



OLD COLFEIANS RUGBY FOOTBALL CLUB

Horn Park, Eltham Road, Lee, London, SE12 8UB

CLUB HANDBOOK

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Senior Rugby

We have 4 Senior teams - 1XV, 2XV, 3XV, Vets and U23's. For all info relating to Senior Rugby go to: <https://www.ocrfc.co.uk/seniors/>

Youth (Age Grade) Rugby

Youth Rugby at Old Colfeians follows the structure as set by The RFU (Rugby Football Union), the governing body, who maintain control over the development of the game, its players and how it is played. The RFU provides us with laws and guidelines which lay down the ages at which tackling, scrums, line-outs and kicking can be introduced, the number of fixtures that can be played and also supports our club with training, Coaching and Safeguarding support.

The Playing Season

The playing season is between 1st September and 30th April (weather and pitch conditions permitting) and include standard breaks for Half Term, Christmas and Easter. After the season finishes there is a structured break with integrate Pre-Season training and games for relevant age groups. We also run fun out of season Summer Touch Rugby and Walking Rugby sessions for all the family. These sessions are not part of the season but a fun add for all.

During the official playing season we require parents to be in attendance at all training sessions and matches. This is expected in the Minis and if attendance is not possible then parents must ensure that a nominated adult is in attendance and the Team Manager is aware. We appreciate children become more independent when they move into the Juniors but as a club we still encourage parental attendance for Safety and support especially when playing in matches away from home.

Sunday Fixtures

Fixtures and weekend training schedules are arranged and published in advance on our <https://www.ocrfc.co.uk/whats-going-on-update-34/> website post. Short notice changes will be advised by the managers directly.

All age groups play games against other Kent and South East clubs as either official fixtures or friendlies. Official Fixtures are arranged at a county fixtures meeting and friendlies between individual clubs. The MINIS's section take part in tournaments (known as festivals), usually in October and towards the end of the season. At U14's and above teams compete in league & cup formats.

The following sets out how we incorporate the RFU 'Age Grade' rugby structure.

All info on our various Rugby sections can be found in the main tabs of our website: <https://www.ocrfc.co.uk/>

MINI'S RUGBY (U7s - U11s) SUNDAYS From 10am - 11:30am (Mixed gender)

Mini Rugby is designed to introduce children to the basics of the game in a safe environment, and in line with their physical abilities and at their own pace – letting them run, chase, throw, catch and learn teamwork. Boys and girls play together and on an equal footing throughout the Minis.

The Club runs teams based on school years – note that this relates to the child's age on the 31st August and the child remains in that age group for their whole youth rugby career. A summary of how the age groups are structured is detailed below.

Under 6s, 7s & 8s = Play TAG RUGBY (non-contact)

Teams are mixed boys & girls.

AGE GRADE GROUP	School Year	Age on 31st August
U6/7's (Boys and Girls - TAG)	1 & 2	5 & 6
U8's (Boys and Girls - TAG)	3	7

Under 6's & U7's train together as one group, however only U7's are allowed to play matches/festivals. The main aim is to develop the basic skills such as passing backwards, catching a pass, and running into space and of course, scoring tries! The players wear a belt with 2 velcro tags. A tackle is made when the opposition pull one of the tags off the ball carriers belt and calls "Tag!" Once the ball carrier has been tagged, they must attempt to stop immediately and pass the ball to a member of their own team before reclaiming their tag and then both players can continue with the game. There is no contact (tackling, scrums) or line-outs or kicking in these age groups.

Under 9s, 10s , 11s = Mixed CONTACT RUGBY

Teams are mixed boys & girls.

AGE GRADE GROUP	School Year	Age on 31st August
U9's (Boys and Girls - CONTACT)	4	8
U10's (Boys and Girls - CONTACT)	5	9
U11's (Boys and Girls - CONTACT)	6	10

U9 rugby introduces tackling. Team size and length of game increases. The skills of rucking, kicking, mauling, scrums and lines outs are added each year; teams get bigger as do the pitches!

JUNIORS RUGBY (U13s - U15s) SUNDAYS From 10am - 11:30am

AGE GRADE GROUP	School Year	Age on 31st August
U12's (Boys - CONTACT)	7	11
U13's (Boys - CONTACT)	8	12
U14's (Boys - CONTACT)	9	13
U15's (Boys - CONTACT)	10	14
U16's (Boys - CONTACT)	11	15

COLTS RUGBY (U16' - U18's) - SUNDAYS From 11:30am - 1pm

AGE GRADE GROUP	School Year	Age on 31st August
U17's (Boys - CONTACT)	12	16
U18's (Boys - CONTACT)	13	17

GIRLS RUGBY (U13' - U18's) - SUNDAYS From 1:30pm - 3pm

AGE GRADE GROUP	School Year	Age on 31st August
U12's (Girls - CONTACT)	7	11
U14's (Girls - CONTACT)	8 & 9	12 & 13
U16's (Girls - CONTACT)	10 & 11	14 & 15
U18's (Girls - CONTACT)	12 & 13	16 & 17

The club has a growing girls section for U12s through to U18's. We have an amazing Coaching team in place including past Saracens & England internationals and we are committed to continuing this exciting development within our youth rugby at OCs.

The structure U12's - U18's Rugby involves players evolving into 15 a-side full contact games, putting into practice skills/techniques gained through the minis programme. Some key rules relating to scrummaging and line-outs are not permitted at the younger age groups and some that apply to adult rugby only.

Note: For rules regarding U17's playing up in Adult rugby see Club Safeguarding Policy section Pg 10 point 13.



YOUTH Player & Parent Codes of Conduct

Commitment from parents and players is required and we ask that players attend every session, as far as possible. We encourage all parents to get to know their age group manager and coaches and please let them know if their child will be absent on any Sunday; coaches cannot prepare coaching sessions properly for matches if only half the players turn up on training days.

When the team comes off the field, we want our children to be able to say “that was fun, we want to come back”. Players are encouraged to support each other (even when mistakes are made), to applaud opponents and to play with passion but not aggression. This approach applies to all – players, parents, coaches and spectators alike. This is why we have codes of conduct, based on RFU guidelines and which parents can interpret as Club Policy. We ask that you become familiar with them and lead by example in your conduct.

Player Code of Conduct

- Play for fun – not just to please your parents and coaches.
- Play to the rules. Don't cheat.
- Don't argue with the referee.
Referees will not change their decision and they might penalise you or your team for doing so. Remember that the referee is a volunteer and that the game cannot happen without them!
- Control your temper – and your mouth. Lose your head and your team loses a player.
- Never give up. Always give your best. The game is not over until the final whistle.
- Be a good sport. Recognise good rugby and learn from it, even if it comes from the other side.
- Improve your skills. Work hard at training – if you play better your team will do better.
- Don't be selfish. Co-operate with your team. Teams win, not individuals.
- Don't show off – even when you've scored.
- Be a team player – encourage your team mates, play by example DON'T put them down. Remember the opposition wear different colour shirts!

Parent & Spectator Code of Conduct

- Never force a child to play rugby, always remember children should play for their enjoyment not yours.
- Applaud good play, from both sides – children learn best by example.
- Have respect for the decisions made by the match officials by not publicly questioning the referee.
- Don't get into arguments with opposition parents. It leads to bad feelings between clubs & lost fixtures.
- Never go onto the field of play – stay off the pitch otherwise you may face Club/RFU discipline.
- Never shout at a player for making a mistake or ridicule a player regardless of the team they play for.
- Teach your child that victory isn't everything – playing as well as you can is the most important. There is no disgrace in defeat if you have tried your best. Rugby – “It's only a game”!
- Recognise the value and importance of all officials - managers, coaches and referees: They give their time and resources freely to provide rugby for your child. Please encourage your child to listen and follow the coaching sessions.
- Parents must ensure that a child's presence has been entered onto the team Manager's weekly attendance register. Parents must let the Manager know if their child is leaving early/being collected by another adult.

