

**Nottingham Corsairs RFC  
Mini, Junior & Colts Rugby**

**Coach and Volunteer  
Handbook 2015 - 16**

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## **Introduction**

Welcome to the team of volunteers at Nottingham Corsairs RFC. This document is designed to be a reference document to ensure all volunteers understand the basic rules and procedures that are required to ensure the smooth running of the club. Most of the content of this handbook can be found in the Player and Parent Handbook however there are some important additions to this guide which are specifically relevant to anyone taking a volunteer role within the club. Much of the content is also required for the club to attain RFU Seal of Approval status.

The fact that you have a copy of this handbook means that in some way you will be volunteering your time and services to the club and for this we all thank you.

## **Aims of the Mini, Junior and Colts Sections**

The aims of the Mini, Junior and Colts Sections are: -

- To introduce the game of rugby to any child aged between 5 and 18 years who wants to play.
- To ensure the children enjoy themselves within a safe and well-managed environment.
- To develop and improve the rugby playing skills of all the players.
- To produce knowledgeable and skilful rugby players who will progress on to senior rugby.
- To produce skilled, fully qualified Coaches and Referees.

To achieve these goals the Club will provide a structured and enjoyable environment of coaching, training and match experience involving all players equally.

## **Code of Conduct**

Players are encouraged to:

- Recognise and appreciate the efforts made by coaches, parents, match officials and administrators in providing the opportunity for you to play the game and enjoy the rugby environment.
- Understand the values of loyalty and commitment to adults and team mates.
- Recognise that every young player has a right to expect their involvement in rugby to be safe and free from all types of abuse.
- Understand that if an individual or groups of young players feel they are not being treated in a manner that is acceptable, then you have a right to tell an adult either at the rugby club or outside of the game.

Players should:

- Play because you want to do so, not to please coaches or parents.
- Remember that skill development, fun and enjoyment are the most important parts of the game.
- Be attentive at all training and coaching sessions

- Work equally hard for yourself and your team – both will then benefit.
- Recognise good play by all players on your team and by your opponents.
- Be a Sportsman/woman – win or lose.
- Play to the Laws of the Game and accept, without questions, all referees' decisions.
- Control your emotions. Verbal or physical abuse of team mates, opponents, or match officials is not acceptable
- Treat all players, as you would like to be treated. Do not interfere with, bully or take advantage of any player.
- Follow the Core Values of Rugby: Teamwork, Respect, Enjoyment, Discipline and Sportsmanship.

**All Volunteers must:**

- Consider the well being and safety of all participants before the development of performance.
- Develop an appropriate working relationship with players, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. Fair Play).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the RFU, NLD and the club.
- Hold the appropriate, valid qualification and DBS certificate.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibitive substances.
- Encourage performers to value their performances and not just results.

Experience has shown that the most common forms of breach of the code of conduct emanate from parents and supporters rather than players. Therefore parents/guardians are asked to agree to the following code.

- Encourage your child to learn the rules and play within them.
- Respect the Core Values of Rugby: Teamwork, Respect, Enjoyment, Discipline and Sportsmanship.
- Discourage unfair play and arguing with Officials.
- Help your child to recognize good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgments.
- Support your child's involvement and help them enjoy their sport.
- Use correct and proper language at all times.

## **Disciplinary Procedure**

### **Actions on Observing a Breach of the Code of Conduct**

If as a parent, guardian, player, coach or observer, you feel that the code of conduct is being broken, it is essential that this be raised with a coach, the Club Safeguarding Officer, or senior Club official who will deal with the matter in the appropriate manner in line with the Disciplinary procedure.

### **Players during Training and/or Matches**

The coach will note inappropriate player behaviour. If this behaviour is disruptive to the session action will be taken as below: -

- First incident – player will be explained which behaviour is inappropriate and to correct behaviour in the session.
- Second incident – player will be asked to stand on the sideline for the remainder of the session
- Subsequent incidents – parents will be informed and appropriate action taken.

### **Sending Off**

The disciplinary procedures that apply to Age-Grade Rugby and also adult rugby are listed on the RFU website under the rules and regulations -

[http://www.englandrugby.com/mm/Document/Governance/Regulations/01/30/34/88/RFU\\_Regulation\\_15\\_Neutral.pdf](http://www.englandrugby.com/mm/Document/Governance/Regulations/01/30/34/88/RFU_Regulation_15_Neutral.pdf) - in RFU Regulation 19 (Appendix 6 if Age Grade Rugby). The only exception is where specific arrangements are put in place in relation to discipline for a particular match/competition/tournament.

