



OLD COLFEIANS RUGBY FOOTBALL CLUB

COACHES WELCOME PACK 2012

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WELCOME TO OLD COLFEIANS RUGBY FOOTBALL CLUB



Mini and Junior Rugby at Old Colfeians

Dear Parents / Guardians and Children,

On behalf of the Old Colfeian's Rugby Football club we would like to welcome you to the Mini and Junior sections, and give you some information about our club and our activities. We hope to take inspiration from the Olympics of this summer and show that with hard work and determination we can all be "Faster, higher and stronger"

This last year was an exciting one for Old Colfeians RFC. Our numbers have grown and once again we have had success at all age groups. In the juniors, the u16's made it to the Kent plate semi finals and were second place in their league in a "winner takes all" last game of the season. The u15s won the Kent 7's Championship, whilst the u14s dominated their final and won the plate. Our U13s were Kent plate semi finalists and Kent 7's finalists. We have players, past and present, represented in England, Kent, Saracens' and Harlequins Academy squads. The minis also had a very successful season with all of the age groups increasing their squad sizes and winning "silverware" at the various festivals held throughout the season. The u12s were Cup finalists in 2 competitions, the u11s won the International Rugby festival final in Chichester, the u10s were Kent Shield finalists and won the Cup final at the International Festival. Both sections went on end of season tours, the Juniors to Antwerp and Arras and the Minis to the International Rugby Festival in Chichester. Taking great support and making a big noise these are an enjoyable part of the season for the whole family. Plans are now in place for the redevelopment of the club and its facilities.

This Season we are pleased to make 2 announcements. Over the summer months the Rugby Munchkins have been gently introducing 2-7 yr olds to rugby and will continue during the season with non-contact activities and training for 2-5 yr olds. We would encourage any interested boys and girls to see <http://www.munchkinsportsltd.com> for further details. Also we have entered the u17s Colts team into the Kent league and have a full programme of games scheduled. This section is the final link in the chain to progress players towards the senior game and hopefully representing the "C's" at the highest levels.

Our aim is to provide a first-class facility and environment where youngsters are encouraged to play and enjoy their sport. It is important to us that our club is your club and that it can be enjoyed by the whole family.

Our philosophy is to enjoy winning, but, not at all costs. The emphasis during training is on having fun and learning new skills. Children will get the chance to play a competitive sport and meet new friends. If children learn the game as it should be played – including the sporting ethics, team work and discipline, understanding of the rules and code of conduct – then the success and confidence should

follow, both on and off the field. At all levels throughout the club – Minis, juniors and seniors – we pride ourselves on embodying the traditional rugby values of fair play, friendliness and hospitality.

All coaching is by qualified coaches, who are trained and have been screened for their suitability for working with young people. Several of the coaches are current players with the senior club.

We welcome parents to all training and competitions, and value your support. We are keen to try and involve parents in the club, and if you feel able to help in any capacity at all – for example with training, team management, the club shop, travel arrangements or general administration – please let us know.

Parents and guardians are expected to make arrangements for children in the Minis to travel to and from training sessions and matches. We appreciate it if children can arrive promptly and that a suitable responsible adult is present at all times. If you cannot stay, then you can nominate another parent, with their agreement, in your place. All children will be entered into the register. To help you through the mornings the clubhouse offers hot and cold refreshments. After training or playing, Children can eat at the tables in the main bar area and the bar itself will be open for parents.

We are attaching to this letter several information sheets, giving more details of Mini and junior rugby, and how the club operates,, including our codes of conduct for players, parents and coaches. The pack also contains a membership registration form, fixture list, club contact list (in the fixture card) and a copy of the clubs child protection policy. You will be asked to confirm the codes of conduct under which we run the club. We would like to draw your attention to the addition of the Protective Equipment policy with regards to Blades boots and mouthguards. Please note that blades are no longer considered suitable footwear for training and playing rugby. They can cause severe injuries to both the wearer and other players and as such we are now banning their use at the club.

Assuming your child wishes to join us, we would be grateful if you could complete the membership form. For the safety of your child, it is important that the club is informed of any medical conditions or allergies that may be relevant in the unlikely event of your child falling ill or being involved in an accident whilst at the club.

If you would like to talk about any aspect of your child's involvement with the club, please don't hesitate to contact us or any of the other managers or coaches.

Finally, as with all sports clubs in this day and age we always struggling for funding. Attached is an application to join the "200 Club". This is a vital source of funding to us and is open to anyone to join. Applications may also be made in a child's name and the monthly draws are made in the clubhouse after 1st XV games and the names of the lucky winners will be shown on the website. We appreciate your support of our club and this venture helps us to return that support.

Yours in Rugby,

Sean Drislane – Chairman, Mini's section.

Simon Hepden – Chairman, junior section.

September 2012



OLD COLFEIANS RUGBY FOOTBALL CLUB

Job description: Minis / Junior Coach.

Name of Coach.....

Primary Age Group.....

Responsible to: Minis / Junior Chairman

MAIN DUTIES

- To assist with the clubs minis / juniors coaching sessions at home and away Sessions.
- To assist in the preparation of coaching sessions beforehand.
- To work with other coaches in the preparation and running of each session.
- To ofer the club feedback on the organisation and degree of success of mini / junior coaching and competitions.
- To travel to competitions with the mini / junior team(s).
- To inform age group manager in advance of any sessions that cannot be attended.
- To improve own skills as a coach through attending courses obtaining qualifications and widening experience.
- To ensure that first aid equipment is available at all coaching and competitive sessions.
- To be aware of current Child Welfare guidelines and legislation.

Signed.....

Date.....

PLEASE RETAIN THIS COPY FOR YOR RECORDS.

Young Colfeians RFC

Coaches Code of Conduct, Managers and other Club Officials.

This code has been written to remind or inform all coaches and coaching assistants working with young players within Old Colfeian's RFC of the responsibilities they have to those players and the minimum standards of behaviour commensurate with fulfilling them. Each season all coaches working within the mini/midi section will be expected to warrant that they have read, understood and intend to abide by this code.

