

Youth Section

Policies & Guidelines 2009/2010

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Section 1 – Management & Administration

1.1 Responsibilities of Management

The Management Committee of the Youth section shall:

- *Be responsible for establishing a safe and fun environment, in which to support the promotion and development of rugby football for children/youth in the community between ages of 6 to 17, as defined by the RFU.*
- *Establish a clear vision for the future development of Youth rugby both within the club and within the surrounding community and, shall be responsible for establishing and maintaining a development plan and action plans, aimed at delivering identified improvements.*
- *Ensure that the youth section is up to date with the evidence required for the RFU Seal of Approval*
- *Ensure that equal opportunities for participation are made available to all children and parents/carers regardless of colour, ability, sex, age or handicap.*
- *Ensure equipment and facilities meet safety standards appropriate to the maturity of the players and for parents/carers, through periodic risk assessment.*
- *Encourage "fair play" through the development and distribution of a code of ethics for good sportsmanship to spectators, coaches, players, officials, parents/carers and volunteers.*
- *Ensure the proper supervision and development of children through implementation of a structured coaching programme, delivered by certified coaches and officials who are CRB approved.*
- *Ensure that all people involved in the development of the children are aware of child protection issues, CRB approved and comply with the policies of the club in this regard.*
- *Ensure that expenditure is properly managed through the establishment of budgets and through implementing budgetary control procedures.*
- *Ensure that first aid facilities are available for all matches and first aid awareness is encouraged as part of coach development.*
- *Establish and develop links with local schools, communities and other rugby clubs, to promote and support the development of local rugby.*
- *Encourage the active participation of parents/carers and other volunteers.*
- *Ensure that all trips and tours comply with RFU and club policies and are reviewed annually.*

1.2 Organisation & Structure

The Youth committee is an integrated part of the DKRFC management structure and comprises the following roles:

Chair

A person with the experience to establish and co-ordinate an effective management and administrative structure, necessary to deliver a coherent development plan and manage progress towards it. Responsibilities will include developing an environment of continuous improvement, controlling meetings, and encouraging the wider and rewarding participation of parents/carers/carers and volunteers, and who can represent the Youth section within the club, constituent bodies and at Local Government level.

The role requires an effective communicator, who can promote Youth rugby both inside and outside the club.

Vice-Chair

A person who has the experience to step in and represent the Chair and youth section in his/her absence. The role requires an effective communicator, who can promote Youth rugby both inside and outside the club.

Secretary

An efficient and effective administrator who has good communication skills.

Responsibilities will include co-ordinating agendas for meetings, taking minutes and circulating these on a timely basis. The role will likely necessitate strong PC skills.

Finance Officer

A financially qualified person, with experience of budgeting, analysing variances and managing finances. Responsibilities include setting the annual budget, approving expenditure and reporting to the Youth committee on income and costs.

Safeguarding Officer

A person with experience of child welfare and child protection legislation.

Responsibilities will include developing child protection procedures and communicating those procedures to all managers, coaches, parents/carers and volunteers. Additionally the role will be responsible for monitoring compliance with procedures and for reporting findings to the Youth committee.

Fixtures Secretary

An effective organiser and communicator who can work with coaches and club development officers, to establish a balanced programme of fixtures, training and rest periods throughout the season. The role will involve liaising with other opposition club representatives to arrange and confirm fixtures, to liaise with CB officers concerning Tournaments and Cup competitions and to liaise with DKRFC Senior Rugby section about the availability of grounds. To allocate pitches at DK weekly, to oversee their fitness for play, liaise with the changing facility manager and allocate responsibility for car parking when necessary. To act as a point of communication for DKRFC Ladies section concerning their use of the grounds on Sundays. To initiate the requirements for referees with NM referees Society and the DK Referees Co-ordinator.

Referees Co-ordinator

An effective organiser and communicator who can work with club referees and the NMSRFR on the appointment of referees for matches and/or tournaments within the youth section. The referees co-ordinator will also be responsible for the training and development of new referees in conjunction with the relevant officers of the NMSRFR and RFU.

Coaching Co-ordinator: RFU Liaison.

A person with a good understanding of the games ethos, with the authority and accountability to co-ordinate all communication between coaches and the RFU. To communicate coach development opportunities and encourage coaches to go on RFU courses.

Coaching Co-ordinator: Coach Development

A person with a good understanding of the games ethos, with the authority and accountability to co-ordinate playing and coaching activities for players between the ages of under 7 and under 17. Responsibilities include establishing processes for the development of both players and coaches and for the provision of a support framework.

Coaching Co-ordinator: RFU Player Proficiency Awards.

A person with a good understanding of the games ethos, with the authority and accountability to co-ordinate the implementation, management and development of the RFU Player Proficiency Awards.

Tour Co-ordinator.

An effective organiser and communicator who can work with coaches and team managers on the effective management of tours and trips involving players and parent/carers within the youth section.

Registration Co-ordinator

An effective organiser and communicator who is responsible for keeping an up to date record of all players who are registered with the youth section and maintaining the Rugby First registration section of the RFU web site.

North Midlands Representative

An efficient and effective administrator who has good communication skills. Responsibilities will include representing the Club's Youth section at all relevant North Midlands RFU Meetings.

Senior Section Representative

A person with a good understanding of the youth sections ethos and the experience to establish lines of communication and co-ordinate an established link between the youth section and senior rugby and management committees.

Publicity Officer

An efficient and effective administrator who has good communication skills. Responsibilities will include co-ordinating press releases, news letters and the youth section web pages. The role will likely necessitate strong PC skills.

1.3 Membership and RFU Affiliation

- *All children wishing to play rugby and at least one parent/carer are required to be registered as members of the club through the on an annual basis. On first registration, a list will be issued to coaches/managers, confirming the players have been registered.*
- *Registration will normally take place at the beginning of the season, during the months of September and October.*
- *A one-off annual registration fee will be charged, at a rate to be agreed by the committee prior to the season commencing.*

- *New players are encouraged to attend training sessions and will not be required to register until their ongoing commitment can reasonably be assured.*
- *DKRFC is affiliated to the RFU. As a consequence, all players should also be registered with the RFU.*
- *It is a requirement that prior to competing in any matches or festivals, all players should be registered both with the club and with the RFU.*

1.4 Communication

- *It is the responsibility of the committee to establish good and effective lines of two-way communication with all stake holders including coaches, team managers, players, parents/carers and the senior section. All coaches and team managers are responsible for notifying the youth secretary of any changes in address, phone numbers and/or email address. All pertinent information should be placed on the club website and/or notice board.*

1.5 Sponsorship

- *It is understood that individual teams can and do negotiate their own sponsorship deals. It is the responsibility of the team manager to inform the committee when negotiations begin and for the committee to make sure that all sponsorship deals conform to club policies and procedures in relation to this area.*

1.6 Use of Pitches

Policy on training and use of pitches

Use of Pitches

Our pitches are some of the best, if not the best in the Midlands, and it is important that we continue to look after them in a responsible way, to ensure that not only today's generations enjoy the use of them, but those in the future. In order to do this the following policy will apply.

TRAINING

The pitch nearest the road has been brought back into action and is now available for playing & training. The main training pitch takes a real hammering during the season being used almost every weekday evening and Sundays.

The training pitch should only be used when floodlights are required. (i.e. during daylight hours it should not be used). This season it will have one set of posts at the far end with some basic pitch markings. There are plenty of other areas suitable for training. When the pitch is used under lights, everyone uses the bottom 22 for their drills - it's not so far to walk!! Please do not use this area as your first choice and look to run drills off the pitch in the designated drills area or at the far end, or even the bottom 22 of the second team pitch? Teams should not use marked out junior pitches for drills. Adopt a sensible and responsible attitude if it has been raining hard during the day and early evening then think about postponing training - one session on a wet pitch can ruin it for the rest of the season.