Where a 17 or 18 year-old is playing in an U19 match, or is 17 or over and playing in an U20 match or an adult match, where permitted by RFU Regulations, he/she shall be dealt with as an adult in accordance with RFU Regulation 19.

The overriding objective of the procedures is that they are 'child-centric' and based on both the RFU Core Values and the following key principles:

- a) Those who know an Age-Grade Player best should be the ones who discipline, mentor, guide and educate the Age-Grade Player as part of his/her development;
- b) The disciplinary procedure should be simple, easy to understand and conducted more informally than the adult procedure;
- c) There should be minimal delay;
- d) The welfare of Age-Grade Players is paramount and any arrangements around hearings should take into account their educational commitments and family life. Thus, hearings will be conducted locally and by those with experience in dealing with young people;
- e) The details of a case involving an Age-Grade Player should not normally be publicised and RFU Safeguarding policies and guidance should be adhered to at all times;
- f) Playing suspensions should not normally be so severe as to discourage Age-Grade Players from continuing to play rugby and should be tiered in severity to their age, responsibility and culpability. They should normally be less than

- adults receive and should be given in matches not weeks because of the more complex playing programmes in Age-Grade Rugby;
- g) There will be no financial penalties or costs imposed on an Age-Grade Player;
  - h) Any sanction imposed on an Age-Grade Player for a rugby disciplinary matter may include a non-rugby related sanction.

In all cases where the Referee has ordered-off an Age-Grade Player the Referee shall as soon as practicable, and in any event within 24 hours of the end of the match, provide a copy of his/her report to the Age-Grade Player's coach, Club, as appropriate. It is the responsibility of that person to then inform the Club Secretary and also the Head of the players section. Details of these personnel can be found in the Who's Who section later in this handbook. Once reported the club will follow the procedures set out in RFU Regulation 19 (Appendix 6 if Age Grade Rugby).

### **Coach's Responsibility**

In junior rugby the coaching staff have a responsibility to observe the players' behaviour and to intervene BEFORE it escalates to a level where sending off is required. The rolling substitution rule should be used to remove players from the match where attitude or behaviour falls short of the expected standard. Coaches should use this approach to remove players for a period to further coach or simply to allow them time to calm down. Coaches should remember that the referee's decision is final and that all referees have different views on sending off.

### **Club Disciplinary Committee Guidelines**

- Sending off to be reported by the Team Manager, Coach or Captain to Gary Osborne, (Head of Juniors & Colts), 07593 329207  
gary.osborne5@btinternet.com
- Head of Juniors & Colts to call meeting as soon as possible to look into the incident.
- Disciplinary Committee made up of a minimum of 2 and no more than 4 suitable club members.
- Senior players may have one supporter to attend the meeting.
- Junior players may have representation of Coach and Club Safeguarding Officer and as a courtesy the player's parents may also attend.
- In all cases the committee will listen to evidence provided.
- Any decision and sanction will be advised at the end of the meeting.

Whilst player indiscipline will in most cases be dealt with in accordance with the player disciplinary procedure, it is recognised that there will be some instances where the relevant actions also fall within the scope of the Child Protection Policy and the Safeguarding Officer should be notified.

### **Adults and the Code of Conduct**

In the case of actions on the part of adults involved in Junior Rugby which contravene the Codes of Practices the procedure is as follows:

- The match or training session should be stopped and the match officials and coaches should confer and agree on a course of action appropriate to the circumstances. This may include the match officials and relevant coach warning the adult concerned or requesting the relevant adult to vacate the vicinity of the pitch before recommencing the match or training. In extreme cases or where the adult refuses to cooperate, the match or training should be abandoned;
- The match officials and coaches shall notify the incident to the Head of Juniors & Colts for further consideration. In extreme cases this may include banning the relevant adult from attending matches and/or training sessions for a period and/or submission of a complaint to the relevant Constituent Body;
- Where relevant actions fall within the Safeguarding Policy the Child Safeguarding Officer shall be notified.

## **Child Safeguarding**

The following procedures and guidelines have been adopted by Nottingham Corsairs RFC.