Players

- Recognise that rugby is only a part of their lives and allow for it in your demands on them
- Treat games against other clubs as lessons not as tests.
- Rugby is for everyone. Do not rely on "star" players. Share game time and your time in training equally
- Never belittle or ridicule any player. Make every player feel valued.
- Get to know your players, their family background and their other interests. Be able to spot any changes in behaviour.
- Find out the facts about child development and the physical, intellectual and emotional capabilities of the age group you work with.

The Game

- Rugby is a physical and potentially dangerous game that relies on all participants to play in a spirit of mutual respect. Teach your players the meaning of "fair play" and set them a good example
- Rugby works best when both sides are evenly matched. Whenever possible mix and match unbalanced teams.
- Learn and understand the continuum, you have to abide by it, the continuum is part of the laws of the game.
- Learn the laws of the game, learn to referee
- Teach players by your own example to respect the referee...Always.

Coaching

- When you call yourself a coach you owe it to yourself and all other coaches to behave as a coach:
 - Always look and act like a coach
 - Always start and finish on time.
 - Plan your session.
 - Plan your season
 - Do not drink alcohol before or while you are working.
- Do not smoke while you are working.
- To be a good coach, you need to be up to date with developments in the game. Stay in touch with coaching, rugby and Child Welfare issues.
- You are responsible for the safety of your players:
 - Mark out a safe work area; make sure your equipment is in good repair
 - Never join in with contact drills and games. You are too big and you will hurt them.
 - Do not allow players to train or play with an injury; refer them to a doctor or sports injury clinic.
 - Always use separate changing rooms from players; never be alone behind closed doors with individuals and never shower with the players.
 - If you have to treat an injury to a player of the opposite sex ensure a person of the same sex as the player accompanies you.
- Tell your players and keep telling yourself that winning and losing are only by products of performance, you are there to teach them the game and to help them to enjoy playing, nothing more.

It is a responsibility of all club officials to keep up to date on current Child Welfare issues and legislation

I acknowledge that I have read and understood this code of conduct

Name.....

Signature.....

Date.....

PLEASE RETAIN THIS COPY FOR YOUR RECORDS



OLD COLFEIANS RUGBY FOOTBALL CLUB

A Coach's Guide - The coaching session is the key to a players development

Below are the key points that we expect our coaches to follow. They are taken from the RFU guidance which is taught to coaches on their initial course and are the threads which permeate what they do in their coaching 'careers'.

Coaching can be a rich and satisfying experience, it is also a tremendous responsibility. Good Coaching requires the ability to get the best out of all the players.

Children come first - winning come second. Keep winning and losing in perspective. Treat each child as an individual.

As a coach be reasonable in your demands on a young players time, energy and enthusiasm. Remember they may have other competing interests and education needs.

Remember to reward effort as well as achievement.

The laws of the game are there to provide a clear code of conduct - a code of behaviour.

Players develop at different rates of pace, avoid over playing the talented player by using a squad system. Those less talented need and deserve equal time. The less capable player now may well be a future 1st XV player.

Encourage the children to play for fun and enjoyment. Never ridicule or yell at the children for making mistakes or losing a game - mistakes and losing are valuable lifetime lessons.

Players require coaching to progress - improve the player's skills through coaching. Frequent match play or long practice sessions do not guarantee development.

People react far better to positive feedback as opposed to criticism - always try to stress the positive.

Safety - Ensure that equipment and facilities are safe and appropriate to the age and ability of the players

Dangerous play can cause injuries, coaches and parents should be vigilant to prevent it.

Its difficult playing the game without opposition and match officials, teach respect for the other participants.

Follow the advice of doctors regarding when an injured or sick player is ready to play again.

Keep up to date on coaching methods - the aim is to help the children develop

We want our players to say, 'Our Coach was brilliant, he listened to what we had to say, we were taught something new, we want to come back next week'.

RFU Coaching Pathway

Level 4 cert in Coaching Rugby Union (L4CCRU)

Prerequisites: Must be 18 yrs or over & be a L3CCRU and must have current commitment to coaching **England** players within a team or programme.
Course lasts 18 months.

Level 3 Cert in Coaching Rugby Union (L3CCRU)

Prerequisites: Must be over 18 yrs & be a L2CCRU. Candidate must show regular attendance at recent CPD, must have a current commitment to coaching within a club / team. Coaches must hold valid Child protection training
Assessment is competency based = home study tasks. Candidates are assessed twice in their own coaching environment. Course lasts 9 - 12 months.

Level 2 Cert in Coaching Rugby Union (L2CCRU)

Prerequisites: Over 18 yrs of age, should have attended L1CCRU, demonstrate active involvement with coaching and attendance at CPD courses. Assessment is competency based + home study tasks and open book M/C test.

Continuous Personal Development (CPD)

2/3 Hr theoretical & practical courses specializing in technical, tactical, mental, lifestyle & Physical coaching process. Age Groups U9 - 13
Assessment: Certificate of Attendance

Level 1 Cert in Coaching Rugby Union (L1CCRU)

Prerequisites: Over 16 yrs of age, Recommended Attendance at Tag Rugby or Rugby Ready course
Assessment: Competency based + Open book multiple choice. Age Group U9- 13

Rugby Ready

For: Parents / New Coaches / Teachers
Assessment: Certificate of Attendance
Age Group: Under 7,8

Tag -Rugby

For: parents/New Coaches/Teachers
Assessment: Certificate of Attendance
Age Group: Under 7,8



Other Courses to Consider

Entry Level Referee Awards (ELRA)

Entry Level Referee Award (ELRA) offers introduction into refereeing and will equip you with the core skills for U7s - U19S
Course over 2 days

RFU Sports First Aid Course

Six hour course, with continuous assessment of practical skills, a worksheet test of theoretical knowledge. fully recognised First Aid Appointed Person Award, valid for three years.



Old Colfeians Rugby Football Club

Club Safeguarding Vulnerable People Policy

Safeguarding Vulnerable People Policy

CHILD SAFETY/WELFARE IS THE RESPONSIBILITY OF EVERYONE, IT IS NOT AN OPTION TO KEEP QUIET, OR TO TRY AND DEAL WITH THE INCIDENT WITHIN THE SQUAD.