NB: Parent/Guardian Attendance required

- In the Minis, we require a Parent/Guardian to be present pitch side at all times during training and/or matches whether they be Home or Away. It is also encouraged for the younger age groups in the Junior section. This is both beneficial for the child and the Club Officials. If, for any reason, you are unable to stay, you must ensure you have nominated a suitable adult to be responsible for your child and that this has been noted on the Manager's register. A coach, First Aider or Team Manager is not suitable for this role.
- Parental/Guardian attendance also applies to any siblings that may be present who are not participating in Rugby activities.
- In addition, any player who arrives for training/games with siblings in their care will unfortunately be refrained from partaking in rugby activities for the safety of their siblings.



Registration and Membership

We are an open club and anyone in our community can join us as a player, Parent, Volunteer or Supporter.

For all Registration and Membership info please head over to:

<https://www.ocrfc.co.uk/club/membership/>

All YOUTH Registration and membership is completed using GMS

What is GMS?

GMS (Game Management System) is the RFU's / England Rugby's central database through which players (and club members) are registered, pay their club membership subscriptions, coaches and referees are registered and their training records maintained, fixtures are arranged and results recorded (for the 15-a-side game only). For our club it will mean streamlined membership, faster payments and help us to run our club in line with GDPR regulations.

For troubleshooting and tips for using GMS go to: <https://help.rfu.com/support/home>

For any Youth membership queries email: oldcolfeians.gms.help@gmail.com



explained...

200 club lottery

1. What is the 200 Club?

It is a lottery of 200 numbers, for a monthly draw, which will raise much-needed funds for Old Colfeians Rugby Football Club (OCRFC).
(Entrants must be 16 years and over).

2. What do I have to do?

Simply log in to your GMS profile, go to 'Buy Membership' and add 200 club into your basket. Complete a Direct Debit Mandate when prompted then 'Checkout'

3. What will happen once I submit my entry?

Once the first direct debit has successfully been taken from your account, the 200 Club organiser will be alerted to your purchase and will allocate you a unique 200 club number. You will then be entered either for that months draw or for the following months draw (depending on your direct debit date)

4. What are the prizes?

This depends on the number of participants in the 200 Club, but not less than 50% of proceeds are awarded as prizes. An indication of the number and amount of the prizes can be found on the OCRFC website.

5. Where and how will prizes be drawn?

A list of when the prizes will be drawn can be found on the OCRFC website. Each draw will be made at the clubhouse and a member of those present will be invited to draw the lucky numbers.

6. How will I receive my prize?

If you are winner you can collect your prize on the day of the draw or you will be notified by email and/or contacted by phone. Prize money can be issued in the form of a cheque or electronically transferred to your bank account.

7. What do I do if I want to cancel my membership?

Notify your bank that you wish to cancel your Direct Debit.

8. If you are unable to do online purchases then a paper form can be requested from:

ocrfc200club@gmail.com

9. How are the funds raised used?

The funds raised support the club in general but are also used to keep our Youth player subs as low as possible and also fund assisted places.



How to make a Donation

Our club is run by our operating company CGL (Colfeians Grounds Limited) and to enjoy the facilities that it provides, we are always grateful for any financial help our members and friends can offer to maintain and improve the facilities that are enjoyed by all.

As you know, several projects (listed below) have taken place over the past few years to improve and upgrade the facilities at Horn Park which has come at a cost depleting our capital fund reserves.

We have managed to get some grant commitments towards the costs but are required to more than match those funds.

Ongoing projects are:

- the creation of two new ladies/girls changing rooms. (£30k projected cost)
- Creation of new gymnasium facility (£20k projected cost)
- the back bar needs modernisation. A complete refit of the bar and associated equipment is required, following a commitment from Shepherd Neame of £4000 we need to raise £6000 to complete the project.

There are other projects in the pipeline but we feel that by setting sensible and reasonable targets against defined projects where plans are in place we can archive more than just asking for contributions to undefined plans.

All donations can be done by a bank transfer into the following account which is probably the easiest way but of course a cheque or cash are fine.

HSBC Bank
Sort Code: 40-04-15
Account: 22031620
Reference: Building Projects

Please do fill in the Gift Aid Form below if you are a UK Tax payer to help club to claim back Gift Aid which means your donation increases by 25% .

Alternatively copy and past the Email Gift Aid template found below and send it to Ann Muldowney at:
tony.muldowney@btinternet.com

Regards, The Directors of OCRFC and the Directors of CGL (Colfeian Grounds Limited)



Gift Aid Declaration - Form

Old Colfeians' Rugby Football Club

Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer. You must pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April one year to 5 April the next) that is at least equal to the amount of tax that the Old Colfeians' Rugby Football Club will reclaim on your gifts for that tax year.

(Please choose from the following options and delete as necessary)

- I would like Old Colfeians Rugby Football Club: CASC CH9577 to treat this donation of £____ and any made by myself, in the past 4 years or in the future, as Gift Aid Donations

- I would like Old Colfeians Rugby Football Club: CASC CH9577 to treat my donation of £____ as a one off Gift Aid Donation

Major completed work:

New security gates
New roof on clubhouse
Upgraded water supply to playing field
2 Rugby pitches have had drainage installed
New external doors fitted
Upgrade emergency lighting
Upgraded fire alarm system

New boiler and associated system for central heating and hot water
Hall and main bar area refurbished
Main Kitchen re-equipped and refurbished Squash Court refurbished
Bowls Pavilion Refurbished, including upgraded male/female and new disabled toilets
Removing saddles from 3 cricket squares

Please notify the Old Colfeians' Rugby Football Club if you:

Title:

First Name or Initial(s):

Surname:

Full home address:

Postcode:

DATE:

- Want to change this declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains

If you pay income tax at the higher rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Please hand in or post to Old Colfeians RFU, FAO Club Treasurer, Horn Park, Eltham Road, SE12 8UE

Gift Aid Declaration - Email version

If you have made a donation to the club and would like to Gift Aid it then you can also simply copy, paste and fill in the Gift Aid email template found below - then send to our club treasurer:

Ann Muldowney: tony.muldowney@btinternet.com

Please use the following SUBJECT line format
eg. Donation from (Your name) - Gift Aid Declaration

Old Colfeians Gift Aid Declaration

I, **(Add Name)**

whose home address is: **(Add Full address & Postcode)**

confirm that from today's date: **(Add Date)**

(Please choose from the following options and delete as necessary)

- I would like Old Colfeians Rugby Football Club: CASC CH9577 to treat this donation of £____ and any made by myself, in the past 4 years or in the future, as Gift Aid Donations

- I would like Old Colfeians Rugby Football Club: CASC CH9577 to treat my donation of £____ as a one off Gift Aid Donation

- I understand the charity will reclaim 25p of tax on every £1 that I give.
- I understand that I need to pay enough Income Tax or Capital Gains Tax in each tax year to cover the Gift Aid claimed on all my donations otherwise it is my responsibility to pay any difference.
- I understand that If I pay income tax at the higher rate and want to receive the additional tax relief due to me, I must include all your Gift Aid donations on my Self Assessment tax return or ask HM Revenue and Customs to adjust my tax code.
- I understand that I must inform the club if: I want to change this declaration, Change my home address or I No longer pay sufficient tax on my income and/or capital gains.



Club SHOP & Kit

The Club onsite shop stocks a range of Club kit (Including Second hand Yellow tub where everything is £5). There is also a range of adult sizes available so that you can show your support for your players. We also now have an online shop via Tylers our suppliers selling Adult leisure wear and also things such as kit bags and rucksacks - info on Tylers and other items for purchase go to: <https://www.ocrfc.co.uk/shop/>

BUY KIT ON GMS!

You can now buy your kit online via GMS!

We have only added the essential items for now such as shorts, shirts, socks and New Minis Player Kit Bundles, but you can still purchase these and other things in person.

- Simply log into your GMS parent profile then go to the 'Add on' area when buying your memberships/subs.
- or simply log in to pay for it anytime through out the season.
- Then come to the shop and show your receipt to Select which sizes you need.
- This means less cash being handled and helps with stock taking.
- Stock is also available on a turn up and buy basis.