### **Child Welfare**

Nottingham Corsairs takes the welfare of all young people seriously and makes every effort to ensure that all those that come along to the Club are treated with respect and can train and play rugby in a safe environment. The club has a Safeguarding Officer, Sarah Williams. Every member of the Club that may come into contact with young people is subject to a mandatory DBS check by the RFU before being allowed to have any unsupervised role within the Minis, Junior & Colts section. This check has to be renewed every three seasons.

The RFU have produced a document entitled Safeguarding Policy Guidance and Procedures policy. A printer-friendly version of the policy is available from the RFU's web site at [http://www.englandrugby.com/mm/Document/Governance/Safeguarding/01/30/34/50/rfuSafeguardingPolicy2014\\_Neutral.pdf](http://www.englandrugby.com/mm/Document/Governance/Safeguarding/01/30/34/50/rfuSafeguardingPolicy2014_Neutral.pdf)

### **Procedures and Guidelines**

- Only officially appointed coaches and helpers will be permitted to control Nottingham Corsairs RFC activities.
- Parents are responsible for arranging the dropping off and picking up of their children.
- Accurate records will be maintained for each child including details of names, address, telephone numbers, emergency contacts, details of health and any necessary confidential notes.
- Any personal details or information about a child will kept completely confidential by the staff having access to it.
- Details of all coaches and volunteers will also be kept on record.
- The Club has a Data Protection Policy and will not disclose details of any member to anyone outside of the "Rugby Community". Details will only be disclosed to those within the "Rugby Community" when necessary to do so for the playing and administration of the game.

## **Duty of Care**

As the provider of coaching sessions and games all of the Club members and coaches have a duty of care to protect all children under their supervision from possible cases or causes of abuse. The main role coaches and members have in the protection of children will be: -

- To be aware of the symptoms children may display if suffering from any form of abuse.
- To report any suspicion they may have about possible causes of abuse.

## **Child Sickness or Injury**

If a child becomes unwell or is injured whilst under the supervision of the Club and it is the appropriate coach/relevant first aider's judgement that it is to the child's detriment to stay on site, the following procedure will be adopted: -

- The child will be removed from activities that are likely to deteriorate their state of health, and taken to hospital if required, either by parents in the first instance or Club officials if the former are not available.
- The relevant coach/first aider will contact the relevant parent/guardian.
- The relevant coach/first aider will record all information about the incident on the Incident/Accident Report.
- If the parent/guardian cannot be reached the relevant coach/first aider will ensure that the child is supervised until the parent/guardian can be reached.

## **Concussion**

Concussion is a serious condition and has quite specific symptoms, however, the following is Club policy: -

- ONLY doctors can diagnose concussion and certify recovery.
- This being the case all coaches, referees and parents should all err on the side of safety and treat ALL head injuries as possible concussion.
- Any head injury where the player is delayed from immediately rejoining play, or shows any perceived signs of concussion, will be considered to be possible concussion. – If in doubt, any head injury will be treated as concussion.
- The welfare of the player is paramount; the match result, the wishes of the coach, demands of the parent and even those of the player are secondary.
- Any player with possible concussion will be prevented from any further play or training and immediately referred, through a parent/guardian, to a doctor.
- Players who are diagnosed by a doctor as having been concussed may NOT take part in any training or game activity for a mandatory three week period.
- It is the responsibility of the player's parent/guardian to follow all instructions from their doctor relating to returning to play.
- Parents/guardians are asked to inform the Club if a child is injured away from the Club activities.

## **Children Taking Medication**

- Parents are solely responsible the provision and administration of any child's medication.



- Under no circumstances will any Club member or coach accept responsibility for securing or administering a child's medication.
- Any medication that a child brings to the Club must be labelled with the child's full name.

## **The Use of Video or Photographic Images**

Nottingham Corsairs RFC recognises the need to ensure the welfare and safety of all young people in Rugby Union.

As part of our commitment to ensure the safety of young people we will not permit photographs, video or other images including those taken via mobile phones of young people to be taken or used without the consent of the parents/carers and the young person.

Nottingham Corsairs RFC will follow the RFU guidance for the use of images of young people.

Nottingham Corsairs RFC will take all steps to ensure these images are used solely for the purposes they are intended which is the promotion and celebration of the activities of Nottingham Corsairs RFC players.