1. Old Colfeians Rugby Football Club (OCRFC) acknowledges its responsibility to safeguard the welfare of all children and vulnerable adults involved in OCRFC from harm.
2. OCRFC confirms that it adheres to the Rugby Football Union's Safeguarding Policy and the procedures, practices and guidelines and endorses and adopts the Policy Statement contained in that document.
3. A "child" is anyone under the age of 18 engaged in any rugby union Activity, all minis, juniors and academy players are therefore covered by this and related policies.
4. The Key Principles of the RFU Safeguarding Vulnerable People Policy are that:
 1. the welfare of the child or vulnerable adult (as appropriate) is, and must always be, paramount to any other considerations.
 2. all participants regardless of age, gender, ability or disability, race, faith, culture, size, shape, language or sexual identity have the right to protection from abuse or harm.
 3. all allegations or suspicions of abuse, neglect, harm and poor practice will be taken seriously and responded to swiftly, fairly and appropriately.
 4. working in partnership with other organisations, statutory agencies, parents, carers, children and young people is essential for the welfare of children and young people.
 5. children have a right to expect support, and personal and social development delivered by appropriately recruited, and vetted personnel and properly managed in relation to their participation in rugby union.
5. OCRFC recognises that all children have the right to participate in sport in a safe, positive and enjoyable environment whilst at the same time being protected from abuse, neglect, and harm and poor practice. OCRFC recognises that this is the responsibility of everyone involved, in whatever capacity, at the club.

6. OCRFC will implement and comply with the RFU Code of Conduct and the Codes of Conduct for Coaches, Spectators and Officials as appropriate. OCRFC will ensure its spectators, parents, members and officials are all aware of and will be deemed to have accepted, unless they make it known otherwise to the Safeguarding Officer, the club Photographic Policy as set out in the club welcome pack and on the website.

7. OCRFC will endeavour to comply with the Guidance for Websites as set out on the RFU website and appended to this document.

8. The Club Safeguarding Officer is Nikki Gare. Contact details: nicolagare@yahoo.co.uk, or 07880 794 983. If you witness, or become aware of an incident where the welfare of a child or vulnerable adult has been put at risk (for example by emotional/physical bullying), you MUST in the first instance inform the Club Safeguarding Officer, who will then inform the CB Safeguarding Manager and the RFU Safeguarding Executive. If an incident involves the Club Safeguarding Officer you should inform the Mini's or Junior's Chair who will then contact the CB Safeguarding Manager or the RFU Safeguarding Executive.

CHILD SAFETY/WELFARE IS THE RESPONSIBILITY OF EVERYONE, IT IS NOT AN OPTION TO KEEP QUIET, OR TO TRY AND DEAL WITH THE INCIDENT WITHIN THE SQUAD.

9. OCRFC will, where appropriate and following discussion with the RFU/CB Safeguarding Manager, form a Safeguarding Committee to review reported incidents. The Committee will at all times act in accordance with the Club and RFU safeguarding policies and with the approval of the RFU/ CB Safeguarding Manager.

10. All members of OCRFC who have a regular supervisory contact with children, or a management responsibility for those working with children must:

- obtain an RFU Enhanced Criminal Records Bureau disclosure and as and when introduced be ISA-registered in accordance with the RFU ISA-registration Policy; and
- attend an RFU safeguarding course.

11. OCRFC requires all coaches, parents, players, or officials to comply with the Best Practice Guidance as issued by the RFU and OCRFC's own policies. In summary, the following are **NOT** acceptable and will be treated seriously by OCRFC and may result in disciplinary action being taken by OCRFC, the CB or the RFU:

- Working alone with a child, children, vulnerable adult, or adults.
- Consuming alcohol whilst responsible for children or vulnerable adults.
- Providing alcohol to children or allowing its supply.
- Smoking in the presence of children.
- Humiliating children, or vulnerable adults.
- Inappropriate or unnecessary physical contact with a child or vulnerable adult.
- Participating in, or allowing, contact or physical games with children or vulnerable adults.
- Having an intimate or sexual relationship with any child or vulnerable adult developed as a result of being in a 'position of trust.'
- Making sexually explicit comments or sharing sexually explicit material.

12. OCRFC will ensure that all its coaches, parents, officials and spectators are aware that adults must not change at the same time, using the same facilities as children or vulnerable adults.

13. OCRFC will ensure that its coaches and team managers receive the support and training considered appropriate to their position and role. The RFU "Managing Challenging Behaviour" Policy has been adopted and circulated amongst the club workforce both, voluntary and paid.

14. Any events held on OCRFC premises must comply with this Policy and if appropriate a Safeguarding Plan should be discussed and circulated to those affected. Any tours, overseas or domestic, undertaken by OCRFC must comply with the relevant RFU Regulations and Guidance relating to tours.

15. No player may play adult rugby (or train with adults) until he or she has reached their 18th birthday unless they fully comply with the relevant RFU regulations, in summary:

- Players who are 17 years old can play/train with seniors 'provided they have been assessed as capable of playing with adults'. Where a 17 year old player is playing in the adult game it is essential that every reasonable precaution is taken to ensure his safety and wellbeing are protected.
- Agreement must first be obtained from OCRFC's Academy's Chair.
- These players need written parental permission in order to play / train.
- To play in the front row, players must be 18.

The above applies to training as well as matches.

If you have any questions about safeguarding please contact:

Nikki Gare

OCRFC Safeguarding Officer

07880 794 983

nicolagare@yahoo.co.uk

Updated August 2011



OLD COLFEIANS RUGBY FOOTBALL CLUB

EQUITY POLICY STATEMENT.

The old Colfeians Rugby Football Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

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.

In this spirit, 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, ability, gender, race, ethnicity, religious belief, sexuality or social / economic status.
- Is committed to everyone having the right to enjoy their rugby in an environment free from threat of intimidation, harassment and abuse.
- Expects all club members to have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- Will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

August 2011



OLD COLFEIANS RUGBY FOOTBALL CLUB

ANTI BULLYING POLICY.

Bullying of any kind is not acceptable within any Club or Constituent Body(CB) providing playing opportunities for children and young people.

The RFU/W are a 'telling' culture and anyone who knows that bullying is happening is expected to tell their Club Safeguarding Officer or CB Safeguarding Manager.