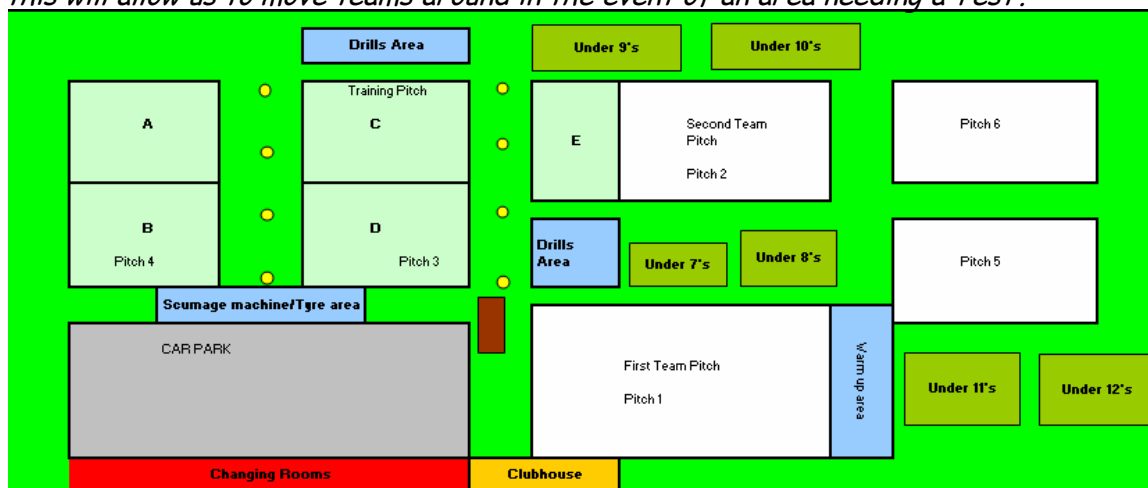
Floodlights & Changing - As a rule Ken Morrissey or another member of the grounds committee will be responsible for turning lights on and off. Only authorised persons are allowed to access lighting panel.

Lights will be turned on at 7.00pm and off at 9.00pm and changing rooms must be vacated by 9.30pm on Monday, Tuesday and Thursday. On Wednesday's changing rooms will be opened at 6.15pm, lights will be turned on at 6.30pm and turned off at 8.30pm with changing rooms locked at 9.00pm

Scrummage Machines - Please use these off the pitches including the dead ball areas, put back when finished. (this includes the large tyres if used and any other training equipment)

The first team pitch should not be used for any form of training during the season - it's the club's 16th man. For warm up prior to a first team game the main pitch should not be used, any suitable area off the pitch can be used but not the marked out junior pitches to the side of the main pitch, **please use common sense.**

The training areas have been split up into areas, A, B, C, D and E. Only 4 areas will be designated for training, this will allow us to move teams around in the event of an area needing a 'rest'.



Allocation of training times and areas will be done based on requests and availability, priority being on level and age group from first team down.

Monday 7 - 9		Tuesday 7 - 9		Wednesday 7 - 9		Thursday 7 - 9		Friday 7 - 9		Sunday 10.30 - 12.30	
Area		Area		Area		Area		Area		Area	
No Training	A		A	Youth	A	Under 15	A	No Training	A	See Fixture List	
No Training	B		B	Youth	B	Colts	B	No Training	B		
Ladies	C	1st Squad	C	Youth	C	1st Squad	C	No Training	C		
Ladies	D	1st Squad	D	Youth	D	1st Squad	D	No Training	D		
No Training	E		E	Youth	E		E	No Training	E		

MATCHES

On Saturday's the first team pitch will be used by the senior home team in the following priority:

- 1. First XV*
- 2. Development XV*
- 3. Colts*
- 4. Wasps*

The other pitches used should be used in the following sequence:

- 1. Pitch 2*
- 2. Pitch 5*
- 3. Pitch 6*
- 4. Pitch 4*

Pitch 3 is the training pitch.

*On Sundays the first team pitch can be used during September, October, March & April for important matches (big cup games, big league games), subject to no adverse weather condition - i.e. heavy rain leading up to the day or on the day. It is recommended that pitch 1 is **NOT** used in the period November through to February if we have experienced bad weather. Use common sense or seek guidance from any of the people mentioned below.*

Arrangements have been made to fence off pitch 2 to make it comply with requirements for league and cup games. If we need another pitch roped off then please let the grounds committee/John Griffiths know. It is the view that the first team pitch should only be used for playing if all the other pitches are being used for matches - not including training. A plan will be displayed on Sunday mornings showing who is playing where.

There are designated pitches for U7's through to U12's.

If managers/coaches/captains use common sense when pitch allocation is being decided on match days then we stand a very good chance of ensuring our pitches remain in good condition throughout the season.

The final say on use of pitches will come from Senior Committee, Ground Committee and John Griffiths for Sunday's.

All requests for use of pitches and/or changing rooms outside of prescribed times should go through the Grounds Committee (Roger Shakespeare), please make sure Ken Morrissey is informed of all requests.

If you need any guidance on this policy on match days then please feel free to contact any of the following people:

*Roger Shakespeare - Chairman Ground Committee
Ken Crane - Chairman of Rugby*

Ken Crane
Chairman of Rugby
October 2009

1.7 Use of Club House

The club house is a facility for all members to enjoy and use for the purpose of meeting and socialising. The facilities are available for members and non-members to hire, bookings should be made through the Bar steward who in consultation with senior management will set a charge, if any. The facilities and employees should be treated with respect at all times and behaviour should not detract other members from enjoying the facility. Parents/carers are responsible for the behaviour of their children and should keep them under appropriate supervision at all times.

1.8 Use of Changing rooms

The club's new changing rooms completed in 2009 are a fantastic facility for the members of DK. In order to keep them in good conditions all members should treat the fabric and fixtures with respect at all times. The changing rooms will be allocated by the facility manager dependant on the number/age group and level of fixtures. Any out of normal time use should go through the normal booking channels. After use it is the responsibility of the team using them to make sure all litter is placed in the bins provided and report any defects/damage.

In order to maintain the fabric of the facility and behaviour of the children it is the responsibility of the Coach or nominated (with current CRB) adults to supervise their players. There should never be less than two vetted adults in the changing rooms at any one time. (See 7.10 for Supervision of changing and shower facilities)

1.9 Tour Policy

It has become increasingly obvious in recent years that voluntary workers are being held more accountable for their actions in terms of the responsibility they take on. It is an unfortunate aspect of our society that every year an increasing number of law suits and litigations are being brought against companies, professionals and individuals who provide opportunities for youngsters, in some cases, on a voluntary basis. It is also right however, that parents/carers should expect a high level of care and attention in the organisation and running of trips involving their children. We fully accept that by producing this pack it might be seen as a criticism of past trips, this cannot be further from the truth. We have all been involved in trips and tours before we know how much effort and time is put into organisation and the care and consideration given to the safety of the children placed in our care. It is felt however, that a measure of protection is required, not only for the participants but also for the organisers. This Pack seeks to:

- *Help and assist in the organisation of a trip*
- *Define the role of the Party Leader in terms of organisational responsibilities*
- *A measure of the responsibility belongs to the Club and not entirely on the shoulders of the organisers.*

- *In the event of a serious problem occurring during the trip procedures must be in place to guarantee that it will be dealt with quickly and efficiently as possible*
- *In the event of litigation being brought against the organisers / Club it will provide evidence of thoughtful organisation.*
- *These procedures are based on those approved by Local Authorities and the DfE*
- *Players are covered under the RFU insurance policy for travel to and from a destination and whilst playing. There is no insurance however for other activities and free time during the trip, all approved trips should carry suitable insurance cover (including medical) for all eventualities.*

We do not want to stop trips / tours; in fact we strongly believe that they are an important part of the 'Rugby' experience. This pack is to; hopefully help provide peace of mind to parents / guardians, participants and organisers of future trips in terms of the organisation and safety of trips.