Sponsors - Each year we look for sponsors to help the Club operate and provide kit. If you would like to sponsor the minis/a team, or the Club please speak to your Manager.



RUGBY'S VALUES MAKE US WHO WE ARE

TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP



What each player needs for Matches:

- A Playing shirt, shorts and socks in club colours
- Properly fitting Rugby boots (No Blades, Studs only & No stud at the front,)
- Properly fitting mouth guards. (Compulsory from Under 9's upwards)
- For Juniors and Colts, Match Shirts are provided.

For Training: Other items can be worn for comfort/warmth **HOWEVER: there must be No Zips.**

For complete Kit and clothing info please read the: 'Kit and Protective Equipment Policy' found in the SAFEGUARDING section of this document.

NB: Boots are not allowed in the clubhouse, so please bring trainers to change into.

For more info: KIT & PROTECTIVE EQUIPMENT IN THE SAFEGUARDING POLICY page 18



First Aid provisions at Old Colfeians

Medical Info & Consent required

We require all players to provide us with any relevant medical or behavioural information that we will need to provide you with the best possible care and attention. This information will be held on our GMS system as part of your player registration process.

This information can be updated at anytime by logging into GMS and selecting the Edit function in the Personal details section.

For YOUTH players - Please also personally inform your Team Manager and First Aider of any updates or changes to your child's medical notes so they can update their records.

First Aid Cover at Old Colfeians:

Our club ensures that each age group has a minimum of 1 Fully Trained First Aider but aims for 2-3. First Aid Volunteers attended an RFU recognised course and are on hand to provide first aid treatment only.

Please note: all our First Aiders only provide immediate first aid cover in the event of minor injuries before handing the player over to the parent/Guardian who will be responsible for the continuing care of the player. First Aiders will call upon the assistance of Fully Trained paramedics as and when required.

If in doubt call an ambulance

DEFIBRILLATOR IS LOCATED OUTSIDE - ON THE CLUBHOUSE WALL FACING THE PITCHES (Near hall fire exit doors)

**FAs are the only people allowed on the pitch without the referees permission
IRB/RFU reg & Club policy.**

1. Stay calm, act swiftly and observe the situation. Is there danger of further injuries?
2. Listen to what the injured person is saying.
3. Alert a team first-aider, who should take appropriate action for minor injuries.
4. In the event of an injury requiring specialist treatment, call the emergency services.
5. Do not move someone with major injuries. Wait for the ambulance/paramedics



SAFEGUARDING (Child Welfare)

What to do if I have a concern

- (i) If you witness, or become aware of the behaviours in para 9 of the policy below, or 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.
- (ii) The SO's will review and advise internally where possible.
If necessary and appropriate, advice will be sought from the RFU/Constituent Body (Kent RFU) Safeguarding Manager, and a Safeguarding Committee may be initiated 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.
- (iii) If an incident involves the Club Safeguarding Officer you should inform the Mini's or Junior's Chair who will then contact the County Board (CB) Safeguarding Manager or the RFU Safeguarding Executive.

The Main Club Safeguarding Officer can be contacted on:

safeguarder@ocrfc.co.uk

All Safeguarding info, guidance and other section contacts can be found at:

<https://www.ocrfc.co.uk/club/safeguarding-policies-and-documents/>

**SAFEGUARDING IS THE RESPONSIBILITY OF EVERYONE,
IT IS NOT AN OPTION TO KEEP QUIET, OR TO TRY AND DEAL WITH
INCIDENTS WITHIN THE SQUAD.**



CLUB POLICIES

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OCRFC SAFEGUARDING POLICY

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.
<http://www.englandrugby.com/governance/safeguarding/policy-and-guidance>
3. A "child" means anyone under the age of 18 engaged in any rugby union activity. This includes all players (Minis, Juniors & Colts) together with any coach/volunteer under 18.
4. The Key Principles of the RFU Safeguarding Vulnerable People Policy are that:
 - the welfare of the child or vulnerable adult (as appropriate) is, and must always be, paramount to any other considerations.
 - 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.
 - all allegations or suspicions of abuse, neglect, harm and poor practice will be taken seriously and responded to swiftly, fairly and appropriately.
 - working in partnership with other organisations, statutory agencies, parents, carers, children and young people is essential for the welfare of children and young people.
 - 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, harm and poor practice. OCRFC recognises that this is the responsibility of everyone involved in the club.
6. OCRFC will implement and comply with the RFU Codes of Conduct for Coaches, Spectators and Officials as appropriate.
7. OCRFC will ensure the Clubs Photographic Policy (as set out in the club welcome pack/website) is known and accepted by all its spectators, parents, members and officials (unless indicated otherwise to the Safeguarding Officer
8. OCRFC will endeavour to comply with the Guidance for Websites as set out on the RFU website and included in the welcome pack.³

Club Safeguarding Policy PAGE 1 of 2

Banned Behaviour:

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

9. OCRFC requires all coaches, parents, players, and 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, or vulnerable adult(s).
 - Consuming alcohol whilst responsible for children or vulnerable adults.
 - Providing alcohol to children or allowing its supply.
 - Smoking in the presence of children.
 - 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.
10. 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.
11. 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.
12. 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.
13. No player may play adult rugby (or train with adults) until he or she has reached their 18th birthday

EXCEPTION: U17's Playing Adult Rugby (Applies to both training and matches)

A male or female player can play/train in adult contact rugby when they reach their seventeenth birthday provided the following conditions from the [RFU regulation 15](#) are met as outlined in regulation 15.6 which was amended in August 2019:

- (a) the player does not train or play in the front row of the contested scrum. Once a player has reached the age of 18, the player may play in any position;
- (b) the RFU Safeguarding Policy and RFU Regulation 21 are complied with;
- (c) the Club has an appointed Safeguarding Officer and is approved by its Constituent Body to play 17 year olds in adult rugby for the season by completing the **Playing Adult Rugby – Club Approval Form**
- (d) the player has been assessed, as capable of playing with adults and the assessment has been countersigned and approved by the Constituent Body to play adult rugby until their 18th birthday by completing the **Playing Adult Rugby – Player Approval Form**



Kit and Protective Equipment Policy (Youth Players)

Boots: In the dry, trainers or “Astro’s” are sufficient, especially for the Minis.
In the wet, players will need proper boots with good condition aluminium rugby studs with a BSI kite mark. This is subject to the blades ban, see below.

Blades: **The Club bans the wearing of Blades.**
All Mini, junior & Colts must wear good condition rugby studs.

Top level coaches in Rugby /Football are concerned about the safety of blade style boots.
Reports include lacerations to opponents + injuries to ankle, knee, hip joints of the wearers.
Similarly, injuries can be caused by players using football rather than aluminium rugby studs.
Important: Check the condition of studs, as damaged or worn studs may result in injuries.

Please see below an article about the damage that can be done by blades:
http://www.timesonline.co.uk/tol/sport/rugby_union/article754534.ece

All Coaches and Managers are asked to:

- Carry out a boot inspection at the beginning of each training session.
- Inform opposition teams of our Club policy in advance of fixtures & ask them to respect our decision.
- Ensure the referee carries out boot inspection before beginning each game.

Gum shields: **Gum Shields are Mandatory for those in U9's & Above but the club strongly recommends they are worn by all ages.**

The dangers of not wearing gum shields 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.

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

It is important that children have adequate clothing to keep warm and dry at both training sessions and matches. A tracksuit or sweatshirt, hat, gloves and a waterproof jacket are recommended.