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.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. children and young people have described bullying as:

1. being called names.
2. being teased.
3. being hit, pushed, pulled, pinched, or kicked.
4. having their bag, mobile or other possessions taken.
5. receiving abusive text messages.
6. being forced to hand over money.
7. being forced to do things they do not want to do.
8. being ignored or left out.
9. being attacked because of religion, gender, sexuality, disability, appearance or ethnic or racial origin.

Other Signs and Symptoms

A child:

1. doesn't want to attend training or club activities.
2. changes their usual routine.
3. begins being disruptive during sessions.
4. becomes withdrawn anxious or lacking in confidence.
5. has possessions going missing.
6. becomes aggressive, disruptive or unreasonable.
7. starts stammering.
8. has unexplained cuts or bruises.

Objectives of the Policy

1. All Club members, coaches, volunteers and parents should have an understanding of what bullying is.
2. All Club members, coaches and volunteers should know what the RFU/RFUW/Club/Constituent Body policy is on bullying, and follow it when bullying is reported.
3. All players and parents should know what the RFU/RFUW/Club/Constituent Body policy is on bullying, and what they should do if bullying arises.
4. Players and parents should be assured that they will be supported when bullying is reported.

Bullying will not be tolerated.



Old Colfeians RFC

Communication with children (children refers to those under 18 years of age), website, and social media policy.

Old Colfeians RFC (OCRFC) sets out below how we will contact our under 18 year old players and all coaches, managers and volunteers must follow this policy. OCRFC regularly puts news items, updates and relevant material on the OCRFC website, Facebook and Twitter. These posts may include match reports and news items prepared by coaches, volunteers, parents or guardians which may make reference to individual displays of technical skills or sportsmanship. They may also include, on occasions, photographs taken by coaches, volunteers, parents or guardians consisting of action shots, team groupings or tour activities. OCRFC sets out here the policy relating to the use of the website and its social media sites, this policy follows the RFU website guidance, available below at this link: <http://clubs.rfu.com/Clubs/portals/RUSafe/WebsiteAbuseCyberbullying.aspx>

Communication with individual children policy

OCRFC adopts the RFU guidance and recommendations, and recognises that:

- 1) OCRFC Officials, Managers and Coaches should not communicate with individual children by text, or on-line at any time, on any matter, unless there is an immediate risk to the welfare of that child which can be lessened by such contact.
- 2) When communication by phone is needed, where possible Club Officials and Coaches should speak to the parent of a child. Club Officials and Coaches may speak to individual children on mobile phones provided they have prior written consent from the child's parent(s), and from the child if old enough to understand.
- 3) If a Club needs to communicate club-related information to children by email (such as training or match details), it should use email groups comprising email addresses given by the parent(s). Such emails should only come from specific designated individuals e.g. Managers and Head Coaches.

Website and Social Media policy

OCRFC is conscious of the need to act responsibly in its use of the website and social media and adheres strictly to the rules set out below, which follow the RFU website guidance (attached and available at the above link):

- 1) OCRFC is keen to highlight the achievements of its members and is aware that part of the enjoyment of a good performance involves reading about it. OCRFC therefore encourages members to post relevant material, subject to this policy.
- 2) OCRFC requires those accessing its social media forums (including Facebook and Twitter) to be above the minimum age required by those social media.
- 3) Photographs of U18s should only be taken and will only be used in accordance with the OCRFC photographic policy (available on the OCRFC website). Photographs that are in any way inappropriate will not be permitted to appear.
- 4) At no time will a reference be made to an U18's address or any other personal information, unless prior express written permission has been given by the parent/carer.
- 5) Material involving U18s will be subject to review and editing by the team manager and those responsible for maintaining the website / social media sites and will be subject to this policy, the related RFU guidance and related OCRFC policies.
- 6) Any links to third party sites are subject to this policy, OCRFC, when it becomes aware of inappropriate content, OCRFC will remove content and/or these sites, however it cannot be held responsible for material appearing on third party sites.

Concerns:

- 7) Any parent/carer/player who has a concern about a reference to or photographs of their child (or if the child, themselves) appearing on the Club's website is asked to make their feelings known to the team manager in the first instance, who will discuss the issue with OCRFC's Safeguarder (currently Nikki Gare: nicolagare@yahoo.co.uk).
- 8) On receipt of a complaint about content, the content will be removed as soon as possible, and reinstated only once the complaint has been resolved.
- 9) The complaint will be discussed and investigated by the person maintaining the website/ social media site, the relevant team manager, and Safeguarder. Decisions will be made on a case by case basis and discussed with the relevant parent (s)/ carer.

Copy of the policy can be found on the OCRFC website and will be circulated to all teams and to those responsible for the website and social media sites.

12 September 2011

GUIDANCE FOR DEALING WITH CHALLENGING BEHAVIOUR

Staff/volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions which must *never* be used by staff or volunteers.

The guidelines will also include the views and suggestions of children.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- All those involved in activities (including children, coaches/volunteers and parents/carers) should be provided with clear guidelines about required standards of conduct, and the organisation/club's process for responding to behaviour that is deemed unacceptable.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- Some children exhibit challenging behaviour as a result of specific circumstances, eg a medical or psychological condition, and coaches may therefore require specific or additional guidance. These and any other specific needs the child may have should be discussed with parents/carers and the child in planning for the activity, to ensure that an appropriate approach is agreed and, where necessary, additional support provided e.g. from external agencies, Children's Social Care services etc
- Sport can make a significant contribution to improving the life experience and outcomes for all children and young people^[1]. Every child should be supported to participate and, only in exceptional circumstances where the safety of a child or of other children cannot be maintained, should a child be excluded from club activities.

Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of session planning, coaches should consider whether any members of the group have presented in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.

Where staff/volunteers identify potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The planning should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/ volunteers involved.

When children are identified as having additional needs or behaviours that are likely to require additional supervision, specialist expertise or support, this should be discussed with parents/carers and where appropriate young people. The club should seek to work in partnership with parents/carers, and where necessary external agencies, to ensure that a child or young person can be supported to participate safely.

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children, young people and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour (code of conduct) and the range of sanctions which may be applied in response to unacceptable behaviour. This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp.