The pack includes:

Checklist

TA-01 Initial Application to tour

TA-02 Parental Consent

TA-03 Medical Consent

TA-04 Risk Assessment

TA-05 Emergency Information

TA-06 Emergency Summary

TA-07 Final Confirmation of Tour

Evaluation

1.10 Registration

All players must register with the youth section by the 31st September or within 4 weeks of starting. Registration packs must be completed and handed back to the team manager. Parent/carer and player should keep one copy of the Parent/carer and player code of conduct forms. The team manager should provide an up to date list of all players indicating which ones are new registrations with the RFU registration forms and pass onto the committee's registration officer. All monies collected should be handed to the Youth Treasurer as soon as possible.

Team managers should keep the registration officer fully informed of all players leaving, new or changed details and new players throughout the season.

1.11 Out of Age players

Age Grades

The age grades are as follows:

Under 7 (minimum age 6) and Under 8 (stage 1) - both age grades play Mini Tag Rugby to the same rules except that Under 8s can only be tagged a maximum number of times;

Under 9 and Under 10 (stage 2) - both age grades play Mini Rugby to the same rules except Under 9s have uncontested scrums and line-outs and Under 10s have contested scrums and line-outs;

Under 11 and Under 12 (stage 3) - both age grades play Midi Rugby to the same rules.

A player's age grade is determined by their age at midnight on 31 August at the beginning of each Season.

During the course of each Season, players may only play rugby with other players in their age grade unless they are permitted to play with players from a different age grade under a dispensation.

When participating in Fixtures or Festivals, the Club and/or School must inform the coaches and match officials of opposing teams of any dispensation being applied and identify each player concerned.

Dispensations

The following dispensations apply as exceptions to the age grade provisions above. Particular attention is drawn to the need to ensure that player safety is not compromised when applying any of these dispensations since players of different age grades and development will be playing together and the duty of care owed to players means it may not always be appropriate to allow a player to take advantage of a dispensation.

Training Dispensation

During internal Club or School training, players may train together and play internal training matches together in the following groups only:

Under 7 and Under 8 squads;

Under 9 and Under 10 squads;

Under 11 and Under 12 squads, although no Under 13 player is permitted to train with an Under 11 or Under 12 squad in any circumstances.

RFU Special Dispensation

The vast majority of children, with correct coaching, can play in their correct age grades but in exception circumstances, where the safety of the child may be compromised due a developmental disability (physical or behavioural), application may be made to the RFU for an individual dispensation permitting a player to play down one age grade. Such dispensation will last for only one Season. Application for such dispensation should be submitted to the RFU Tournaments & Competitions Director and should be accompanied by documentary evidence or signed statements confirming the player's disability. For the avoidance of doubt, special dispensations to play outside of their true age grade will not be granted to players merely because they appear to have skills inferior or superior to their team mates.

6 Year Old Player Dispensation

To encourage recruitment, children may enter the Under 7 age grade immediately they attain their sixth birthday. Players aged 6 or over may not however take advantage of this dispensation if it will result in their training or playing with Under 9s playing in an Under 8 team under Continuum Regulation 7.5.1. Clubs and Schools are advised that the introduction of players under the age of 6 into Mini-Midi Rugby squads may invalidate the compulsory insurance cover provided by the RFU for players in those squads and for their coaches and/or match officials.

12 Year Old Player Dispensation

In addition to any Team Dispensation, where a School or Club does not have enough players to form an Under 12 squad, Under 12 players may play with an Under 13 side but only with written parental consent. A Club or School may use this dispensation if it has more Under 12 players than are required to complete a squad.

Special Dispensation for Schools & Clubs with Small Number of Players

(a) Dispensation:

(i) To allow age bands rather than single age grades. I.e. U7s with U8s; U9s with U10s; U11s with U12s

(ii) Dispensation to be for one season at a time.

(iii) Teams to play in Continuum Rules of Play for the younger age grade. I.e. Under 7 Mini Tag; Under 9 Mini Rugby; Under 11 Midi Rugby

(iv) No more than half the players on the pitch at any time in a game should be from the older age grade

(v) Teams can play in friendly fixtures after advising the opposition and gaining their consent.

(vi) Teams cannot take part in competitive Festivals (unless they comply with the existing Continuum age grade regulations)

(vii) The Continuum Age Grade Dispensations 6.2.1 & 6.2.2 are not applicable to those granted this Special Dispensation.

(viii) For the purpose of this dispensation a 'team' means 10 players for U7/U8, 14 players for U9/U10 and 18 players for U11/U12.

(b) Approval:

To be granted by the RFU Tournaments & Competitions Director upon receipt of:-

(i) Application from the Club/School Secretary with a signed declaration showing numbers of players in each age grade

(ii) This to be certified by CBRDP (7-18 Chair) / RDO.

(iii) A declaration by each age group Coach that the children in the proposed age grouping are capable of playing in the proposed amalgamated two year age banding.

(c) Conditions:

(i) The age group Coach should be qualified and have completed a recognised Child Protection course

(ii) The coach must discuss with the parents, the differences in physical development of all the children in the proposed age band and how it affects their child before obtaining their consent.

(iii) The parents must be fully briefed by the coach concerned on how their child could cope with the differences in physical development between the children in their two year age band.

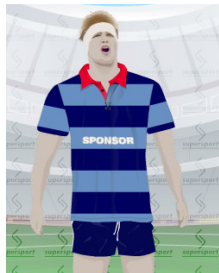
(iv) Players must be registered on the RFU Youth Registration System.

In terms of age restrictions we are bound by the RFU Continuum and Schools and Youth Regulations, any child playing or training out of age group must first seek permission from the committee.

1.12 Playing Kit

All teams playing kit must conform to the club's policy on kit. All playing kit must have equal bands of dark blue and light blue with red collar. Before purchasing any playing kit the team must submit a request to the committee for approval.

All club kit must be purchased from the club shop unless a team can purchase a similar kit from another source at a greatly reduced price, if this is the case the committee must be informed before purchase.



1.13 Club Shop

All purchases of kit and clothing branded as Dudley Kingswinford RFC should be purchased through the club shop unless a significantly better deal can be found. The new shop will be run, staffed and managed by "Flowers" of Wolverhampton. The shop will be open on Wednesday, Saturday and Sunday. Any communication with the club shop such as complaints, ideas for a new range etc should go through the youth committee's shop liaison officer.

1.14 Finance

It is imperative for the protection of both the club and individuals that all moneys raised and any financial transactions go through the youth section treasurer. The treasurer will control this money by marking it as belonging to the teams who deposited the money. This money can then be accessed through the treasurer. All expenditure made by parties must be accounted for in writing to the treasurer.

1.15 Publicity

It is the role of the publicity officer to publish achievements and opportunities within the youth section. In order to do this effectively each manager should make known to the publicity officer any events, achievements, match report and photos so they can be put on the web site and or publicised in other ways.

1.16 RFU Seal of Approval

The club was awarded the RFU Seal of Approval in 2004. In order maintain our SoA status we must endeavour to maintain an evidence folder. All members must supply to the committee copies of all certificates gained through the club, promotional material and information pertaining to the development of players.

Section 2 – Equity & Ethics

2.1 Equity & Ethics Policy

DKRFC is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts definitions of equity from both the RFU and Sport England:

DKRFC aims to ensure that all people irrespective of their age, gender, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation have a genuine and equal opportunity to participate in Rugby Union at all levels and in all roles. That is, as a beginner, participant or performer, and as a coach, official, referee, manager, administrator or spectator.

Sports equity is about fairness in sport, equality of access, recognising inequalities 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 Rugby, regardless of age, gender, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation.

The club is committed to everyone having the right to enjoy rugby in an environment free from threat of 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 discriminatory behaviour seriously, according to club disciplinary procedures.

- *It is the responsibility of all officers of the club to ensure that equal opportunities for participation in rugby football are made available to all children, parents/cares and volunteers regardless of colour, ability, sex, age or handicap.*
- *The provision of an enjoyable and rewarding experience of rugby, played in a safe environment is paramount, above all other considerations.*

2.2 Code of Conduct for Players

THE GOOD PLAYER'S CODE

Young players should recognise that we are working to provide a safe and enjoyable game in which they can develop both as a player and as an individual.