All protective equipment MUST be:

- IRB approved (see the label for proof)
- be in good condition
- be the correct size and fit for the player wearing it.
- **Zips & Hoods are not permitted whilst training or playing matches.**

Club Shop: The Club shop stocks all required kit & is open on Sunday mornings during the Season

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 match top**. Underclothing may include heat retaining lycra style vests, shorts and / or leggings.
- 2) Players should wear **boots** with approved metal studs or plastic moulded studs but these **must not be sharp or abrasive**.
- 3) 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.
- 4) Protective **headgear** may be worn but it should be iRB approved.
- 5) Protective **shoulder padding** may be worn but it should be iRB approved.
- 6) 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.
- 7) **Mitts** (fingerless gloves) may be worn but these should **not** cover the finger tips
- 8) A **mouthguard** or dental protector is highly recommended.

WHAT PLAYERS MUST NOT WEAR

- 1) any item that is contaminated by blood.
- 2) any item that is sharp or abrasive.
- 3) any items containing hoots, buckles, clips, rings, hinges, zippers, screws, bolts or rigid material or projection
- 4) jewellery such as watches, rings or earrings.
- 5) Complete hand gloves.
- 6) shorts with padding sewn into them.
- 7) 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 weatherproof 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.



Website & Social Media Policy

The Club regularly posts News items, updates and relevant material on the following accounts:

- OCRFC website (www.ocrfc.co.uk)
- Facebook
- Twitter
- Teamer

These club wide posts may be prepared by Committee members, supporters, Coaches, Volunteers, Parents or Guardians may include items such as Match reports, News Items which may make reference to individual displays of technical skill or sportsmanship. They may also include photographs taken by coaches, volunteers, parents or guardians consisting of action shots, team groupings or tour activities.

OCRFC is conscious of the need to act responsibly in its use of the website and social media and complies with the rules set out below. However if you spot anything you are concerned about or wish to bring to our attention please do inform us at info@ocrfc.co.uk

- 1) The Club 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) The Club requires those accessing its social media forums (including Facebook and Twitter) to be above the minimum age required by the respective social media.
- 3) Photographs of U18s should only be taken and will only be used in accordance with the Club's photographic policy (available in the pack and on the Club's website). Photographs that are in any way inappropriate will not be permitted to appear.
- 4) At no time will a reference be made to address' or any other personal information.
- 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 Club policies.
- 6) Any links to third party sites are subject to this policy. The Club, when it becomes aware of inappropriate content, will remove content and/or these sites, however it cannot be held responsible for material appearing on third party sites.

Concerns:

- 7) If you spot anything you are concerned about or wish to bring to our attention please do inform us at info@ocrfc.co.uk or safeguarder@ocrfc.co.uk if in relation to YOUTH rugby **Web page:** <https://>

- 8) If a parent (or child) who has a concern about a reference to, or photographs of their child 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 Safeguarding team.
- 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, or communicate platform.
- 10) Decisions will be made on a case by case basis and discussed with those involved.



Communication with children Policy

Old Colfeians RFC (The Club) sets out below how we will contact our under 18 year old players and all coaches, managers and volunteers must follow this policy. This policy follows the RFU website guidance.

Communication with individual children policy

The Club adopts the RFU Guidance and Recommendations, and recognises that:

- 1) Club 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, and from the child if old enough to understand.
- 3) If the 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. Such emails should only come from specific designated individuals e.g. Managers and Head Coaches.
- 4) Whats App - Communicating with Youth Players via WhatsApp (permitted for U17's & U18's Only)

In Accordance to WhatsApp terms and conditions, the minimum age for use is 16 years old. Therefore, as a club only our U17's & U18's squads can use this method of communication between Coaches, team admin and players for the purpose of gaining availability and training/ match info. In accordance with the RFU Social Media Guidance Coaches/Team Managers need to ensure that each player and their parents have provided consent to appear on the group as their mobile phone number will be visible.

See RFU guidance here: <https://www.englandrugby.com/governance/club-support/promoting-your-club/social-media-for-clubs/>

Parents and carers should also be provided with the guidance:

<https://parentinfo.org/article/whatsapp-a-guide-for-parents-and-carers>

Any misuse of the group must be dealt with promptly. As is expected with such an app, general banter and chat becomes common. Things to consider include the ease with which inappropriate images can be posted, and the way in which these images can end up in a user's personal photo library, adults making comments that are not suitable for children, and the use of the platform to bully or make inappropriate comments towards an individual.



Photographic Policy (Youth Sections)

1. Any parent/guardian who objects to their child being photographed should notify the team Manager in writing, otherwise it is presumed photographs may be taken and images used on the Club's website, related publications, or in press-releases. Occasionally images may also be reproduced for promotional use by a third party (i.e. Saracens) for news, research and / or educational purposes (permission given at the discretion of OCRFC).
2. Any adult wishing to take photographs, or videos of any Mini, Junior or Colts player, unless the team photographer *must* first ask permission of the Manager of that age group; this is a requirement, not just a courtesy.
3. If any objections are made, no photographs can be taken.
4. Photography Guidelines:
 - Only photograph children who are appropriately dressed for the activity taking place.
 - The photograph or recording must focus on the activity rather than a particular young person and their personal details should never be revealed.
 - Wherever possible, photographs/recordings should represent the diverse range of young people participating in rugby.
 - Anyone taking photographs or video at any rugby event must have a valid reason for doing so.
 - 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 to the Club's Safeguarding Team:

Contact: safeguarder@ocrfc.co.uk if you have any concerns and go to our Safeguarding page for info on reporting a concern: <https://www.ocrfc.co.uk/club/safeguarding-policies-and-documents/>



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 in the Minis and Junior sections, whether committed by players or adults. 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 a 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- subject to confirmation from the RFU that the Club may deal with the matter internally.
- 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/Junior Chairman/Minis Chairman

In the case of an offence by a player, the Committee must include at least the Safeguarding 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 online 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 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 (save in the case of a child for the Safeguarding Officer) and will hold its hearing within 14 days of the appeal being lodged.



Equity Policy

Old Colfeians RFC is committed to ensuring that equity is incorporated across all aspects of the Club. 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 agrees to, and expects its members to:

- Respect 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.
- Everyone having the right to enjoy their rugby in an environment free from threat of intimidation, harassment or abuse.
- Reject any discriminatory behaviour and promote equality of opportunity.
- Respond to any incidence of discriminatory behaviour seriously, according to the Club's disciplinary procedures.



Anti-bullying Policy

Bullying of any kind is unacceptable and Bullying will not be tolerated.

- The RFU and OCRFC have a sharing and 'telling' culture
- Anyone who knows that bullying is happening must tell the Club's Safeguarding Team if a YOUTH player or the relevant Coach or Chairman if ADULT Players
- It is the responsibility of every adult working in rugby whether as a professional or volunteer, to ensure that everyone can enjoy the sport in a safe, enjoyable environment.
- All OCRFC members, coaches, volunteers and parents should have an understanding of what bullying is and be aware of the OCRFC anti-bullying policy.
- Players and families should be assured that they will be supported if bullying is reported.

The following points lend themselves to Youth rugby but can also be applied to Adults

Main Signs and Symptoms of Bullying

A person may indicate by signs or behaviour that s/he is being bullied. Bullying can be described as:

- name calling.
- teasing.
- being hit, pushed, pulled, pinched, or kicked.
- having their bag, mobile or other possessions taken.
- receiving abusive text messages.
- being forced to hand over money.
- being forced to do things they do not want to do.
- being ignored or left out.
- being attacked because of religion, gender, sexuality, disability, appearance or ethnic or racial origin.

Other Signs and Symptoms

- not wanting to attend training or club activities.
- changing their usual routine.
- beginning to be disruptive during sessions.
- becoming withdrawn anxious or lacking in confidence.
- 'loses' possessions.
- becoming aggressive, disruptive or unreasonable.
- starting to stammer.
- has unexplained cuts or bruises.