Issues of behaviour and control should regularly be discussed with staff, volunteers, parents and children in the context of rights and responsibilities. When children are specifically asked, as a group, to draw up a code of conduct that will govern their participation in club activities, experience indicates that they tend to arrive at a very sensible and working set of 'rules' with

greater 'buy-in' from participants than those simply imposed by adults within the club. If and when such a code is compiled, every member of the group can be asked to sign it, as can new members as they join.

Managing Challenging Behaviour

In responding to challenging behaviour the response should always be proportionate to the actions, be imposed as soon as is practicable and be fully explained to the child and their parents/carers. In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking through with the child.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Sanctions or consequences e.g. missing an outing.
- Seeking additional/specialist support through working in partnership with other agencies to ensure a child's needs are met appropriately e.g. referral for support to Children's Social Care, discussion with the child's key worker if they have one, speaking to the child's school about management strategies (all require parental consent unless the child is felt to be 'at risk' or 'in need of protection').
- Temporary or permanent exclusion

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Staff and volunteers should review the needs of any child for whom sanctions are frequently necessary. This review should involve the child, parents/carers and in some cases others involved in supporting or providing services for the child and his/her family, to ensure an informed decision is made about the child's future or continued participation. As a last resort, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be suspended or barred from the group or club activities.



OLD COLFEIANS RUGBY FOOTBALL CLUB

YOUTH DISCIPLINE POLICY

Old Colfeians RFC is responsible for dealing with any act of indiscipline on the field of play by players, supporters and spectators, or by any club member who at any time uses threatening, abusive or insulting words or behaviour towards any other member or visitor to the club or in any way brings the club or the game into disrepute.

The club's Youth Disciplinary Committee is responsible for dealing with offences arising within the Minis and Junior sections, whether committed by players or adults. (For this purpose, Juniors includes any player under the age of 18 at the time of the offence, providing the player is playing in an U17 or U18 club match. Any player who has reached their 17th birthday and is playing in either an U19 (Colts) or adult match is classed as an adult and will be dealt with under the procedure outlined in the senior club's discipline policy.)

Offences that may be reported to the Youth Discipline Committee include:

- Player sent off (red card) by the referee
- Player sin-binned (yellow card) by a referee
- Breaches of the club's policies relating to child protection, welfare and bullying
- Breaches of the club's codes of conduct relating to players, parents and spectators

The Youth Disciplinary Committee will be made up of three club officials drawn from the following:

- Senior Club Chairman
- Safeguarding Officer
- Juniors Chairman
- Minis President
- Minis Chairman

In the case of an offence by a player, the Committee must include at least one Welfare Officer. In the case of an offence within the Minis, at least one member of the Committee must be a Minis officer, and in the case of an offence within the Juniors it must include at least one Junior officer.

The player or adult who is the subject of the disciplinary hearing may also have a representative present. In the case of a player, a hearing may not take place without the child being accompanied and supported by an adult, preferable a parent or guardian. Any relevant witnesses to the event will also be asked to attend.

The Committee will follow the procedures and guidelines set out in the club's main Discipline Policy (a copy of which can be seen on line or supplied upon request), and will be guided by the list of recommended sanctions for young players outlined in Appendix 3 at the end of the Disciplinary Procedures section in the RFU Handbook

Any player, spectator or parent subject to a ruling by the Committee may appeal against the decision, providing this is done in writing to the club Secretary within seven days of the of the discipline hearing. The decision will then be referred to the club's Senior Disciplinary Committee, which will consist of club officials who did not sit on the original Youth Disciplinary Committee, and will hold its hearing within 14 days of the appeal being lodged.



TOUR POLICY

1. The club has an enviable reputation for organising tours for mini and junior players and each age group is encouraged to organise an annual tour as a way of encouraging the players and parents to get to know each other and experience the joys of touring.
2. In mini rugby, it is the club's preference to organise tours that span a number of age groups. This has the benefits of parents and children getting to know parents outside their age group and helps reduce the cost.
3. Old Colfeians RFC is a family club, and tours should encourage family members to join the tour to support their child, and to look after their welfare whilst on tour.
4. Unaccompanied children are allowed but the parent or legal guardian must nominate a guardian for the child for the duration of the tour and the guardian must take responsibility for the welfare of the child for the duration of the tour. The guardian should not normally be the tour organiser or age group coach (both of whom have their hands full).
5. Each age group going on tour should appoint a person to be responsible for organising the tour at that age group, or for liaising with the tour organiser if a number of age groups are going together (the 'tour manager').
6. Every tour must be self funding, and tour manager/ organisers should budget to cover the cost of the tour in full, plus a provision for emergencies, or to provide limited free places to members who otherwise would not be able to tour.
7. The choice of location for a tour (and therefore the cost) should be made with a mind to being as inclusive as possible to all members of the club, regardless of their financial means.
8. Sponsorship is of course welcome. If age groups organise fund raising within the club on behalf of their own tour, the fact that the contributions are for a specific age group fund must be made clear to anyone contributing.
9. Tours that are to take place outside the United Kingdom and Ireland and have the Agreement of the club's General Committee must also get ratification from both Kent County RFU and written approval from the RFU for the tour to go ahead. Applications are made on the 'RFU Notification of Proposed Overseas Tour' form which is completed by the tour organiser, signed by the club Honorary Secretary and Chairman, sent to Kent Honorary Secretary who countersigns it and forwards it to the RFU.
10. Tour Managers should make all tour participants (including players, parents/guardians) aware that the club does not provide tour insurance and they should recommend that participants take out relevant insurance. The standard RFU insurance for affiliated Clubs may cover National (but not International tours), it should be noted that this cover is of limited benefit and for example, does not include cover for travel, accommodation, associated tour activities, or parents/guardians. The Marsh policy document is at this link: http://www.rfu.com/ManagingRugby/Insurance/ClubAdministrators/~media/Files/2010/ManagingRugby/Insurance/OfficialsCoaches/2010-2011_CoverSummary_v1white.ashx. The tour manager should contact the RFU to confirm cover for each tour. Marsh offers tour insurance at additional cost and it may be that the tour manager will wish to consider offering this group option, the proposal form and further details are on the club website at this link: <http://www.ocrfc.co.uk/childwelfare.php>. It should be noted by all tour participants that the club will not accept responsibility for any loss, or damages howsoever caused, as a result of the failure of any tour participant to take out any or adequate insurance cover.
11. The parent or legal guardian of every player on tour should complete a Consent Form prior to departure. This form gives consent for medical treatment to be administered if necessary. The organisers should also ensure they are aware of any medical issues of tourists, such as regular medication taken, asthma, etc.
12. Organisers are responsible for organising suitable fixtures, with the primary objective of safety. Some countries age group rules differ from the RFU's, and every effort should be made to ensure that players are not put at risk by playing against opposition who are outside of their age group. If on arrival, tour

organisers find that playing the opposition would put the children's safety at risk, the game should not go ahead.