In Rugby Union young players are encouraged to:

- *Recognise and appreciate the efforts made by coaches, parents, match officials and administrators in providing them with the opportunity to play the game and enjoy the rugby environment.*
- *Understand the values of loyalty and commitment to adults and team mates.*
- *Recognise that every young player has a right to expect their involvement in rugby to be safe and free from all types of abuse.*

- *Understand that if an individual or group of young players feel that they are not being treated in a manner that is acceptable, then they have a right to tell an adult either at the rugby club or outside of the game.*

In Rugby Union, as a young player, you should:

- *Play because you want to do so, not to please coaches or parents.*
- *Remember skill development, fun and enjoyment are the most important parts of the game.*
- *Be attentive at all training/coaching sessions.*
- *Work equally hard for yourself and your team and both will then benefit.*
- *Recognise good play by ALL players on your team and by your opponents.*
- *Be a good sportsman - win or lose.*
- *Play to the laws of the game and accept, without question, all the referee's decisions.*
- *Control your emotions. Verbal or physical abuse of team-mates, opponents, or match officials is not acceptable.*
- *Treat all players, as you would like to be treated. Do not interfere with, bully or take unfair advantage of any player.*

2.3 Disciplinary Procedures

Failure to comply with the Code of Conduct for Players may render a player subject to the clubs disciplinary procedures. The Youth rugby section has adopted a three stage approach where players are reported for disciplinary offences.

Stage 1

Should a player receive a yellow card and be subsequently "Sin-binned" for an offence, these will be treated on their merits by the coach in the first instance, with a quiet word from a member of the Youth Disciplinary Committee, UNLESS the coach takes the view that the offence is serious enough to require a disciplinary hearing. The offending player will be asked to appear before the Youth Discipline Committee, to explain his/her actions. A ban may be imposed and the player will be advised that such behaviour will not be tolerated.

All yellow cards must be notified to the Youth Disciplinary Committee through the Secretary of the Youth section.

Should a player receive a second yellow card during a match and therefore be excluded from taking any further part in the game, he/she will still be required to appear before the Youth Disciplinary Committee, a ban may be imposed by the club. This will be irrespective of whether or not the referee chooses to submit a report.

Should the same player receive a further yellow card in a subsequent match later in the season, or should a player receive three yellow cards in a twelve month period, a disciplinary hearing is mandatory and the Youth Discipline Committee might impose a ban.

Stage 2

Should a red card be issued to a player it must be reported to the Youth Disciplinary Committee through the Secretary of the Youth section. He/she will be asked to appear before the Youth Disciplinary Committee and will not play until the hearing has been held.

If the referee decides not to submit a report on the incident, the Youth Discipline Committee will still convene, consider the evidence and impose a sanction. For any subsequent red cards, the length of the ban will be considered at the time.

Stage 3

If any player receives a red card and the offence is reported by the referee to the RFU or NMSRFR, then any disciplinary action will be determined by the RFU or NMSRFR and the club must adhere to that decision.

Note: *Any player required to appear before the Youth Disciplinary Committee has the right to attend the meeting with his\her parents/carers and or their coach.*

The school of any player that receives a match ban from the club will be informed.

Any match ban given to a DK player whilst playing for their school will be matched by the club and run concurrently.

2.4 Code of Conduct for Coaches

THE GOOD COACH'S CODE

Young people come into Rugby Union for a variety of reasons; it is the duty of the coach to recognise this and stimulate continued participation. Coaches have a responsibility to ensure that all youngsters are given the opportunity to fulfil their aspirations in a caring environment where the emphasis is on fun, enjoyment and skill development.

In Rugby Union coaches should:

- *Recognise the importance of fun and enjoyment when coaching young players.*
- *Understand that most learning is achieved through doing.*
- *Appreciate the needs of the players before the needs of the sport.*
- *Be a positive role model - think what this implies.*
- *Keep winning and losing in perspective - encourage young players to behave with dignity in all circumstances.*
- *Respect all referees and the decisions they make (remember it could be you refereeing next week) and ensure that the players recognise that they must do the same.*
- *Provide positive verbal feedback in a constructive and encouraging manner, to all young players both during coaching sessions and games.*

In Rugby Union coaches of young players must:

- *Provide experiences that are matched to the young players' age and ability, as well as their physical and mental development.*
- *Ensure all youngsters are coached in a safe environment, with adequate first aid readily to hand.*
- *Avoid the overplaying of the best players by using a squad system, which gives everybody a satisfactory amount of playing time.*
- *Never allow a player to train or play when injured.*
- *Ensure good supervision of young players, both on and off the field*
- *Recognise that young players should never be exposed to extremes of heat, cold, or unacceptable risk of injury.*
- *Develop an awareness of nutrition as part of an overall education in lifestyle management.*

- *Recognise that it is illegal for young players under 18 to drink alcohol.*
- *Ensure that their knowledge and coaching strategies are up to date and in line with RFU philosophy.*
- *Be aware of, and abide by, the RFU recommended procedures for taking young people on residential tours at home and abroad.*
- *Be aware of, and abide by, the policies and procedures outlined in the RFU child protection guidance booklet.*
- *Be CRB cleared.*

Remember:

- *Coaches working with young players up to the age of 12 must follow the guidelines laid down by the RFU continuum.*
- *Coaches working with young players age 13+ must be aware of the under 19 and under 15 Law variations, including those that apply to cross border matches.*

2.5 Code of Conduct for Parents/carers

THE GOOD PARENT'S/CARER'S CODE

In Rugby Union we acknowledge that parents are an integral part of the partnership, which ensures that young players enjoy their involvement in the sport and experience an environment in which they can flourish.

In Rugby Union parents are encouraged to:

- *Be familiar with the coaching and training programme in order that they can ensure that their child is fully involved and the coaches are aware of their availability.*
- *Be familiar with the teaching and coaching methods used by observing the sessions in which your child participates.*
- *Be aware that the club has a duty of care and therefore, where appropriate, assist coaches with the supervision of the young players, particularly where numbers are large and there is a need to transport youngsters to away games.*
- *Be involved with club activities and share your expertise.*
- *Share concerns, if you have them, with club officials.*
- *Be familiar with the Good Coach's Code. In particular:*
- *Coaches should recognise the importance of fun and enjoyment when coaching young players.*
- *Coaches should keep winning and losing in perspective, encouraging young players to behave with dignity in all circumstances.*
- *It is important that parents support coaches in instilling these virtues.*

In Rugby Union parents should:

- *Remember that young people play rugby for their own enjoyment not that of their parents.*
- *Encourage young people to play - do not force them.*
- *Focus on the young players' efforts rather than winning or losing.*
- *Be realistic about the young players' ability, do not push them towards a level that they are not capable of achieving.*
- *Provide positive verbal feedback both in training and during the game. Remember that persistent, negative messages will adversely affect the players' and referee's performance and attitude.*
- *Always support the rugby club in their efforts to eradicate loud, coarse and abusive behaviour from the game.*

- Remember young people learn much by example.
- Always show appreciation of good play by all young players both from your own club and the opposition.
- Respect decisions made by the match officials and encourage the young players to do likewise

2.6 Discipline Procedures for Parents/carers

*We ask for and do appreciate the involvement and support of parents/carers who come along to watch their children, but we do ask that they respect the spirit of the game, the decisions of the referee as sole arbiter and, become acquainted with the laws of the game relating to their age group. Any problems or concerns should be addressed to the coach, referee or youth committee **after** the game at an appropriate time.*

The youth committee fully endorses the above guidelines, which reflect the spirit and ethos by which the game will be played at the club. Since parents/carers are role models for the young players, their adherence to the above guidelines will benefit both the development of the players and indeed the standing of the club.

Any breach of the above code WILL therefore lead to a parent/carer being asked to leave the touchline by the coaches, referee or officers of the club for the duration of that training session or match. A report will go before the Youth Discipline Committee and the offender will be called to explain their actions. If there should be a persistent breach, then a report will be tabled at the next Senior Rugby committee meeting and onto the Senior Management Committee who may then determine that permanent exclusion is in the best interests of the club and the game.