Contact: safeguarder@ocrfc.co.uk if you have any concerns involving players/volunteers in YOUTH Rugby and go to our Safeguarding page for info on reporting a concern: <https://www.ocrfc.co.uk/club/safeguarding-policies-and-documents/>



Privacy Policy

Summary of how we and the RFU use your data

- Old Colfeians RFC (OC's) uses your personal data to manage and administer your membership and your involvement with its teams and club, and to keep in contact with you for these purposes.
- Some data is shared with the RFU, who use your data to regulate, develop and manage the game.
- Where we or the RFU rely on your consent, such as any consent we seek for email marketing, you can withdraw this consent at any time.
- Amongst the data we collect from you may be medical (including injury) information. We will hold this where you (or your parent) have given consent, so that we can ensure we are aware of your condition and can that you are supported appropriately.
- Where you work in a particular role within the game, you may be required to undergo a Disclosure & Barring Service check using the RFU's eDBS system. The result of this check will be input into your Game Management Service (GMS) record.

What does this policy cover?

This policy describes how OC's (also referred to as "the Club", "we" or "us") will make use of the data we handle in relation to our members and players, including our use of the Game Management System ("GMS") provided by the Rugby Football Union ("RFU"). The policy also describes the RFU's use of data on GMS.

It also describes your data protection rights, including a right to object to some of the processing which we carry out. More information about your rights, and how to exercise them, is set out in the "What rights do I have?" section.

What information do we collect?

We collect and process personal data from you or your parent when you join and when we carry out annual renewals of your membership. This includes:

- your name
- your gender,
- your date of birth,
- your RFU ID (as assigned in GMS)
- your home address, email address and phone number;
- your passport and NI details, where we have to check your eligibility or ability to work for us;
- your type of membership and involvement in particular teams, or any key role you may have been allocated, such as Chair, Safeguarding Lead, Membership Secretary etc.;
- your medical conditions or disability, where you provide this to us with your consent (or your parent's consent) to ensure we are aware of any support we may need to provide to you.

Some information will be generated as part of your involvement with us, in particular data about your performance, involvement in particular matches in match reports and details of any disciplinary issues or incidents you may be involved in on and off the pitch, such as within health and safety records.

What information do we receive from third parties?

Sometimes, we receive information about you from third parties. For example, if you are a child, we may be given information about you by your parents.

We may receive information relating to your existing registrations with other clubs or rugby bodies or disciplinary history from the RFU through GMS. Additionally, for certain role holders or those working with children, we may receive information from the Disclosure and Barring Service and RFU on the status of any DBS check you have been required to take.

How do we use this information, and what is the legal basis for this use?

We process this personal data for the following purposes:

- To fulfil a contract, or take steps linked to a contract: this is relevant where you make a payment for your membership and any merchandise, or enter a competition. This includes:
 - taking payments;
 - communicating with you;
 - providing and arranging the delivery or other provision of products, prizes or services;
- As required by the Club to conduct our business and pursue our legitimate interests, in particular:
 - we will use your information to manage and administer your membership and your involvement with its teams and club, and to keep in contact with you for these purposes;
 - we will also use data to maintain records of our performances and history, including match reports, score lines and team sheets;
 - we use CCTV cameras to maintain the security of our premises, and may use this video to investigate incidents at the Club or its premises
 - we may choose to send you promotional materials and offers by post or by phone, or by email where we want to send you offers relating to similar products and services that you have already bought
- Where you give us consent:
 - we will send you direct marketing or promotional material by email;
 - we may handle medical or disability information you or your parent provides to us, to ensure we support you appropriately;
 - on other occasions where we ask you for consent, we will use the data for the purpose which we explain at that time.
- For purposes which are required by law:
 - we maintain records such as health and safety records and accounting records in order to meet specific legal requirements;
 - we ensure, where you will work with children, that you have undergone an appropriate DBS check – this is also carried out with your consent.
 - where you hold a role at the Club requiring us to check your right to work, we may process information to meet our statutory duties;
 - we may respond to requests by government or law enforcement authorities conducting an investigation.

How does the RFU use any of my information?

The RFU provides GMS, but make its own use of the following information:

- your name;
- your gender;
- your date of birth;
- your RFU ID (as assigned in GMS);
- your home address, email address and phone number; and

- your type of membership and involvement in particular teams at the Club, or any key role you may have been allocated, such as Chair, Safeguarding Lead, Membership Secretary etc.

The RFU uses this information as follows:

- As required by the RFU to conduct its business and pursue its legitimate interests, in particular:
 - communicating with you or about you where necessary to administer Rugby in England, including responding to any questions you send to the RFU about GMS;
 - administering and ensuring the eligibility of players, match officials and others involved in English rugby – this may involve the receipt of limited amounts of sensitive data in relation to disabled players, where they are registered for a disabled league or team, or in relation to anti-doping matters;
 - maintaining records of the game as played in England, in particular maintaining details of discipline and misconduct;
 - monitoring use of GMS, and using this to help it monitor, improve and protect its content and services and investigate any complaints received from you or from others about GMS;
 - maintaining statistics and conducting analysis on the make-up of rugby's participants;
 - ensuring compliance with the current RFU Rules and Regulations including those on the affiliation of clubs, referee societies, constituent bodies and other rugby bodies, and registration of players; and
 - communicating with you to ask for your opinion on RFU initiatives.
- For purposes which are required by law:
 - The RFU will ensure, where you will work with children and where this is required, that you have undergone an appropriate DBS check – this is also carried out with your consent.
 - The RFU may respond to requests by government or law enforcement authorities conducting an investigation.

Withdrawing consent or otherwise objecting to direct marketing

Wherever we rely on your consent, you will always be able to withdraw that consent, although we may have other legal grounds for processing your data for other purposes, such as those set out above. In some cases, we are able to send you direct marketing without your consent, where we rely on our legitimate interests. You have an absolute right to opt-out of direct marketing, or profiling we carry out for direct marketing, at any time. You can do this by following the instructions in the communication where this is an electronic message, or by contacting us using the details set out below in the “How do I get in touch with you or the RFU?” section.

Who will we share this data with, where and when?

Some limited information may be shared with other stakeholders in rugby, such as other clubs, Constituent Bodies, referee societies, league organisers, so that they can maintain appropriate records and assist us in organising matches and administering the game.

Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our or the RFU's legitimate interests in compliance with applicable laws.

Personal data will also be shared with third party service providers, who will process it on our behalf for the purposes identified above. Such third parties include the RFU as the provider of GMS and providers of cloud system provider currently Dropbox.

Where information is transferred outside the EEA, and where this is to a stakeholder or vendor in a country that is not subject to an adequacy decision by the EU Commission, data is adequately protected by EU Commission approved standard contractual clauses, an appropriate Privacy Shield certification or a vendor's Processor Binding Corporate Rules. A copy of the relevant mechanism can be provided for your review on request.

What rights do I have?

You have the right to ask us for a copy of your personal data; to correct, delete or restrict (stop any active) processing of your personal data; and to obtain the personal data you provide to us for a contract or with your consent in a structured, machine readable format.

In addition, you can object to the processing of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement, or where we are using the data for direct marketing).

These rights may be limited, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping.

You have the same rights for data held by the RFU for its own purposes on GMS.

To exercise any of these rights, you can get in touch with us— or, as appropriate, the RFU or its data protection officer — using the details set out below. If you have unresolved concerns, you have the right to complain to the Information Commissioner's Office.

Much of the information listed above must be provided on a mandatory basis so that we can make the appropriate legal checks and register you as required by RFU Rules and Regulations. We will inform you which information is mandatory when it is collected. Some information is optional, particularly information such as your medical information. If this is not provided, we may not be able to provide you with appropriate assistance, services or support.

How do I get in touch with you or the RFU?

We hope that we can satisfy queries you may have about the way we process your data. If you have any concerns about how we process your data, you can get in touch at w_blythe@sky.com or by writing to the address on the OC's website.

If you have any concerns about how the RFU process your data, you can get in touch at legal@rfu.com or by writing to The Data Protection Officer, Rugby Football Union, Twickenham Stadium, 200 Whitton Road, Twickenham TW2 7BA.

How long will you retain my data?

We process the majority of your data for as long as you are an active member and for 7 years after this.

Where we process personal data for marketing purposes or with your consent, we process the data unless you ask us to stop, when we will only process the data for a short period after this (to allow us to implement your requests). We also keep a record of the fact that you have asked us not to send you direct marketing or to process your data indefinitely so that we can respect your request in future.