13. Organisers are responsible for ensuring the accommodation is suitable and safe for children. The club would encourage organisers to inspect facilities before the tour to assess their suitability. The cost of this should be built into the tour budget.
14. A wealth of experience exists in the club of members who have organised tours, both on a "self service" basis and by using travel agents. Members organising tours are encouraged to talk to their colleagues in older age groups, who have organised tours in the past. If tours are organised on a self service basis, consideration should be given to what happens if the coach company, airline or other provider goes bust or is unable to fulfil its contract – in other words how will members get their money back.
15. The primary responsibility of the club in organising a tour is the safety of the players, both on and off the pitch, and sporting and non sporting activities must be organised with safety in mind.
16. Tour managers should provide tour details, including a risk assessment and insurance decision/ position to their section chairman and the safeguarding officer.
17. May we remind you as Tour Manager you are personally responsible for the good behaviour of the party both on and off the pitch. Unfortunately, what used to be described as high spirits when applied to rugby tours is today often included in the category of hooliganism. The tour manager should highlight the no alcohol for under 18 year olds law (and where relevant for make those on tour aware of any other drinking laws). The club is certain that you will ensure that the good name of Old Colfeians RFC and the Rugby Football Union is upheld by members of your party.

(Updated 19 Dec 2010)



OLD COLFEIANS RUGBY FOOTBALL CLUB

Guidelines for dealing with an incident / accident

- Stay calm, but, act swiftly and observe the situation. Is there danger of further injuries?
- 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.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent / carer.
- Complete an incident / accident report form. Ensure that you have a supply of these forms at all times.
- Any incident requiring hospitalisation (other than A&E visits and same day discharge) should be reported to the RFU using the guidelines below.
- Coaches and Managers should refer to

<http://www.rfu.com/TheGame/Regulations/PolicyStatements/ReportingRugbyInjuries.aspx>
for further information

RUGBY INJURIES – REPORTING, SURVEILLANCE & SUPPORT

Information

The RFU has, for a number of years, collected information from clubs and schools about injuries to players. This information has helped the RFU to make recommendations about safer practice in the game to the RFU Council and to the IRB. A number of changes in Law and rugby practice have resulted from these recommendations.

The system relies upon clubs and schools reporting the injuries to the RFU. Without timely and accurate reporting, the information collected loses its value and may at worst be misleading. The cooperation of all involved in rugby is essential in making the game safe and enjoyable at all levels.

In order to simplify the reporting process and ensure that the injury data that is collated is valid, the process has been modified. Clubs and schools need only report the Reportable Injury Events defined below. Detailed injury surveillance data will be collected independently from a representative sample of nominated clubs and schools.

The RFU has, in partnership with SPIRE, established the RFU Injured Players Foundation. This charity now provides support to players who suffer a potentially catastrophic brain or spinal injury. Support to newly injured players is provided by the Injured Player Welfare Officer, with grants for assistance being provided at the discretion of the Foundation Trustees.

Reportable Injury Events

These are defined as:

An injury which results in the player being admitted to a hospital (this does not include those that attend an Accident or Emergency Department and are allowed home from there).

Deaths which occur during or within 6 hours of a game finishing.

Reportable Injury Event Protocol

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

1. Provide immediate first aid and arrange transport by ambulance to the hospital.
2. A club or school representative 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.
3. Please have a pen and paper ready, and the details of the incident 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, which can be downloaded or printed off from the RFU website (www.rfu.com/health).
4. The IPWO will then establish contact with the club and player or their family in order to confirm the injury, initiate the support provided by the Injured Players Foundation, and collect additional information about the injury.
5. The club/school 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
6. 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.

Details of this protocol, the necessary forms and additional information are available on the RFU web site (www.rfu.com/health). 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 IPF - Injured Player Welfare Officer
David Phillips,
16 Holborn Ave,
Leigh,
Lancashire, WN7 1TT
Tel: 07894 489 716
email: davephillips@rfu.com

August 2011



OLD COLFEIANS RUGBY FOOTBALL CLUB

INCIDENT/ACCIDENT REPORT FORM

Please notify and send a copy of the form to the OCRFC First aid coordinator:
Maria Tate E: mariaftate@hotmail.com and Safeguarding officer- Nicola
Gare, E: nicolagare@yahoo.co.uk , M: 07880 794 983

1. Site where incident/accident took place:

2. Name of person in charge of session/competition:

.....
.....

3. Name of injured person:

4. Address of injured person:

.....
.....

5. Date and time of incident/accident:

6. Nature of incident/accident:

.....
.....

7. Give details of how and precisely where the incident/accident took place.
Describe what activity was taking place, eg training game, getting
changed, etc.

.....

.....
8. Give full details of the action taken including any first aid treatment and the name(s) of the first-aider(s):

.....
.....

9. Were any of the following contacted:

Police: Yes No

Ambulance: Yes No

Parent/guardian: Yes No

10. What happened to the injured person following the incident/accident? (eg went home, went to hospital, carried on with session)

.....
.....

11. All of the above facts are a true and accurate record of the incident/accident.

SIGNED: DATE:

Name:



Protective Equipment Policy

We have been asked a few times about equipment and so this sets out the Club's policy on protective equipment.

Boots:

Whilst it remains dry, trainers or "Astro's" are sufficient, especially for the minis. But, in the wet players will need proper boots with aluminium rugby studs with a BSI kite mark.

Blades and studs:

There are increasing concerns from top level coaches in both rugby and football about the safety of the bladed style of boot. Increasing reports of not only terrible lacerations to opponents but also ligament injuries to ankle, knee and hip joints to the wearers. Similarly, injuries can be caused by players using football rather than aluminium rugby studs. It is important to check the condition of studs, as damaged or worn studs may also result in injuries.