2.6.1 Complaints Procedure for Parent/Carer/Coach/Player

In the event of a parent/carer/coach or player having a grievance against any other member of the club a complaint should be made in writing to the Chairman of the Youth Section. The committee will then look for a way forward. The initial response could be one of mediation. Parties involved might be asked to meet and discuss an agreeable settlement. If this is unsuccessful or if the committee feels mediation is not appropriate designated members of the committee will be tasked with a fact finding mission. The findings will be heard by the Youth Committee and a decision made that will be final and binding to all parties concerned.

2.7 Spectators

THE GOOD SPECTATOR'S CODE

Young rugby players are impressionable and their behaviour will often reflect that of adults around them. In Rugby Union we welcome spectators on our touchlines who embrace the ethos of the game as one of fun, enjoyment and skill development.

In Rugby Union spectators are encouraged to:

- Act as positive role models to all young players.
- Be familiar with, and abide by, the RFU child protection guidance in relation to verbal and emotional abuse.
- Respect the rugby club policy with regard to spectator behaviour.

In Rugby Union spectators should:

- *Remember children play sport for their enjoyment not yours.*
- *Acknowledge good individual and team performance from all youngsters irrespective of which team they play for.*
- *Respect match official's decisions. Remember that they are volunteers providing an opportunity for youngsters to play rugby.*
- *Never verbally abuse young players, match officials, fellow spectators or coaches. Such behaviour can create a negative environment for young players and their behaviour will often reflect this.*
- *Acknowledge effort and good performance rather than the "win at all costs" ethic.*
- *Verbally encourage all youngsters in a positive way. If you do want to shout make sure it is 'for', not 'at', the players.*
- *Condemn bad language, rude behaviour and violence.*
- *Encourage all youngsters irrespective of their ability - never ridicule any individual player, regardless of the team they play for.*

2.8 Code of Conduct for Match Officials

THE GOOD MATCH OFFICIAL'S CODE

Match Officials should:

- (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 are still learning and parents 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 or School 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) Before training sessions and matches check that studs and other clothing are in accordance with the iRB Laws of the Game.*

Section 3: Player Development

3.1 Player Development & Recognition

The youth section is committed to developing players both in terms of individuals and team/squad members. The youth section also recognises its responsibility to develop future players for the senior club.

Player development must be an integral part of our development plan and foremost on the minds of our coaches.

At present player development has been judged by the subjective assessment of coaches, a comparison of results against like teams from previous seasons and to some part numbers of players gaining representative honours.

At the end of each season the youth section recognises the development and participation of players through a presentation day when ALL players receive certificates and some players receive special awards.

We have appointed a Coaching Coordinator who has the sole responsibility for introducing and managing the RFU proficiency awards. It is hoped that this will give us a more objective standard with which to measure player development and recognise improvement.

The Rugby Union Proficiency Awards can an important tool to help players and coaches assess rugby union skills. They are designed to be an enjoyable method by which players can identify their strong skills and the skills that they need to develop. They can also assess their fitness for Rugby Union. Each Award contains a series of tests suitable for each age banding in the game up for U7 to adult. Points are scored for each test and the total for the whole award is banded into bronze, silver or gold level. Certificates are available for each award.

The Rugby Union Proficiency Awards can form a key part of the clubss player development plan as part of RFU Seal of Approval.

The new Rugby Union Proficiency Awards are currently in five sections.

- **Introduction to Rugby Award**
 - *Running, handling and introducing the Tag tackle activities*
- **Tag Rugby Award**
 - *Running, handling and Tag tackle tests*
- **U8 to U11 Fitness Award**
 - *Speed, agility, power, anaerobic endurance and speed endurance tests*
- **Mini Rugby Award**
 - *Running, handling and contact tests*
- **Rugby Skills Award**
 - *Running, handling, contact and kicking tests*

3.2 Structured Season

The structured season provides a framework for participants at all levels, to develop their involvement in the sport through a balance of matches (competitive and friendly) and development (skills and training). The overriding principle is that the needs of young players should come first.

3.3 Fixtures

Fixtures are organised and communicated to coaches by the Fixture secretary and through the Youth website. They must conform to the RFU structured season and the RFU continuum. It is the responsibility of the fixture secretary to communicate changes to the coach, website manager, referee's coordinator and facility manager. If individual teams organise their own fixtures/tournaments they must clear it with the fixture secretary as soon as possible.

3.4 Training

All training must conform to the RFU structured season and the RFU continuum. The problem of over playing/training of players must be taken into consideration by the coaches in terms of both the number and type of sessions provided. It is not recommended that mini teams (U7 to U12) train midweek. However it will be permitted if they have a game/tournament on the following Sunday but not if they have training on the following Sunday.

Out of season training is allowed as long as:

- 1. The sessions are lead by a qualified coach*
- 2. The participants are members of our club*
- 3. It is made clear that these sessions are not compulsory so that players have the opportunity to participate in other activities during the off season (it is recommended by RFU Coaching and CoachUK that players should have a rest from their chosen sport in the closed season and learn other sports. There is evidence that by doing so players return with enhanced skills acquired from these other sports and a refreshed enthusiasm for rugby.)*
- 4. Training sessions should be fitness and/or skill based and should not include contact.*
- 5. Not following these guidelines could be considered a breach of your insurance cover and thus you would be held vicariously liable and could render yourselves open to a charge under RFU Regulation 5.12.*

Section 4: Coaching Development

4.1 Coaching Development Policy

In order to aid and manage coaching development the youth section has appointed 3 coaching coordinators.

Coaching Co-ordinator: RFU Liaison.

Co-ordination all communication between coaches and the RFU. To communicate coach development opportunities and encourage coaches to go on RFU courses.

Coaching Co-ordinator: Coach Development

Co-ordination of playing and coaching activities for players between the ages of under 7 and under 17. Responsibilities include establishing processes for the development of both players and coaches and for the provision of a support framework.

Coaching Co-ordinator: RFU Player Proficiency Awards.

Co-ordination for the implementation, management and development of the RFU Player Proficiency Awards.

4.2 Roles and Responsibilities

All coaches are expected to fulfil the RFU code of conduct for coaches. (See 2.4). All adults involved in the coaching of children should hold or be working towards a current RFU qualification and be CRB cleared. There must be at least one Level 1 qualified coach in each age group and the ratio of qualified coaches to players should not exceed 1:10.

Section 5: Referee Development

5.1 Referee Training Policy

There are a whole host of reasons why people might begin refereeing. To remain active in the sport following injury or retirement, to make new and lasting friends within the game, to develop playing ability, to understand the game better or to gain a sense of achievement of providing an invaluable service to players, coaches and spectators alike. Whatever the reason, refereeing is challenging, rewarding and, above all, can be great fun! This club is committed to developing referees, not only as a means to providing qualified referees for our own matches but also as a progression route, other than playing, for its members.

Getting Started

All new prospective referees should undertake the Entry Level Referee Award (ELRA), a three stage Award aimed to provide them with the key tools to be able to referee competently.

If they choose to join a Referees Society, then they will be required to complete all 3 Stages of the ELRA. If, however, they wish to remain only within the club, then they need only complete Stages 1 and 2, which consider the following aspects of refereeing:

- *Management and Control*
- *Problem Solving*
- *Refereeing the key phases of the Game*
- *Positioning and Communication*
- *Laws of the Game*

Crucial to the learning is that a significant part of both Stages is practically based i.e. they will have an opportunity to observe refereeing in practice, whilst demonstrating their own skills on the field of play.

The youth section is committed to offering opportunities to those people who wish to take up refereeing and will seek to provide courses at the club for those interested. Furthermore the club will pay for the course as long as the participants will agree to referee at least 3 matches at youth level in the 12 month period after completion of the course. These matches will be watched and assessed where possible by a senior referee from the club thus continuing our policy of referee development.