If you become aware that these images are being used inappropriately you should inform the Club Safeguarding Officer – Sarah Williams or a Senior Committee member.

The images may be published on Nottingham Corsairs RFC Web-Site

**If at any time either the parent/carer or the young person wishes the data to be removed from the website, the club Safeguarding officer should be informed**

## **Equal Opportunity and Sports Equity Policy**

Rugby Union is a sport for all regardless of age, creed, colour, disability, ethnic origin, marital status, race, religious persuasion or sexual orientation. All those who wish to participate in the game at Nottingham Corsairs will be made welcome and subjected only to selection criteria as determined by any particular squad.

Any complaints or accusations of unfair treatment or discrimination should be reported to a Club official and will be taken seriously.

## **Running Training Sessions or Matches**

At each training session or match the Coach, Assistant Coach or Team Manager at each age group shall complete a session risk assessment and attendance register. Both are incorporated into one form (See Appendix 2, Section 0). These forms shall be kept available for audit by the RFU. Each Head Coach, Coach and Team Manager should have copies of this form available to ensure the register is completed.

## **RFU Continuum and Youth Structured Season**

The Youth Structured Season (YSS) is established at National, Divisional & CB levels to assist all involved in the planning of development programmes and fixtures for the 2015/16 season.

This will assist in preventing fixture and programme clashes and raise the awareness of the demands on players and so avoid the sort of conflicts which often leave the player with torn loyalties and/or exposure to excessive physical demands. It is important that those responsible for making fixtures, and also coaches and teachers, are aware of these pressures on the players and take appropriate actions to ensure they are not over playing or training.

The full calendar, which is a working Excel document can be viewed on

<http://nldrufu.co.uk/?s=youth+structured+season>

## **Rugby Tours**

Organisers of any rugby tour must abide by the RFU Tour Guidelines. The RFU produce booklets covering this issue: - “RFU Tour Guidelines” and “How to Organise an Overseas Tour Booklet.” If the tour is to an area outside of the RFU jurisdiction it is essential that the Club Secretary is informed and appropriate insurance cover is taken out. Tours outside of the four home nations must be registered with the RFU and this can be done via the Club secretary.

## **Emergency Procedures**

### **Emergency Telephone**

To contact the emergency services:-

- Dial 999
- Ask for the relevant service – Fire Brigade, Police or Ambulance
- Stay Calm and do not shout
- Pass your information slowly and clearly
- Give details of the address or location where help is needed
  - Nottingham Corsairs RFC
  - The Bay, Holme Road,
  - Lady Bay,
  - Nottingham,
  - NG2 5AA
  -
- Stay on the line even if you hear the sirens close by. **They may not be coming to you.**

### **Guidelines for Dealing with an Accident or Injury**

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the First-Aider who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure that they are adequately supervised and reassured.
- Do not move someone with major injuries. Wait for the emergency medics.

- Contact the injured person's parent/guardian.
- First- Aider / Coach to fill in the Incident report as detailed below:-
  1. We MUST keep data on incidents if only to protect ourselves in future
  2. Accidents in the club house (i.e. non playing/training injuries) require logging in the HSE Accident book held behind the bar in the club house. E.g. slipped on the floor etc.
  3. Injuries or incidents while playing or training rugby are not HSE Accidents but MUST be logged on the Incident Report Form
  4. The completed form to be sent to the Club Safeguarding Officer.
  5. Club Safeguarding Officer to monitor and report any significant trends or serious incidents to the club committee for review/action.
  6. The Incident Report Form can be found in Section 14 – Appendix 1.

## **Guidelines for Dealing with a Fire**

- Raise the alarm by shouting FIRE
- If possible, isolate the fire by closing doors
- Contact Fire Brigade using the nearest phone
- The alarm may also be raised for the following
  - Toxic fumes / gas escape
  - Bomb warning
- When contacting Fire Brigade, tell them if it is either of the above
- Leave the Building by the nearest exit
- It does not have to be a Fire Exit
- Go to the assembly point

### **ONLY USE FIRE FIGHTING EQUIPMENT WHEN:**

- you know how and when to use it, and
- the fire is small. (If it does not respond and continues to grow - GET OUT), and
- your escape route is clear. *Keep checking that you cannot be cut off,* and
- there are no hazardous materials nearby e.g. solvents, aerosols, gas cylinders, paints, petrol, and finally,
- the fire does not involve burning gas. If it does, turn off the supply if safe to do so and leave.