Due to the nature of rugby, boot to body contact is not always avoidable and with this in mind OCRFC Mini, Junior and Academy players should only wear good condition rugby studs. The Club bans the wearing of blades.

Coaches and Managers are asked to make opposition teams aware of our policy in advance of fixtures and to ask them to respect our decision.

Coaches and Managers are also asked to ensure the referee carries out a boot inspection before the beginning of each game. Coaches are asked to carry out a boot inspection at the beginning of each session.

Please see at this link an article about the damage that can be done by blades:

http://www.timesonline.co.uk/tol/sport/rugby_union/article754534.ece

Gum shields:

We strongly recommend gum shields to be worn by all age groups and the wearing of mouth guards is mandatory for those in U9s and above.

The dangers of not wearing mouth guards are not only to the player not wearing the mouth guard who will be exposed to the danger of damage to

their teeth and gums as well as increased risk of concussion, but they also protect opposition players from cuts to their scalps, faces, arms etc.

Other protective equipment:

The wearing of other types of protective equipment by any player i.e. shoulder pads, forearm protector, mittens, hats etc is a personal preference, subject to the RFU requirements, set out below.

Clothing:

It is important that children have adequate clothing to keep warm and dry at both training sessions and matches. A tracksuit (zips are not permitted) or sweatshirt, hat, gloves and a waterproof jacket are recommended.

Whatever protective equipment is worn it MUST be IRB approved (displaying the label of proof), be in good condition and be the correct size and fitting for the player who is wearing it.

These principles are based upon the safety of our young players and we would ask all parents to support us in this matter.

(Updated: 08/2011)

Kent RFU Statement on Clothing:

“Statement to all Kent RFU Mini/Midi Rugby Sections regarding protective clothing for young players:

Kent RFU Mini/Midi Committee is issuing this statement following a number of recent concerns regarding injuries which have been caused by the wearing of non-regulation equipment. This statement is designed to give practical advice to parents, coaches and managers of young players aged 6 to 12 and is not intended to be a substitute for the details of RFU regulation 15.7.4, iRB Law 4 and Regulation 12.

WHAT PLAYERS CAN WEAR:

1) The **basic equipment** for rugby players is **socks, shorts and jersey**, which for matches will typically be in the club colours. These items **should not be padded**. Children should of course wear **underwear** beneath; this may include heat retaining lycra style vests, shorts and / or leggings or tights.

2) Players should wear **boots** with approved metal studs or plastic moulded studs but these **must not be sharp or abrasive**.

Coaches are requested to adopt the practice of encouraging players to change their footwear on leaving the ground as inevitably concrete car parks etc. will cause studs to become abrasive.

3) Protective **headgear** may be worn but it should be iRB approved.

4) Protective **shoulder padding** may be worn but it should be iRB approved

5) Protective **shin guards** may be worn but these must be of **non-rigid material** and not of the plastic moulded type that is often worn for school football.

6) **Mitts** (fingerless gloves) may be worn but these should not cover the finger tips

7) A **mouthguard** or dental protector is highly recommended.

8) Although one would not wish to see much evidence of this in mini rugby, players may wear supports made of elasticated or compressible materials, which must be washable, and bandages and/or dressings to cover or protect any injury.

WHAT PLAYERS MUST NOT WEAR

- a) any item that is contaminated by blood.
- b) any item that is sharp or abrasive.
- c) any items containing buckles, clips, rings, hinges, zippers, screws, bolts or rigid material or projection
- d) jewellery such as watches, rings or earrings.
- e) gloves.
- f) shorts with padding sewn into them.
- g) a single stud at the toe of the boot.

The match referee has discretion to request the removal of any items he considers unsafe.

For the purpose of clarification, tracksuits which have zips at the neck/ down the body and/or at the ankles must not be worn. Training tops and bottoms of flexible and/or weather proof material with elasticated neckline, cuffs and ankles may be worn for training and particularly when the weather is cold or inclement. Training suits should not be worn during a match.

To avoid doubt and in the interest of child welfare, if the weather is so inclement as to make it difficult for the majority of children to stay warm, whilst actively engaged in rugby activities, without additional protective clothing the practice or fixture should be called off. “



Old Colfeians Rugby Football Club

Photographic Policy

This is a sensitive area and we do not want any children or parents to have any concerns. Therefore, we have set in place a policy which is largely based on the RFU Guidelines on Video/Photographic Images.

1. Any adult seeking to take photographs of any Old Colfeians Minis, Junior or Academy player *must* first speak with the Head Coach/Manager of that age group; **this is a requirement, not just a courtesy.**
2. If any of the players, parents or people looking after them object, then no photographs can be taken.

In addition:

- Children must be appropriately dressed for the activity taking place.
- The photograph or recording must focus on the activity rather than a particular young person. Their personal details should never be revealed.
- Where an individual has achieved success in the game, permission must be obtained from a parent/guardian *and* if over 16 the young person to use the images and relevant details.
- Wherever possible, photographs/recordings should represent the diverse range of young people participating in rugby.
- Anyone taking photographs or recording at any rugby event must have a valid reason for doing so.
- Lead coaches/managers may authorise, from time to time, the taking of head and shoulder photographs of players for the purpose of identifying children.
- All concerns regarding inappropriate or intrusive photography should be reported in confidence to our Safeguarding Officer (currently Nikki Gare).
- **Any parent/guardian who objects to their child being photographed should notify the coach/manager or the Chairman, Secretary or Safeguarding Officer, otherwise it is presumed photographs may be taken and images used on the Club's website, in rugby related publications, or in press-releases.**

