY STATEMENT

Sittingbourne RUFC has a duty of care to safeguard its members, and its Health & Safety Policy forms a vital part of that process. Its general policy is:

- To provide adequate control of health and safety risks arising from our sporting activities.
- To consult with all who are working on behalf of the club on matters affecting their health and safety.
- To provide and maintain a safe playing environment and equipment.
- To provide information, instructions and supervision of coaches and other volunteers.
- To ensure that coaches and other volunteers are competent to do their tasks, and to give them adequate training.
- To prevent accidents.
- To maintain safe and healthy working conditions.
- To review and revise this policy annually and as necessary .

AS PLAYERS, PARENTS AND CLUB MEMBERS YOU HAVE A DUTY TO:

- Take reasonable care for your own health & safety and that of others who may be affected by what you do or not do.
- Cooperate with the club on health & safety issues.
- Correctly use all equipment provided by the club.
- Not interfere with or misuse anything provided for your health, safety and welfare.
 - This includes Playing and Training Areas – Playing Equipment – Clubhouse – Storage Areas and Equipment.

General Conclusion

It is the responsibility of any coach, volunteer , player or parent who becomes aware of any possible activity or areas of risk or danger inside buildings or outside within the curtilage of the club's land, to resolve the risk if possible, to suspend the activity , training or match if it is in your power to do so, if not and in all cases bring the matter to the attention of the appropriate authority for urgent action.

13.5 CHILD PROTECTION POLICY

It is the club's responsibility to ensure the highest possible standard of welfare and protection for all young people, both male and female, who are under 18 years of age, it has within its care when playing matches, training or practice sessions, travel and at all times they are in the club's charge.

All adults who work with young people are in a position of trust which has been invested in them by the parents, the sport and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position. Sexual activity or inappropriate touching by an adult with a child under the age of 16 years is unlawful, even where there is apparent consent from the child. A consensual sexual relationship between an adult in a position of trust within the rugby setting and a child over 16 years of age is contrary to the Policy and Procedures for the Welfare of Young People in the Sport of Rugby Union.

Adults must not encourage a physical or emotional dependant relationship to develop between the person in a position of trust and a young person in their care.

All those within the organisation have a duty to raise concerns about the behaviour of coaches, officials, volunteers, administrators and professional staff which may be harmful to the children, young people in their care, without prejudice to their own position.

To recognise that abuse does take place in sport and that raising awareness and understanding of the main forms of abuse and establishing communication and reporting procedures if abuse is suspected will further safeguard the children, young players, coaches and all others working within the game.

The club will appoint a Club Safeguarding Officer who will be responsible for all matters of young people's welfare as outlined in this document and the RFU/RFUW Child/Young Player Protection Policy.

It is widely recognised that there are 4 main areas of abuse that we should all be aware of: **Emotional, Neglect, Physical and Sexual.**

These are outlined in more detail in the Welfare of Young People in Rugby Union Guidance, publication.

There may, however, be the risk within rugby union for abuse to occur that does not necessarily fit into the above categories. The culture and traditions of rugby along with stereotypical behaviour, may give rise to unacceptable behaviour leading to situations where abuse may occur and young players are at increased risk.

Safeguarding the welfare of all our young players is paramount. As adult volunteers we have a moral and a legal responsibility to provide the highest possible standard of care.

It is the club's aim that all coaches and volunteers working with young people should:

- Have a Job Description.
- Have a recognised Child Protection Training (CPT) certificate with Lead coaches qualified to the UKCC Level 1 Certificate in Coaching Rugby Union (or equivalent).
- All assistant coaches to have attended a minimum of an RFU TAG, CLA, Start Rugby, Rugby Ready or equivalent course.
- All coaches to stay up-to-date with rugby coaching and child protection/welfare issues.
- Encourage each Lead coach to attend a Safeguarding & Protecting Young People in Rugby course.
- All coaches, managers, volunteers etc to be given a copy of the Club's Policies and Codes of Conduct and be expected to keep to them at all times.