Where we process personal data in connection with performing a contract or for a competition, we keep the data for 7 years from your last interaction with us.

We will retain information held to maintain statutory records in line with appropriate statutory requirements or guidance.

The RFU will maintain records of individuals who have registered on GMS, records of DBS checks and the resulting outcomes and other disciplinary matters for such period as is set out in the RFU's privacy notice to be set out on www.englandrugby.com.

Records of your involvement in a particular match, on team sheets, on results pages or in match reports may be held indefinitely both by us and the RFU in order to maintain a record of the game.



Drugs Policy

1. PURPOSE OF THIS DOCUMENT

This document is designed to provide guidance to members on Old Colfeians RFC's stance on Drug use and the possible sanctions for anyone who does not abide by the club rules. The club does not believe there is an inherent problem with drug use/abuse among the membership but wants the position to be clear to all members and visitors for the avoidance of any doubt. The club may decide to run educational programmes in addition to creating rules & policies. This policy should always be read in conjunction with current, relevant RFU guidance and policies.

In the first instance if you are having any problems, please reach out to <https://www.talktofrank.com/contact-frank> This is a service dedicated to helping those that might be suffering and is friendly and confidential. There are further support services available which are listed at the bottom of this document.

2. DRUG USE IN OCRFC AND AT CLUB RELATED ACTIVITIES

The club can only involve itself in dealing with matters involving club members that arise on club premises and/or at club events - e.g. away matches and tours.

1. Anyone found supplying or selling performance enhancing or recreational drugs on club premises or at club events will be dealt with by the club Disciplinary Sub-Committee.
2. Passing drugs to a friend is legally regarded as "supplying" and strictly condemned by OCRFC
3. For the benefit of doubt, a person is responsible for anything that they take into their own bodies, including inhaled, taken by mouth, absorbed, or injected. The "he told me to do it" defence is not acceptable.
4. A player or member may face immediate suspension from all club activity if they are found/caught using or supplying drugs at the club or any club occasion or event.
5. Cases will be referred to the Club Director's Committee and/or Disciplinary Sub-Committee for further consideration
6. A club member convicted of drugs offences outside the club may still be subject to club disciplinary proceedings.
7. Persons wishing to join the club may be refused membership if they have a drug related conviction.
8. All levels of sanctions can be considered in drug supply cases up to and including a lifetime ban from the club and club grounds.
9. Where the offence is minor and involves an age grade member the club may look to support that member through drugs related support programmes etc.

10. If the person involved is a non-member attending a club function / club event, then they will be subject to a life ban from attending the club or any club functions and the matter will be referred to the Club Director's committee and Disciplinary Sub-Committee.

11. It is the task of the Disciplinary Subcommittee to determine an appropriate outcome for all offences.

12. The club may occasionally run drugs awareness education sessions for all age-grade players age groups U16 to senior. This will cover performance enhancing and recreational drugs and will be delivered by a consultant. This training will be appropriate to the age of the persons attending and Parents may also be invited to attend.

3. Support services:

The NHS has a search function to access local support services to you: www.nhs.uk/Drugtreatment

Frank - provides a range of information and ways to seek support www.talktofrank.com

Drugs helpline: 0300 123 6600

Protect You Sport – <https://www.ukad.org.uk/protect-your-sport>

World Rugby – <https://keeprugbyclean.worldrugby.org/>



VOLUNTEER SECTION

All volunteers are required to familiarise themselves with the content of this handbook and keep it for future reference.

Once read, The Club requires you to sign your teams Volunteer Declaration Sheet, held by your Team Manager to confirm that you agree and will abide by the policies and guidance.

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Volunteer Check List

This checklist highlights the main points for which you are responsible, your Role Descriptions and it supports our Club policies which should be followed. Volunteers can use it to help them in their role but also to explain things to parents and those wanting to volunteer.

Before anyone can become a volunteer there are RFU requirements that need actioning involving the completion of Safeguarding training and getting an enhanced DBS check done.

For all info about Volunteering and all the things you need to do before becoming a volunteer info go to: <https://www.ocrfc.co.uk/volunteering/>

Safeguarding duties for Volunteers

All Volunteers are responsible for child safety and must report concerns/incidents to the Safeguarding team.

Contact: safeguarder@ocrfc.co.uk if you have any concerns and go to our Safeguarding page for info on reporting a concern: <https://www.ocrfc.co.uk/club/safeguarding-policies-and-documents/>



TIPS FOR TEAM MANAGERS/COACHES

New Volunteers

- For all info including advice for helping new volunteers go to our clubs [Volunteering page](#)
- Please introduce new volunteers to your sections safeguarding officer by email: safeguarder@ocrfc.co.uk and include the [Volunteering page](#) so that they can begin the volunteering process.
- ALL volunteers are required to sign their teams VOLUNTEER DECLARATION FORM held by the Team Manager

Qualified Coach/Player Ratios

- 1:10 for children over 8 years old (erring on side of caution, U9s and above)
- 1:8 for children under 8 years old (U8s)
- 1:6 for children under 7 years old (U6/7s)

We must keep to these each week

You can borrow from other age groups as needed. U7s will need to borrow until new coach vols.

Player Registration and Club Membership

There is a 4 week registration window for ALL players (includes a 2 weeks free trial for new players)

By week 4, ALL players MUST be:

- Registered with CLUB
- Registered with the RFU (For insurance reasons)
- Relevant subs paid.

After week 4, players will NOT be able to train or partake in festivals until all the above is confirmed.

New player registration and renewal of current players is now completed On-line using GMS

For all registration and Membership info including current membership fees go to: <https://www.ocrfc.co.uk/club/membership/>

For any Club GMS online membership queries email: oldcolfeians.gms.help@gmail.com

For troubleshooting and tips for using GMS go to: <https://help.rfu.com/support/home>

Role description for Old Colfeians - TEAM MANAGER

OVERVIEW: Team Managers are essential as the main point of contact for their age group's parents. The Manager is responsible for team admin and ensures that the team complies with Club policies & RFU regulations. The Manager reports to the main Club committee and works closely with the Club Safeguarder, Section Registration/Membership secretary, Section Chair and their team's coaches, first aiders and volunteers.

QUALIFICATIONS & CERTIFICATES REQUIRED:

- Attend a safeguarding (Play It Safe) course * Complete and pass an enhanced DBS (ex-CRB) check

REGISTRATION DUTIES:

- Covid-19 Google form to be sent to all attendees on a weekly basis until advice is updated.
 - Welcome new players, (Ensure players are in the right age group)
 - Process club membership & RFU forms and passed to section membership secretary,
 - Collect subs and pass on to Section Treasurer
- All to be completed by the fourth week of joining- otherwise they CAN NOT PLAY OR TRAIN**

GENERAL/WEEKLY DUTIES:

- To adhere to Club COVID-19 protocols <https://www.ocrfc.co.uk/covid-19/>
- To liaise with Parents and volunteers – see the Communications Policy
- To Arrange and manage Competition /festival/ Tour admin (OC tour policy (located on the OC website)
- To Help recruit new parent volunteers e.g. coaches or first aider roles.
- To keep a weekly attendance register
- Ensure parent or other adult bringing player will be staying and leaving with the child.
NB Minis parents must stay pitch side or let manager know of another adult caring for their child.
(Coach, first aider, or manager can not qualify as nominated carer).
- To keep an up to date child/parent contact list and medical information.
- Ensure coaches & FAs are aware of players' medical and/or behavioural info
- Liaise with your First Aider to Ensure FA cover is provided for their team during training and festivals.
If this is not possible, request the First Aider informs the Clubs FA coordinator asap: firstaid@ocrfc.co.uk
- To Attend Committee meetings.
- Encourage 200 Club and Social Club Membership. See Parent Welcome pack for forms.