August 2011

MINI / JUNIOR FIXTURES 2012/13

	Minis	13s	14s	15s	16s	17s
2-Sep	TRAINING					
9-Sep	OPEN DAY					
16-Sep	TRAINING					
23-Sep	TRAINING	HM - BLA			H - WP (K)	
30-Sep	TRAINING					H - WP
7-Oct	FOX FEST	HM BECKS	A - BECKS	HM - BECKS	A - BECKS	A - BLA
14-Oct	BROM / BLA	FOXBURY			A-THNT (K)	
21-Oct	TRAINING					
28-Oct	A - OE'S					BYE
4-Nov	TRAINING	A - TJ's	HM - TJ's	A - TJ's		H - DEAL
11-Nov	TRAINING		A - BLA		RSRVE	
18-Nov	A - MAID	HMO - CANT	A - CANT	HM - CANT	A - CANT ?	A - DOV
25-Nov	H - CDD				A - BECCS	H - FOLK
2-Dec	A - AYLs	HM - CRAN	A - CRAN	HM - CRAN	A-SID (K)	
9-Dec	H - DARTS					A - MED
16-Dec	XMAS PARTY			HM - BLA	HM - BLA	H - SVO
23-Dec	CHRISTMAS	CHRISTMAS	CHRISTMAS	CHRISTMAS	CHRISTMAS	CHRISTMAS
30-Dec	NEW YEAR	NEW YEAR	NEW YEAR	NEW YEAR	NEW YEAR	NEW YEAR
6-Jan	TRAINING				RSRVE	A - TJ
13-Jan	H - CDD	HM - AYLs	A - AYLs	A - AYLs	HMO - AYLs	KL10
20-Jan	AWAY	A - BECCS	H - BECCS	H - BECCS	QF	KL11
27-Jan	H - O WHIT					KL12
3-Feb	TRAINING	A - WP	HM - WP	HM - WP	A - WP	KL13
10-Feb	SID FST 7/8/9	HM - DARTS	A - DARTS	A - DARTS	HM DARTS	KL14
17-Feb	TRAINING					KL15
24-Feb	H - CDD				SF	
3-Mar	SID FST 10/11/12					
10-Mar	TRAINING	KENT PRELIM	KENT PRELIM		SVNOAKS	KL9
17-Mar	OC'S FEST			KENT PRELIM		KL10
24-Mar	KENT FEST	KENT FINAL	KENT FINAL	KENT FINAL	KENT FINAL	KENT FINAL
31-Mar	EASTER	EASTER	EASTER	EASTER	EASTER	EASTER
7-Apr	OC's FEST					
14-Apr	WEST P FEST					
21-Apr	KENT FINALS	KENT 7's	KENT 7's		KENT 7's	KENT 7's
28-Apr				KENT 7's		

PLEASE NOTE THAT ALTHOUGH WE WILL ENDEAVOUR TO TRAIN AND PLAY AT HOME AS MUCH AS POSSIBLE THERE MAY BE TIMES WHERE THIS WILL BE SUBJECT TO CHANGE AT SHORT NOTICE. PLEASE CHECK BEFORE SETTING OFF FOR A VENUE.



OLD COLFEIANS RUGBY FOOTBALL CLUB

Job description: Minis / Junior Coach.

Name of Coach.....

Primary Age Group.....

Responsible to: Minis / Junior Chairman

MAIN DUTIES

- To assist with the clubs minis / juniors coaching sessions at home and away Sessions.
- To assist in the preparation of coaching sessions beforehand.
- To work with other coaches in the preparation and running of each session.
- To offer the club feedback on the organisation and degree of success of mini / junior coaching and competitions.
- To travel to competitions with the mini / junior team(s).
- To inform age group manager in advance of any sessions that cannot be attended.
- To improve own skills as a coach through attending courses obtaining qualifications and widening experience.
- To ensure that first aid equipment is available at all coaching and competitive sessions.
- To be aware of current Child Welfare guidelines and legislation.

Signed.....

Date.....

PLEASE SIGN AND RETURN... now turn over

IMPORTANT – PLEASE FILL IN THE REVERSE SIDE OF THIS SHEET

Coaching Qualifications.

In order to keep our records up to date please list any rugby related qualifications (i.e coaching, 1st aid, Ref, Child Protection or Continuous Personal development etc) that you have. Please highlight those that have been attended within the last year and include a date (as best as possible).

Thank You.

Course

Date

Young Colfeians RFC

Coaches Code of Conduct, Managers and other Club Officials.

This code has been written to remind or inform all coaches and coaching assistants working with young players within Old Colfeian's RFC of the responsibilities they have to those players and the minimum standards of behaviour commensurate with fulfilling them. Each season all coaches working within the mini/midi section will be expected to warrant that they have read , understood and intend to abide by this code.

Players

- Recognise that rugby is only a part of their lives and allow for it in your demands on them
- Treat games against other clubs as lessons not as tests.
- Rugby is for everyone. Do not rely on “star” players. Share game time and your time in training equally
- Never belittle or ridicule any player. Make every player feel valued.
- Get to know your players, their family background and their other interests. Be able to spot any changes in behaviour.
- Find out the facts about child development and the physical, intellectual and emotional capabilities of the age group you work with.

The Game

- Rugby is a physical and potentially dangerous game that relies on all participants to play in a spirit of mutual respect. Teach your players the meaning of “fair play” and set them a good example
- Rugby works best when both sides are evenly matched. Whenever possible mix and match unbalanced teams.
- Learn and understand the continuum, you have to abide by it, the continuum is part of the laws of the game.
- Learn the laws of the game, learn to referee
- Teach players by your own example to respect the referee...Always.

Coaching

- When you call yourself a coach you owe it to yourself and all other coaches to behave as a coach:
 - Always look and act like a coach
 - Always start and finish on time.
 - Plan your session.
 - Plan your season
 - Do not drink alcohol before or while you are working.
- Do not smoke while you are working.
- To be a good coach, you need to be up to date with developments in the game. Stay in touch with coaching, rugby and Child Welfare issues.
- You are responsible for the safety of your players:
 - Mark out a safe work area; make sure your equipment is in good repair
 - Never join in with contact drills and games. You are too big and you will hurt them.
 - Do not allow players to train or play with an injury; refer them to a doctor or sports injury clinic.
 - Always use separate changing rooms from players; never be alone behind closed doors with individuals and never shower with the players.
 - If you have to treat an injury to a player of the opposite sex ensure a person of the same sex as the player accompanies you.
- Tell your players and keep telling yourself that winning and losing are only by products of performance, you are there to teach them the game and to help them to enjoy playing, nothing more.

It is a responsibility of all club officials to keep up to date on current Child Welfare issues and legislation

I acknowledge that I have read and understood this code of conduct

Name.....

Signature.....

Date.....

PLEASE SIGN AND RETURN THIS FORM