5.2 Appointment Policy

In the first instance referees appointed by the NMSRFR will be used, however this will often still leave games without referees. At this point NMSRFR qualified referees will be called upon to referee games that are appropriate to their level. Referees are only appointed for under 13 to under 17, below this age the expectation is that the coaches will referee. However in exceptional circumstances and at the request of a coach all attempts will be made to appoint a suitably qualified referee. In the event of all attempts to make an appointment being exhausted then the head coach will be notified by the referee coordinator and they will be given the opportunity to cancel the match.

Section 6: Community Development & Youth Liaison

6.1 Community Rugby Coach

The club are involved in the Community Coach programme and along with two other clubs and Dudley MBC help fund a Community Rugby Coach. The role of the CRC is:

Community Rugby Coach (Role & Responsibilities)

- *Coaching in Secondary Schools*
- *Coaching in Primary Schools (Sportlink Programme)*
- *Forming Club-School Links with three Dudley Clubs (DKRFC, SRFC, OHRFC)*
- *Providing Coach mentoring at Rugby Clubs & Schools*
- *Provide courses and workshops in Dudley area*
- *Provide and distribute information*
- *Run the Black Country District sides and implementation of Master Classes*

- ***Club Coaching Co-ordinator (What does a CRC expect from CCC and vice-verser)***
- *First point of contact for the Rugby club*
- *Liaise and create sessions and dates for club CRC visits*
- *Inform CRC of club news and information that is relevant*
- *Use and utilise the CRC to it's maximum*
- *Sign off and create School - Club Links*
- *Create regular contact and schedule meetings together*
- *CRC to support CCC at every opportunity*
- *CRC to provide all RFU information to CCC (and in turn the club)*
- *CRC & CCC to work to develop and mentor coaches and organise courses e.t.c*

- ***Steps to take now and for next season***
- *Set up 10-14 sessions throughout next season (coaching, courses & workshops)*
- *Implement and target Secondary Schools and Primary for extra coaching and club involvement*

6.2 Gallis Trophy

The Gallis Trophy is probably the longest running youth festival in the country and for which DK is rightfully proud. We will continue to run this U11 festival for as long as we are able and give it our full support.

Section 7: Safety & Protection

7.1 Child Protection

Child Protection Statement

DKRFC believes that:

- *A young player's welfare is paramount.*
- *All young players whatever their age, culture, disability, gender, language, racial origin, religious belief and or sexual identity have the right to protection from abuse.*
- *All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.*
- *Anyone under the age of 18 years should be considered as a young player for the purposes of this statement.*

Working in partnership with young players and their parents/carers is essential for the protection of young players. The officers of DKRFC recognise the statutory responsibility of the Social Services Department to ensure the welfare of children and we are committed to working together with the RFU, NMRFU and local area Child Protection committees/agencies to this end.

POLICY AND PROCEDURES FOR THE WELFARE OF YOUNG PEOPLE IN RUGBY UNION

This Appendix should be read in conjunction with the Welfare of Young People in Rugby Union-Guidance ("Guidance Document")

1. Roles and responsibilities

In order that the RFU/W Child Protection policy is implemented effectively there has to be recognition that RFU/W, Constituent Bodies, member Clubs and schools must work together, each with a role to ensure that young people enjoy rugby union in a safe environment. The Policy and Procedures for the Welfare of Young People in the Sport of Rugby Union is to be applied to all young players who are under 18. Within RFU Regulations a male player is permitted to play in the adult game when he reaches his 17th birthday. In these circumstances, paragraph 2.1(f) below cannot practically be applied. However, those responsible for the management of adult teams which include 17 year olds must at all times be mindful of their safety and wellbeing.

The RFU/W must:

- a) Appoint a designated person to manage Child Protection;*
- b) Produce a national Child Protection Policy;*
- c) Produce a Child Protection Implementation Plan;*
- d) Manage the implementation of CRB disclosure;*
- e) Produce relevant resources to support the Child Protection Policy;*
- f) Delegate the management of cases to CBs where appropriate in accordance with RFU regulations;*
- g) Appoint a disciplinary panel when necessary; and*
- h) Ensure all appropriate individuals and bodies are informed of disciplinary decisions and ensure they are acted on.*

The Constituent Body (CB) must:

- a) Appoint a Welfare Manager (see Guidance Document, Appendix 2 for Terms of Reference);*
- b) Ensure that each Club has a Child Protection Policy;*

- c) Co-ordinate the management of CRB disclosure;
- d) Ensure that all reported cases are managed in line with RFU/W Policy (See Guidance Document Section 4);
- e) Manage Child Protection Disciplinary cases when instructed by RFU;
- f) Monitor a minimum of 10% of Clubs per year; and
- g) Identify a disciplinary panel which, where necessary, will be convened to hear cases of poor practice as identified by the RFU Child Protection Officer (see Guidance Document, Appendix 1).

Each Rugby Club must:

- a) Appoint a Welfare Officer (plus another person to undertake the role in the absence of the designated person) who will act as the first point of contact for concerns about the welfare of young people (see Guidance Document, Appendix 2 for Terms of Reference);
- b) Publish a Child Protection Policy within the Club. This must include all the detail set out in paragraphs 1.4 to 4.2 of this Policy and Procedures for the Welfare of Young People in the Sport of Rugby Union;
- c) Ensure that all officers and committee members are aware of their responsibility in this area and that the Club respond to any indication of poor practice or abuse in line with RFU/W Policy (see Guidance Document, sections 4 and 5);
- d) Implement a policy of Best Practice for all adults working with young people (see Guidance Document section 8, Appendix 3, and RFU Fair Play Codes);
- e) Ensure that all relevant members who have regular supervisory contact with children or a management responsibility for those working with young people undertake an Enhanced Criminal Records Bureau disclosure; and
- f) Identify a disciplinary panel which, where necessary, is able to manage cases of poor practice as identified by the RFU Child Protection Officer (see Guidance Document Appendix 1).

2. Prohibited practices

Coaches, managers or volunteers including all professional staff must never:

- 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 situations 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, paragraphs 2.1(a) and 2.1(c) do not have to be followed. If this occurs the adult must record the occurrence with the Club/governing body welfare 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, 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 (see Guidance Document, Appendix 4);
- j) Make sexually 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/carers (please note that 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 it is also recognised that this does not preclude 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; or

q) Agree to meet a young person on their own on a one to one basis.

3 Positions of Trust

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 intercourse or 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 emotionally dependant relationship to develop between the person in a position of trust and the 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.

4 CRB Disclosure

- *All adults who have 'regular supervisory contact with young people' must undertake CRB disclosure within eight weeks of their appointment to a position which involves regular supervisory contact with young people.*
- *These adults will include;*
- *Professional Staff*
- *All coaches/assistant coaches*
- *Heads of Mini/Midi Rugby sections*
- *Heads of Youth Rugby Sections*
- *Team Managers*
- *All Referees who regularly officiate mini/midi and youth games*
- *Welfare Officers*
- *Physiotherapists*
- *Club administrators.*

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

7.2 Photographic Policy

The youth section recognises that publicity and pictures of young people enjoying rugby are essential to promote the sport and a healthy lifestyle. To facilitate this it is therefore essential that the following principles and rules should be observed.

The youth section is committed to providing a safe and enjoyable environment for young people. Implicit in this is the commitment to ensure that all publications, resources and media represent participants appropriately and with due respect. By adopting the points outlined in these guidelines we will be putting in place the best possible practice to protect young people wherever photographs or recorded images are taken and stored.