Unacceptable Practices

- (a) Take young people to their own home or any other place where they will be alone with them.
- (b) Spend any amount of time alone with young people away from others.
- (c) Take young people alone on car journeys, however short.
- (d) If it should arise that such are unavoidable they should only take place with the full knowledge and consent of someone in charge in the Club/governing body and/or a person with parental responsibility for the young person. In exceptional circumstances where a coach, manager or volunteer cannot obtain the consent of the someone in charge in the Club/governing body and/or person with parental responsibility for the young person then if it is in the welfare interest of the young person, paragraph a) and c) do not have to be followed. If this occurs the adult must record the occurrence with the Club Safeguarding Officer.
- (e) Engage in rough, physical games, sexually provocative games or horseplay with children/young people.
- (f) Take part as a player in any dynamic contact games or training sessions with young people. If there is a need for an adult to facilitate learning within a coaching session through the use of coaching aids e.g. contact pads etc, this should be done with the utmost care and with due regard to the safety of the young players.
- (g) Share a room with a young person unless the individual is the parent/guardian of that young person.
- (h) Engage in any form of inappropriate sexual contact and/or behaviour .
- (i) Allow any form of inappropriate touching.
- (j) Make sexual suggestive remarks to a young person even in fun.

- (k) Use inappropriate language or allow young people to use inappropriate language unchallenged.
- (l) Allow allegations by a young person to go unchallenged, unrecorded or not acted upon.
- (m) Do things of a personal nature for a young person that they can do for themselves unless you have been requested to do so by the parents/carer. It is recognised that some young people will always need help with things such as lace tying, adjustment of TAG belts, fitting head guards and the precluding of anyone attending to an injured /ill young person or rendering first aid.
- (n) Depart the rugby club or agreed rendezvous point until the safe dispersal of all young people is complete.
- (o) Cause an individual to lose self esteem by embarrassing, humiliating or undermining the individual.
- (p) Treat some young people more favourably than others.
- (q) Agree to meet a young person on their own on a one to one basis.

The Following is MANDATORY

Youth Protection Criminal Records Bureau Accreditation Procedure

All people who have regular supervisory contact with children/young people or in a management role within the club, in whatever capacity, **MUST** be bona fide members of the club, complete and submit all relevant documentation etc to the Club Safeguarding Officer. Undertake the Enhanced Criminal Record Bureau (CRB) check accreditation process within eight weeks of their appointment to a position which involves regular supervisory contact with young people.

CRB disclosures must be conducted through the RFU Child Protection Department who have jurisdiction to deal with any matters arising from such disclosure.

If an individual declines or refuses to go through the CRB accreditation process he/she will not be allowed to be involved in any aspect of work with children or young people within the club.

The accreditation is recognised for a maximum period of three years, when the process will be carried out again.

Procedure in any Instance of Alleged Abuse

Any concerns about the behaviour or actions of anyone within the Club detrimental to a child's welfare or any instance of child abuse **MUST be reported to the Club's Safeguarding Officer and the County Safeguarding Manager without delay.**

He/she will report this to the relevant Youth Section Chairman and the Club Chairman.

An investigation of the alleged incident will be carried out by the relevant Youth, Section Chairman, Club Safeguarding Officers (CSOs) and two club members of good standing.

Following this investigation the following actions can be taken:

1. That there is no case to answer and no further action required.
2. That the incident was due to poor practice, inexperience or lack of understanding by the person(s) identified.

Action

The person(s) is informed of the correct practice, procedure or policy that should have been followed.

They are made aware of the potential seriousness of the situation and the consequences of their actions.

The person(s) be cautioned or severely cautioned as to his/her future conduct.

3. There is a case to answer and the individual(s) are deemed to be at fault through not following established rules, procedures or guidelines.

Action

Suspended/banned from working with young people

Suspended/banned from Club membership

Appropriate authorities informed of the incident.

4. For serious and/or unlawful allegations/of fences the appropriate authorities are to be informed without delay.
5. Any concerns or suspicions of child abuse outside the rugby club environment, report these to the club's Club Safeguarding Officer.
6. If an allegation or concern relates to the club's Club Safeguarding Officer this should be reported to the Club Chairman who will refer it firstly to the County Safeguarding Manager who will report this to the RFU Safeguarding Executive.

In All Cases

In each of the above cases except number 1 a record of the incident, findings and resultant penalty be kept on the Club file for 5 years.

All the people involved must be kept fully informed of the situation as it progresses.

We are all responsible for the welfare and safety of young people and vulnerable adults in our care. It is important that if abuse or poor practice is suspected or there are suspicions that it may be happening then this must/should be reported to the CLUB SAFEGUARDING OFFICER.

A safe environment benefits young players and adult volunteers alike.

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