**Remember, your safety is paramount. We can replace furniture, we can't replace you.**

## **Membership**

### **Membership Forms**

There are two forms that are required to become a playing member of the Nottingham Corsairs, the Membership & Consent Form and the Contact Details and Medical Information Form. These are required for each child and can be found at <http://www.pitchero.com/clubs/nottinghamcorsairsrfc/> and click on - About Us, Club Documents. The forms are explained below: -

## Nottingham Corsairs RFC Membership & Consent Form

This is the form to register as a member of the Nottingham Corsairs Club. Also as part of the Club's commitment to ensuring the safety of young people it will not permit photographs, video or other images of young people to be taken or used without the consent of the parents/guardians and the young person. This form also asks for such consent for the whole of the season. This form also confirms that both child and parents have read and understand the Code of Conduct.

Membership fees for the season 2015/16 vary.

- U6 Membership is £25. No playing shirt is provided but can be purchased.
- Minis and Junior Membership (U7 –U16) is £95 for the first child. Second and subsequent children are £70.
- Mini players are provided with post match meals
- Junior Players are provided with a squad shirt and post-match meals
- Colts Memberships (U17 – U18) is £50. Colts are provided with a squad shirt and post-match meals.

### Contact Details & Medical Information Form

This form is used to advise the Club, and particularly the coaching staff, of any medical condition that are considered relevant for training or playing rugby. This information is kept confidential.

### RFU Registration Form

The player must register with the Rugby Football Union (RFU). This is a national register and provides the player with the added benefit of insurance. This form must be used on initial registration and thereafter only at certain ages – check with your coach for details.

## Who's Who in our Club?

Position	Person	Email	Mobile Phone
President	David Rhodes	ruffordhills@hotmail.com	
Chairman	Doug Hendry	Doug.hendry63@ntlworld.com	07836 342927
Secretary	Ian Brown	minirugbymanager@gmail.com	07985 414326
Treasurer	Pete Le Noury	Peter.lenoury@btinternet.com	07711 788975
Head of Minis	Vacant		
Head of Juniors & Colts	Gary Osborne	gary.osborne5@btinternet.com	07593 329207
Volunteer Co-Ordinator	Claire Hendry	clairehendry@icloud.com	07986 501776
Safeguarding Officer	Sarah Williams	s.williams2@chilwell.notts.sch.uk	07503 161868
Assistant Safeguarding Officer	Vacant		
Committee Member	Chaz Trafford	vixchazollie@gmail.com	07891 216844
Committee Member	Richard Whittaker	richardjameswhittaker@hotmail.com	07973 309155

Squad	Contact	Email	Mobile Phone
Under 18	David Hargreaves	davidh@fhp.co.uk (Hargreaves)	07876 396003 (Hargreaves)
	David Calland	david.calland@ashfieldhealthcare.com	07730897096 (Calland)
Under 17	Gary Osborne	gary.osborne5@btinternet.com	07593 329207
Under 16	Scott Yarnell	scott.yarnell@gmail.com	07725 829891
Under 15	Nick Ash	nick.ash@sourcebioscience.com	07881 423485
Under 14	Tim Loveridge	t.loveridge@sky.com	07876 147676
Under 13	Nigel Bradley	nbradley@ntlworld.com	07962 104215
Under 12	Darren Pizzey	dpizzey@btinternet.com	07906 221419
Under 11	Matt Adams	matthew.adams@unify.com	07711 877705
Under 10	Andy Horner	andy@gandmelec.com	07501 256093
Under 9	Rik Williams	rikdwilliams@yahoo.co.uk	07880 206852
	Sarah Williams	s.williams2@chilwell.notts.sch.uk	07503 161868
Under 8	Nigel Bradley	nbradley@ntlworld.com	07962 104215
Under 7	David Lodge	d.lodge@chilwell.notts.sch.uk	07913 047974
Under 6	TBA		

## Useful Links

International Rugby Board IRB

[www.irb.com](http://www.irb.com)

The Rugby Football Union

[www.rfu.com](http://www.rfu.com)

The Rugby Football Union of Women

[www.rfu.com](http://www.rfu.com)

Nottinghamshire, Lincolnshire and Derbyshire RFU

[www.nldrfu.co.uk](http://www.nldrfu.co.uk)