COMPLIANCE DUTIES:

- To know and follow i) RFU Regulations, ii) Club Policies and Codes of Conduct and ensure that these are understood and followed by all volunteers, parents and players in the age group
- To work with coaches to ensure the age group is compliant with Club and RFU policies. Ensure the correct coach/player ratio, organising your age group so some coaches remain at training sessions whilst others go to festivals/matches, or if not possible cancelling the home session.
- Ensure correct kit and equipment is being used (refer to the kit and equipment policy) e.g. that blades or zips are not worn and Gum Shields are used by all in U9s and up.
- Report any safeguarding or poor practice concerns to your sections Safeguarding assistant or the main Club's Safeguarding Officer (Angie Elder -07514 067 535 safeguarder@ocrfc.co.uk) and be aware of current child welfare policies, on the OC Safeguarding page and in this handbook.
- Ensure all your teams volunteers have a cleared DBS check and attend a safeguarding (Play It Safe) course.
- Inform Club Safeguarding officer of new volunteers so they can get their DBS done.

DECLARATION: By taking on this role I agree to undertake a DBS check and to follow this Code of Conduct and confirm I have read and will abide by all of the Club's Safeguarding policies in the Volunteer Handbook



Role description for Old Colfeians - FIRST AIDER

OVERVIEW: The safety and wellbeing of our players is paramount, our First Aiders are vital to helping us achieve this. Therefore all First Aiders are required to attend a RFU First Aid course and to follow the Club's first aid policies, including ensuring that the correct first aid equipment is available at all sessions.

QUALIFICATIONS & CERTIFICATES REQUIRED:

- Attend a safeguarding (Play It Safe) course
- Complete and pass an enhanced DBS (ex-CRB) check
- Attend the RFU First Aid course (or provide certificate of similarly recognised qualification)

MAIN DUTIES:

- To adhere to Club COVID-19 protocols <https://www.ocrfc.co.uk/covid-19/>
- To liaise with and follow any recommendations given by the Club's First Aid coordinator (Bruce Elder).
- Risk assess squad activities to determine appropriate level of first aid cover e.g. put in place a rota, as needed.
- To organise your team so that there is at least one first aider per age group at every session.
- Ensure provision of first aid during incidents and that emergency procedures are communicated and adhered to
- Ensure first aid equipment is functional and kit is replaced, as needed.
- Maintain a confidential database of age group player medical details, to be obtained from the Manager/Section Membership Secretary, and share with Safeguarding Officer.
- Promote the welfare of all players in accordance with RFU and Club policy (e.g. management of concussion injuries).
- Comply with the Club's safeguarding policies.
- Send first aid accident forms to the FA Coordinator Bruce Elder firstaid@ocrfc.co.uk in accordance with the Club's policies.

DECLARATION: By taking on this role I agree to undertake a DBS check and to follow this Code of Conduct and confirm I have read and will abide by all of the Club's Safeguarding policies in the Volunteer Handbook



Role description for Old Colfeians - COACH

OVERVIEW: Our Coaches are the public face of the Club and as such it is essential that you follow the RFU regulations and Club policies and comply with the Club's Code of Conduct. You will work closely with the Club Coaching Coordinator and work to obtain your RFU coaching awards in order to coach our players to be the best that they can be. You will also work closely with and support your Manager to ensure that the Club policies are complied with.

QUALIFICATIONS AND CERTIFICATES REQUIRED:

- Attend a safeguarding (Play It Safe) course
- Attend a Rugby Ready course
- Attend RFU Level 1 Coaching course (Head Coaches)
- Complete and pass an enhanced DBS (ex-CRB) check

GENERAL/WEEKLY DUTIES:

1. Walk the pitch ensuring safe to play on before training/games begin
2. Check players' boots - no blades or dangerous studs
3. Check players clothing - No Hoods or zips
4. Check players fingernails are not too long – can cause cuts
5. Check any goggles comply with RFU regs- see Angie Elder CSO to discuss.
6. Ensure all players in U9s and above have mouth guards for training and matches
7. Ensure tackle pads are held properly (gripping the straps with hands) by the players and not by any adult.
8. Recommend trainers are worn if the ground is hard, this protects the player but is not compulsory (some players will still wear studs)

MAIN DUTIES:

- To adhere to Club COVID-19 protocols <https://www.ocrfc.co.uk/covid-19/>
- To know and follow i) RFU regulations, ii) Club policies, and iii) codes of conduct, and support the age group Manager in making sure that these are followed by volunteers, parents and players.
- Improve own coaching skills by attending courses, obtaining qualifications and increase experience.
- Assist the Head Coach with the coaching or training sessions and games at home and away, including in the preparation of these.
- Travel to competitions with your age group, or where needed to stay with the home training group to ensure that coach/player ratios are complied with.
- To inform the age group Manager in advance of any sessions that cannot be attended.
- To ensure that the welfare of the players comes first, including ensuring any injured player stays off the pitch until cleared by the first aider and that the correct kit and equipment is being used (refer to the kit and equipment policy) e.g. that blades or zips are NOT worn and Gum Shields are used by all in U9s and up.
- Report any safeguarding concerns or concerns of poor practice with reference to the safeguarding policies to the Club's Safeguarding Officer (Angie Elder -07514 067 535 safeguarder@ocrfc.co.uk) and be aware of current child welfare policies, on the OC Safeguarding page and in this handbook.

In addition to the above, Head Coaches are required to:

- Follow the Club's Coaching Coordinator's coaching template and share the coaching plan, ensuring assistant coaches understand it and follow it.
- Ensure all trainee coaches complete 1) the Rugby Ready course and 2) the safeguarding course as soon as possible as well as 3) obtain a clear DBS check.
- Organise their team so that they or another qualified coach supervises the trainee coach until they qualify and that they support coaches, as needed.
- Attend committee meetings.
- Support the Section Chair, as needed.

DECLARATION: By taking on this role I agree to undertake a DBS check and to follow this Code of Conduct and confirm I have read and will abide by all of the Club's Safeguarding policies in the Volunteer Handbook



Coaches Code of Conduct

This code of conduct should be read in conjunction with:

- The guidance set by the RFU
- and our Club COVID-19 protocols <https://www.ocrfc.co.uk/covid-19/>

General conduct

- All rugby coaches must respect the rights, dignity and worth of every young person with whom they work with and treat them equally within the context of rugby union. Do not behave in a way that discriminates against gender, race or disability.
- All rugby coaches must place the physical and emotional well being of all young players above all other considerations, including the development of performance.
- Recognise the importance of fun and enjoyment when officiating or coaching young players. Provide verbal feedback in a positive way during game.
- Explain decisions – most young players are still learning. The relationship that a rugby coach develops with the players with whom they work must be based on mutual trust and respect.
- Do not overtly criticise young players or use language which may cause the player to lose confidence or self esteem.
- Do not be alone with young players at any time – if a young player comes into the dressing room ensure another adult is present.
- Do not shower with young players – agree a timetable with the other coaches.
- Do not change in the same area as young players. Do not make sexually explicit remarks to young players even in fun.
- Do not give a lift to a player unless there are other young people or adults in the car and the parents are aware. Do not take a young player to your home.
- Where mixed teams compete away from home they should always be accompanied by at least one male and one female adult.
- Children must not be left unattended after training/matches and it is the coach's responsibility to contact parents should such a situation arise.

Health & General Behaviour - Setting good examples

- All rugby coaches must recognise that it is illegal for players under 18 to drink alcohol.
- Do not drink alcohol before you work, or while you are working with young players.
- Do not smoke when you are working with young players.
- Do not engage in any inappropriate contact with young players.
- Encourage young players to accept responsibility for their own behaviour and performance.
- Do not tolerate verbal abuse or bad language from players or supporters. Be a positive role model.
- Never at any time, under any circumstances should force be used to check a young player's aggressive behaviour towards you or his/her fellow players.