- a) Ensure parents/guardian/young person have granted their consent for the taking and publication of photographic images and have signed and returned the Parent/Guardian and Young Person Permission Form. **The relevant form is incorporated into the annual club registration form and will therefore only need to be completed once a year.***
- b) All young people must be appropriately dressed for the activity taking place.*
- c) Photography or recording should focus on the activity rather than a particular young person and personal details which might make a young person vulnerable, such as their exact address, must never be revealed.*
- d) Where an individual has achieved success in the game (e.g. when selected for representative side or showing triumph over adversity) permission must be gained from parent/guardian and young person to use photographs/recordings and relevant details.*
- e) Where possible, to reflect the RFU/RFUW Equity Policy, photographs/recordings should represent the diverse range of young people participating in rugby.*
- f) Anyone taking photographs or recording at any rugby event must have a valid reason for doing so and seek the permission of the organisers/persons in charge.*
- g) Anyone taking photographs or recording should make themselves known to the event organisers/persons in charge and be able to identify themselves if requested during the course of the event.*
- h) All concerns regarding inappropriate or intrusive photography should be reported in confidence to the Club Safeguarding Officer.*

7.3 Accident Reporting

All accidents and injuries should be reported according to the Youth sections policy document.

Reporting injury:

In order to simplify the reporting process and ensure that the injury data that is collated is valid, teams need only report the Reportable Injury Events defined below.

Reportable Injury Events

These are defined as:

- 1. An injury that prevents a player taking any further part in the game.*
- 2. An injury that requires the player to be taken to hospital.*
- 3. An injury which results in the player being admitted to a hospital over night.*
- 4. Deaths which occur during or within 6 hours of a game finishing.*

Reportable Injury Event Protocol

In the event of an injury occurring which fulfils the above definition, the following protocol is to be followed:

In the event of definition 1. or 2.:

- *Provide immediate first aid (by a suitably qualified first aider only)*
- *The Head Coach/Manager or designated adult must fill in the accident report book held behind the Bar.*

In the event of definition 3. or 4.:

- *Provide immediate first aid and arrange transport by ambulance to the hospital.*
- *The Youth Chairman and Welfare officer must be informed at the earliest opportunity, certainly within 24hrs.*
- *The club representative (Chairman or Welfare officer) must phone the Sports Injuries Administrator Helpline 0800 298 0102, as soon as the seriousness of the player's condition is confirmed and certainly within 48 hours of the game or training session.*
- *Please have a pen and paper, and details of the incident ready to provide. Out of working hours there will be a recorded message that provides contact details of the Injured Player Welfare Officer (IPWO). You will be asked to email or fax a Reportable Injury Event report form.*
- *The IPWO will then establish contact with the club and player or their family in order to confirm the injury, initiate the Pastoral Support Programme, and collect additional information about the injury.*
- *The club must notify their insurers. The RFU insurers are Marsh Sports Group (Claims), Tel: 0131 311 4254, Fax: 0131 343 6667, email: Susan.J.Thomson@marsh.com*
- *Record witness statements. Where a potential insurance or personal injury claim may arise, clubs and schools are advised to retain on file witness statements. These statements must confine themselves to the facts and not include opinion or hearsay, or apportion or infer blame. They must be signed and dated by the person making them.*

If you have any queries, you can also contact either the Sports Injuries Administrator or the Injured Player Welfare Officer as follows:

Sports Injuries Administrator (SIA)

Community Rugby, Rugby House, Rugby Road, Twickenham, TW1 1DS

Tel: 0800 298 0102, Fax: 0208 892 4446

email: sportsinjuriesadmin@therfu.com

RFU Injured Player Welfare Officer:

David Phillips, 16 Holborn Ave, Leigh, Lancashire, WN7 1TT

Tel: 07894 489 716

Email: welfareofficer@therfu.com

*RFU Reportable injury form: see appendix **

All other accidents need to be recorded in the club accident book situated behind the bar

7.4 First Aid

Everyone involved in rugby has a role to play in making the game enjoyable and above all as safe as possible. Those who hold a coaching position or have a volunteer role providing pitch side care also have a specific responsibility to provide a safe and competent level of care to any injured player. Rugby is a contact sport and in common with all contact sports, playing the game carries a risk of injury and while serious injuries are rare, you will need to be prepared to deal with the full range of incidents that could occur on the training ground or pitch.

In the event of an injury the seriousness must be assessed by the lead coach. Injuries should not be treated unless you hold a current and appropriate First Aid qualification. In the case of a home game St John's are always in attendance and should be used. They stay in the middle of the ground near the tractor garage by the 1st team score board. At away games where medical cover might not be to our standards if in doubt make safe and call for help.

At all games head coaches, managers or designated adult should be aware of where the stretcher is kept and have a phone to hand. This applies to all matches both home and away as well as training sessions.

In the case of a head injury always err on the side of caution. The RFU give the following guidelines:

When It Comes to Concussion - Use Your Head!

Concussion is a temporary impairment of brain function usually caused by a blow that has shaken the brain within the skull. Failure to assess, evaluate and manage a player with a concussion can have serious adverse consequences, particularly allowing a player with concussion to continue to play, or to return too early to training or playing.

There is a need for medical assessment in cases and before return to play, this is stated below and in the IRB Regulations (www.irb.com/lawregulations)

The RFU have therefore produced a series of resources to help with the recognition and management of concussion:

- *A wallet-sized Pitch Side Concussion Assistant has been sent out with previous issues of Touchline. If you would like more for your club please contact health@rfu.com.*
- *Training is available for coaches and volunteers through the 1 day RFU Sports First Aid Course (many standard courses do not contain this information). Ask your local RDO about courses in your area, or visit the first aid section of www.rfu.com/health*
- *Concussion guidance is also included in the RFU's "Start Rugby" Coach resource pack, available from www.communityrugbyshop.com*

In addition, [here](#) is a poster to help highlight the signs and symptoms of concussion and the procedures to follow in the event of a suspected injury. More information is also available below.

If the player has any of these symptoms, they should not return to play:

- *headache, feeling dazed or "in a fog"*
- *balance problems, dizziness*
- *hearing problems/ringing in ears*
- *vision problems*
- *nausea or vomiting*
- *confusion*
- *drowsiness*
- *feeling slowed down, low energy*
- *more emotional/irritable than usual*
- *difficulty concentrating and/or remembering*
- *"don't feel right"*

If the player has any of these signs, they should not return to play

- *loss of consciousness or unresponsiveness (even temporarily)*
- *seizure/convulsion (uncontrolled jerking of arms and legs)*
- *balance problems, unsteadiness, clumsiness, slurred speech*
- *appears dazed, stunned or confused*
- *poor memory (of score, moves, opposition, events)*
- *odd behaviour*
- *significantly impaired playing ability*

If concussion is suspected, ask these questions

1. *Which ground are we at?*
2. *Which team are we playing today?*
3. *Which half is it?*
4. *Who are you marking? (if appropriate)*
5. *Which team scored last?*
6. *Which team did we play last week?*
7. *Did we win last week?*

An incorrect answer should be considered abnormal and the player should not return to play. The return to play guidelines should then be followed. Following a suspected concussion, the player should be seen by a doctor

Post-head injury and return to play guidance

Following a head injury or concussion, further serious problems can arise over the first 24 hours.

- *the player should not be left alone and should be monitored regularly.*
- *players must always consult their doctor following a suspected concussion.*
- *symptoms may worsen with exertion.*
- *a player who has been concussed MUST NOT play for a minimum of three weeks (unless over 19 and cleared to do so by an approved doctor competent in managing concussion.*
- *AND should not return to play or training until symptom free.*
- *AND should only return to play or training with medical clearance.*

This applies to all club/school sides a player belongs to and it is his or her/parents responsibility to advise other clubs/schools of the concussion.

"When in doubt, sit them out"

CONCUSSION ADVICE

Drowsiness

After a knock to the head, It is then quite common for the person (especially children) to want to sleep for a short while. This is normal.

However, it will appear to be a normal "peaceful" sleep, and they wake up after a nap. If they want to sleep, let them.

Drowsiness means they cannot be roused. If you have a concern, wake them up after an hour or so. They may be grumpy about being woken up, but that is reassuring. You can then let them go back off to sleep again. You can do this a few times during the night if there is particular concern.

When asleep, check to see that he or she appears to be breathing normally and is sleeping in a normal position.

Headache

It is normal after a knock to the head to have a mild headache. Sometimes there is also tenderness over bruising or mild swelling of the scalp. Some paracetamol will help (such as Calpol or Disprol for children). Do not take tablets containing aspirin.