BBC site, go to Sport and then Rugby

[www.bbc.co.uk](http://www.bbc.co.uk)

If you play at school check out this site

[www.schoolsrugby.co.uk](http://www.schoolsrugby.co.uk)

Good for coaches and players

[www.coachingrugby.com](http://www.coachingrugby.com)

Ideas on different moves

[www.rugbytactics.com](http://www.rugbytactics.com)

The Aussie site

[www.rugby.com.au](http://www.rugby.com.au)

The All Blacks site

[www.nzrugby.com](http://www.nzrugby.com)

## Role Descriptions

The following sections detail the role descriptions for all the key volunteer positions in the club. This gives both current and prospective role holders an idea of the expectations the club has for these roles.

### Head of Minis/Head of Juniors & Colts

The respective Head of section, a member of the Committee, has the following duties and responsibilities:

- Ensure that the Lead Coaches, Coaches and Helpers are working within their job descriptions and within the appropriate policies, guidelines, Laws and Rules of the RFU, the Continuum, Mini/Junior Section and Main Club.
- Work with other members of the Committee to ensure that the Mini/Junior section is run effectively and efficiently.
- Encourage all Lead Coaches, Coaches and Helpers to develop their knowledge and skills by attending appropriate training courses.

- Ensure that each age group has sufficient kit and equipment and where insufficient is available arrange with the Lead Coach and Committee to purchase.
- With the Treasurer manage the respective sections finances to ensure that funds are used effectively and efficiently.
- Represent the Mini/Junior Section on the Committee of the Club.
- Promote Nottingham Corsairs Rugby Football Club, and in particular the Mini/Junior section, encourage new players, coaches and helpers to join the club.
- Carry out any other reasonable duties requested by the Chairman of the Club.

### **Age Group Coach**

The Coach has the following duties and responsibilities:

- Organise any Helpers that are required.
- Assist the Lead Coach throughout the season.
- Run sessions if the Lead Coach is unavailable, which if appropriate, will include planning the session.
- Ensure that all sessions are run in a safe manner.
- Ensure that any information received about players is kept confidential and any use of this information does not breach the Data Protection Act.
- Attend a RFU Play It Safe course and a RFU Rugby Ready course within the first season of being in post as a Coach.
- Promote Nottingham Corsairs Rugby Football Club, and in particular your own section, encourage new players, coaches and helpers to join the club.
- Carry out any other reasonable duties requested by the Head of Minis or Head of Juniors/Colts.

### **Age Group Team Manager**

The Team Manager has the following duties and responsibilities:

- Ensure that all players are registered with the club and have paid their annual subscription payment.
- Ensure that each player has completed a player registration form; highlighting any medical conditions. The registration form should be signed by the parent/carer of the player in all cases.
- Complete and update as and when necessary the Manager's Audit form – recording all team coach's names and all qualifications (coaching and first aid).
- Ensure that all coaching, first aid and parent helpers have a current DBS.
- Ensure that the Recruitment Policy is adhered to when new volunteers join your age group. The policy can be found on the Nottingham Corsairs document section of the website.
- Assist the Safeguarding and Management of the club to maintain accurate records by passing on all age group coaches, First Aiders and parent helper's details.

- Ensure that any information received about players is kept confidential and any use of this information does not breach the Data Protection Act.
- Promote Nottingham Corsairs Rugby Football Club, and in particular your own section, encourage new players, coaches and helpers to join the club.
- Attend a RFU Play It Safe course within the first season of being in post as a Team Manager.
- Ensure that at all times there is access to the players data – telephone contact, next of kin details, medical conditions and any medication that the players are taking on a regular basis such as Asthma inhalers.
- Carry out any other reasonable duties requested by the Head of Mini or Head of Junior/Colts section.

### **Club Coaching Coordinator**

- To be the point of contact at the club for the RFU Coaching department
- To be a contact at the club for all Club Coaches
- To have a clear understanding of the RFU Coaching structure and availability of courses
- To actively promote all RFU courses (Foundation, Award and CPD courses)
- Consider the implementation of or initiate a Club Coaching Development Plan
- To identify needs and liaise with CB Coaching committees, Community Rugby Coach and Club Coach Developer for the delivery of specific Foundation and CPD courses at the Club
- To identify personnel for Coach Developer Training
- To assist the game in gathering information and reporting on Playing Development projects.