- Contact our safeguarding team if any advice is needed. (Contact Info at end of document)

Training & Game Safety

- All rugby coaches must recognise that safety is paramount.
- Ensure that all equipment and facilities are safe and age appropriate.
- Ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of the young players.
- Do not allow a young player to continue playing if you have doubts about their fitness.
- Do not join in training, you are too big!
- However in order to coach certain situations, a degree of physical contact is sometimes necessary.
 - When this arises, tell the player beforehand in order to gain their consent.
 - Alternatively use the 'Ball in hand' to make contact.
 - eg. tap the ball on the players back in scrum to indicate they need to flatten the back
 - eg. tap the inside leg to indicate standing further apart in a scrum

Refereeing young players - it is recommended that match officials:

- Recognise the importance of fun and enjoyment when officiating young players
- Check studs whilst the coach is present.
- Provide verbal feedback in a positive way during games
- Appreciate the needs of the players
- Be a positive role model
- Recognise that safety is paramount
- Explain decisions – most young players are still learning
- Do not tolerate verbal abuse
- Do not shower or change in the same area as young players
- Avoid being alone with young players at any time
- Do not Administer first aid
- Do not allow a young player to continue playing if you have doubts about their fitness
- Do not Engage in any inappropriate contact with young players
- Do not Make sexually explicit remarks to young players even in fun

First Aid

- Do not administer first aid unless qualified to do so.
- Under NO circumstances should a player complaining of neck or back injuries be moved by those unqualified to do so, if in doubt, call an ambulance immediately
- A stretcher should NEVER be considered.

Safeguarding (Child Welfare):

- Familiarise yourself with OCRFC's Safeguarding Policy, and know what to do should a situation arise.
- Report to the Safeguarding Officer, behaviour which you feel contravenes RFU Child Safeguarding Policy. For example:
 - Verbal bullying by coaches/parents/spectators
 - Physical Abuse by coaches/parents/spectators
 - Inappropriate or aggressive contact by an adult to a young person
 - Verbal abuse directed at you by young people or adults
- If you accidentally hurt a player, or cause distress in any manner, or the player appears to respond in a sexual manner to your actions, or misunderstands, or misinterprets something you have done, you must report the incident to the Club's Safeguarding Officer as soon as possible. This must also be supported by a brief written statement. Parents will also be informed of the occurrence by the Club's Safeguarding Officer.

ALL coaches and volunteers have a responsibility to protect the children from child abuse and themselves from wrongful accusations.

There are four main types of abuse:

1. NEGLECT: In a rugby situation, neglect may occur when:

- young players are left alone without proper supervision
- a young player is exposed to unnecessary heat or cold without fluids or protection
- a young player is exposed to an unacceptable risk of injury
- unexplained weight loss
- the child is dirty and unkempt

2. EMOTIONAL: In a rugby situation, emotional abuse may occur:

- when Coaches provide repeated negative feedback
- when Coaches repeatedly ignore a young player's efforts to progress
- when Coaches repeatedly demand performance levels above those of which the young player is capable

3. SEXUAL: In a rugby situation, the close proximity of coaches and others, to young people provides opportunities for potential abusers to exploit their position of trust to sexually abuse.

4. PHYSICAL: In a rugby situation, physical abuse may occur:

- when coaches expose young players to exercise/training which disregards the player's capabilities
- when coaches expose young players to injury due to overplaying, over-training or fatigue
- when coaches expose young players to alcohol, or opportunities to drink alcohol below the legal age
- when coaches expose young players to performance enhancing drugs & recommend they take them.

You hold a Position of trust

All adults who work with young people are in a position of trust, invested in them by the parents, the sport and by the young people. In this position of trust it must be recognised that there are certain boundaries in the coach/player relationship that must not be crossed.

This mutual trusting relationship could mean that a child discloses highly sensitive and personal information to you. It is important that this is always handled in the correct manner in order to protect both the child and yourself. If a child tells you that someone either in or out of the rugby club environment is abusing her or him you should:

- Listen...do not prompt or add words
- Reassure the child that he/she did the right thing coming to tell you
- Be honest and explain that you will need to tell someone else in order to help and protect him/her
- Share concerns with the Club's Safeguarding Officer,
- Club safeguarding procedures will then be followed and an incident form filled out.

Confidentiality is paramount regarding any matters relating to child protection.

Information must only be shared with the Club's Safeguarding Officer and nominated officials.

The Main Club Safeguarding Officer can be contacted on: safeguarder@ocrfc.co.uk

All Safeguarding info, guidance and other section contacts can be found at:

<https://www.ocrfc.co.uk/club/safeguarding-policies-and-documents/>

DECLARATION: By taking on this role I agree to undertake a DBS check and to follow this Code of Conduct and confirm I have read and will abide by all of the Club's Safeguarding policies in the Volunteer Handbook



A Coach's Guide

Be the best Coach you can be **The coaching session is the key to a players development**

Below are the key points that we encourage 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 through 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 comes second. Keep winning and losing in perspective.
- Treat each child as an individual.
- Positive feedback NOT criticism - always try to stress the positive.
- As a coach be reasonable in your demands on a young player's 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.
- 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.
- It's 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.
- 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'.

See this link for RFU coaching courses: <https://www.englandrugby.com/participation/coaching>



RFU 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 manage their own behaviour. They suggest some strategies and sanctions which can be used but 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 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. 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.



Injury/accident Protocol

If in doubt call an ambulance

DEFIBRILLATOR IS LOCATED IN MAIN FOYER BY MARY'S FOOD HATCH

FAs are the only people allowed on the pitch without the referees permission
IRB/RFU reg & Club policy.

- Stay calm, act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the team's first-aider, who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Do not move someone with major injuries. Wait for the ambulance/paramedics.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Contact the injured player's parent.

ACCIDENT FORMS

- Complete and Send the standard accident form below ASAP to First Aid Coordinator:
- If the player is later admitted to hospital (excluding A&E visits & same day discharge) you **MUST** update FA Co-ordinator as we need to inform the RFU within 48 hrs of the injury.

For further information and guidance - Please go to the **REPORTABLE INJURY PROTOCOL** page below

First Aid Co-ordinator: firstaid@ocrfc.co.uk

INJURY/ACCIDENT REPORT FORM

This form must be completed for all accidents/ injuries/ incidents.

IMPORTANT; If there is an overnight hospital stay, send to FA Coordinator ASAP as they must inform the RFU within 48 hrs.

Details of this protocol, the necessary forms and additional information are available on the RFU website
<http://www.englandrugby.com/rugbysafe/injury-reporting>

Notify & email this form to:
 First Aid Coordinator: firstaider@ocrfc.co.uk cc: Safeguarding officer: safeguarder@ocrfc.co.uk

Date and time of incident	
Location of incident	
Name of Injured Person	
Address of Injured Person	
Name of person Submitting report	

1	Nature of incident:	
2	Describe what activity was taking place, e.g. training / game, getting changed, etc.	
3	Give details of the action taken including any first aid treatment and the name(s) of the FA's	
4	What happened to the injured person following the incident/accident? (e.g. went home, went to hospital, carried on with activity)	
5	Who was contacted: (Delete as appropriate)	Police: Yes / No Ambulance: Yes /No Parent/guardian: Yes / No

Name: Signed: Date:



Reportable Injury Event Protocol

REPORTING to the RFU, SURVEILLANCE & SUPPORT

Background Information

For a number of years The RFU has 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 worse 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.

What injuries should we report to the RFU?

All injuries that qualify as 'Reportable' are defined as:

1. An injury which results in the player being admitted to a hospital and are checked in.
(This does not include those that attend an Accident or Emergency Department and are allowed home from there)
1. Deaths which occur during or within 6 hours of a game finishing.



Reportable Injury Event Protocol Continued

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. Phone the Sports Injuries Administrator Helpline 0800 298 0102, ASAP 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 then be asked to email or fax a Reportable Injury form.

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/ 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 website <http://www.englandrugby.com/rugbysafe/injury-reporting>

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):

Rugby House,

Twickenham Stadium,

200 Whitton Road,

Twickenham,

TW2 7BA

Tel: 0800 298 0102 Email: sportsinjuriesadmin@therfu.com

***** End of Hand book *****