It is a headache that becomes worse and worse which is of more concern.

DON'T HESITATE. IF IN DOUBT, CONSULT YOUR DOCTOR OR NHS DIRECT 0845 46 47

7.5 Health & Safety

Regular risk assessments should be completed on all facilities and equipment with recommendations made to the relevant committees.

This is the risk assessment procedure for DKRFC Youth section operating at DK.

It has been designed to assess and manage/reduce the types and levels of risk that people attending at DK (be they players, coaches, spectators or others) are exposed to.

It is also designed to ensure that the mini and junior section complies with the requirements of the RFU Seal of Approval programme.

*The youth section will ensure that at least two **Full** assessments are carried out each year:-
The first Full assessment will take place at least 2 weeks before the season begins in September each year to ensure that all hazards are identified and any necessary action is completed before the season commences;*

*The second Full assessment will take place during January/February each year to ensure that the club is maintaining appropriate safety standards throughout the active playing season.
This assessment will take place at least 4 weeks before the club's annual Gallis trophy (usually*

in March/April each year) with particular emphasis on the significantly increased numbers of players and spectators who attend this event.

*A Full assessment must be undertaken by at least three current members of the youth committee who collectively are able to assess the risks across the entire age range that the section supports. Each Full assessment will cover all the areas specified in the **Areas to Review** form (attached) and with specific reference to the **General Assessment** and **Fire Risk Assessment** criteria (also attached). Each Full assessment must be recorded on a **Full Risk Assessment Form** and held by the club for a period of at least 3 years.*

*In addition to the Full assessments detailed above at least one coach responsible for each age group will undertake a **Routine visual** assessment on each occasion that that age group is playing or training (whether at DK or at some other clubs facilities)*

A Routine visual assessment will involve each such coach satisfying himself first with the emergency vehicle access to the venue. Each coach must also check the designated playing/training area is free from hazards and fit for activity. Each coach will also satisfy himself that any/all equipment is safe and appropriate for their age group, and finally will ensure that all children who attend to play/train are registered with the club and the RFU and are playing in their correct age group and are appropriately attired and fit to play/train.

7.6 Recruitment & Involvement of Parents/carers

Our objectives for parents/carers are simple. We want them to feel fully involved in their child's rugby development and feel welcomed and involved in DKRFC. We want our parents to be encouraged to express their views on their child's development and the running of the club, and have confidence that their views will be listened to.

We would like to look at:

- Promoting programmes for 'parenting tips' on how to help their child(ren) develop their rugby potential.*
- Organise and deliver training opportunities for parents/carers to support player development at home e.g. fitness regimes and Laws of the Game.*
- Source support guides of 'helpful hints' for parents/carers to help them improve their knowledge of the game.*
- Identify and share information and news e.g. monthly news letter and website.*
- Help parents/carers understand their roles and responsibilities regarding parental involvement.*
- Explore and consider implementation of family training sessions.*
- Evaluate how effectively we have supported parents/carers in their children's personal development.*
- Provide clear guidance on the parental/carers role in supporting their child during training sessions and at matches.*

7.7 Anti Bullying Policy

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be

- *Emotional - being unfriendly, excluding (emotionally and physically), tormenting (e.g. hiding rugby kit, threatening gestures including sending threatening text messages).*
- *Physical - pushing, kicking, hitting, punching or any use of violence.*
- *Racist - racial taunts, graffiti, gestures.*
- *Sexual - unwanted physical contact or sexually abusive comments.*
- *Homophobic - because of, or focusing on the issue of sexuality.*
- *Verbal - name-calling, sarcasm, spreading rumours, teasing.*

Principles

- *Bullying of any kind is not acceptable within this DK that is providing playing opportunities for children and young people.*
- *This Club encourages a 'telling' culture and anyone who knows that bullying is happening is expected to tell their Coach, Club Welfare Officer or any other adult.*
- *Bullying will be taken seriously, responded to promptly, and procedures followed to deal with the situation.*
- *It is the responsibility of every adult working in rugby union whether professional or volunteer, to ensure that all young people can enjoy the sport in a safe enjoyable environment.*

Objectives of the Policy:

- *All Club members, coaches, volunteers and parents should have an understanding of what bullying is.*
- *All Club members, coaches and volunteers should know what the Club policy is on bullying, and follow it when bullying is reported.*
- *All players and parents should know what the Club policy is on bullying, and what they should do if bullying arises.*
- *Players and parents should be assured that they will be supported when bullying is reported*
- *Bullying will not be tolerated.*

Procedures:

- *Report bullying incidents to the Club Welfare Officer*
- *If the incident is an adult bullying a young person, the Club Welfare Officer will report the incident to the RFU Child Protection Officer.*
- *If the incident is a young person bullying a young person, the club will manage this, and can access advice and support from the Club Welfare Officer or RFU Child Protection Officer at any stage of the process.*
- *Parents may be informed and asked to come in to a meeting to discuss the problem.*
- *If necessary and appropriate, police will be consulted.*
- *If mediation fails and the bullying is seen to continue the Club can initiate disciplinary action under the relevant constitution.*

Raise Awareness:

- *Raise awareness with all members and players within the club:*
- *Put posters on the notice board*
- *Ensure all young players know they can talk to someone if they are worried*
- *Ensure that parents have a copy of the policy*
- *Ensure that the Code of Conduct clearly states that behaviour which constitutes bullying will not be accepted*
- *Ensure all coaches, staff and volunteers have signed up the code of conduct*
- *Ensure the policy is given to members and players.*
- *The committee needs to continue the ongoing development and implementation of the policy.*
- *Identify any training needs within the club and contact the RFU to find out about workshops and opportunities for support.*

7.8 Transport to and From Fixtures

Transporting players to and from games has always been a part of rugby. In the case of the youth section extra care needs to be taken in respect of transporting children who are not your own. If a parents asks you to take their child to and from a match then this is deemed a private arrangement. If however the coach or manager asks you to take another child then this is an arrangement made by the club. In this instance the driver should be CRB cleared and should at no point be on their own with that child in the car. It is advised at all parents who do or might carry another child to and from a game check with their Insurance agent to clarify cover.

7.9 CRB

All adults at DK who have a supervisory role either permanent or temporary or who occasionally or regularly help at training must be CRB cleared for DK irrespective of holding a CRB certificate from another institution.

7.10 Supervision of Changing and Shower Facilities

*When children are being supervised using changing rooms it must be by two vetted (CRB Cleared) adults of the appropriate gender. Adults, including staff, volunteers and referees, **must not** change or shower at the same time using the same facilities as children. For mixed gender activities separate facilities should be available for males and females. Adults must avoid entering showering facilities whilst they are being used by children unless it is absolutely necessary to do so due to poor behaviour or injury/illness. In such an instance a minimum of two vetted adults should be present at all times.*

*It is essential that where changing rooms are required by adults and children or mini and Junior a timetable is clearly established and maintained in order to ensure that they do not use the facility at the same time. When leaving the changing rooms into public spaces **all persons must** have their bodies appropriately covered at all times.*

If a child feels uncomfortable changing or showering in public, no pressure should be placed on them to do so. Instead, they should be allowed to shower and change at home.

If disabled children use the facilities, make sure they and their parents are involved in deciding how they should be assisted in using the changing and showering facilities. Appropriate consent from parents should be acquired prior to the assistance that is offered.

Any concerns about an individual not adhering to this guidance must be reported to the Youth Section Welfare officer.

In order to maintain the fabric of the facility and behaviour of the children it is the responsibility of the Coach or nominated (vetted) adults to supervise their players. There should never be less than two vetted adults in the changing rooms at any one time.

On Sundays when the majority of the users are children it recommended (by North Midlands Welfare officer) that the Club Running section use the squash courts

This policy document should be constantly under revision. Policies can be amended at any time of the season but only at a full youth committee meeting. Any amendments must be communicated to all stake holders and displayed on the youth section notice board.

*Youth Committee
October 2009*