### **Club Volunteer Coordinator**

The CVC has the following duties and responsibilities:

The CVC has the following duties and responsibilities:

- Assess the personnel needs of the club on an annual basis, taking into account regular duties and any special events.
- Develop a recruiting plan that identifies all possible recruiting sources.
- Understand the nature of volunteering and what motivates people to volunteer.
- Recruit volunteers and, where possible place them in roles that suit their background, skills or wishes.
- Keep Club volunteers informed of all club activities and events.
- Ensure appropriate recognition of volunteers, including nominations for RFU recognition awards.
- Ensure a policy of open recruitment is implemented when advertising for, and appointing, volunteers.
- The CVC is responsible for the recruitment, training and retention of Club Volunteers.
- The CVC is responsible to the Club Committee, for all those who volunteer within the club.

## **Safeguarding Officer**

The Club Child Safeguarding Officer has the following duties and responsibilities:

- Prepare, obtain approval (from the Main Club Committee) and administer the Club's Child Safeguarding Policy.
- Ensure that the Safeguarding Officer has undertaken the required training to enable them to undertake the role.
- Ensure that all volunteers are kept up to date with current Safeguarding procedures and regulations.
- Ensure that the Safeguarding Officer adheres to RFU and CB NLD Safeguarding Policy guidance and procedures.
- Ensure that all volunteer members undertaking regulated activity with children hold a current DBS.
- Manage the volunteers DBS and make applications and re-new DBS for active volunteers.
- Review and update when necessary the Club's Child Safeguarding Policy but not less than every two years.
- Prepare, obtain approval for (from the Club Committee) and issue the Club's Code of Conduct for Coaches, Procedures and Job descriptions.
- Ensure that there is a robust Recruitment Policy in place and check all Applicants/Consent forms and send off for references.
- Keep records of all applications, references and other relevant information.
- Make recommendations with regards to the acceptability of an individual for the post.
- Investigate any allegations, accusations or suspicion of child abuse, informing the relevant people and authorities as required.
- Arrange appropriate training in Child Safeguarding for volunteer members.
- Report to the Club Committee monthly.
- Promote Nottingham Corsairs Rugby Club, and in particular the Mini/Junior Section, encouraging new players, coaches and helpers to join the Club.
- Attend Committee meetings and disciplinary hearings when required.
- Ensure that all collected data is maintained in accordance with the Data Protection Act.
- Carry out any other reasonable duties requested by the Chairman of the Club.

## **School/College/University Liaison**

1. To coordinate all aspects of the club's communication with local schools, colleges and further education facilities.
2. To promote links between the club and local education organisations.
3. To provide high quality and additional opportunities for young people to participate in Rugby Union both inside and outside education organisations.

## **Age Group First Aider**

1. To work with the squad coaches, team manager and Child Protection Officer.
2. Risk assess all activities to determine appropriate level of first aid provision
3. Ensure provision of First Aid during incidents.
4. Ensure emergency procedures are communicated and adhered to.
5. Ensure Squad First Aid equipment is functional and kit is stocked.
6. Maintain confidential database of player medical details.

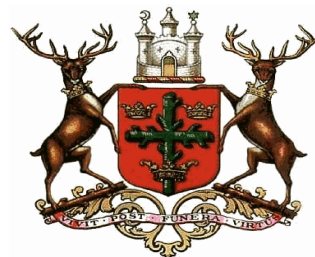


7. Complete incident/injury reports where necessary in line with Club and RFU regulations.
8. Promote the welfare of all club members in accordance with RFU and club policy (e.g. management of concussion injuries)
9. Attend First Aid Course.

## Appendix 1. Incident Report Form

# Incident Report Form

Ver. 09/10 1.0



1. Location of incident			
2. Name of person in charge of session/competition:-			
3. Name of injured person:			
4. Date of Incident		5. Time of Incident	
6. Nature of incident giving details of how and precisely where the incident took place. Describe what activity was taking place, e.g. training game, match, etc.			
7. Give full details of the action taken including any first aid treatment and the names of the first-aiders			
8. Were any of the following contacted? Delete as applicable.			
Police	Ambulance	Parent/Guardian	
9. What happened to the injured person following the incident? (e.g. went home, went to hospital, carried on with session)			
10. Print name			
11. Signature			
12. Date			

