



BECKENHAM RUGBY FOOTBALL CLUB

PARENTS/GUARDIANS PACK 2014-15

Contents

1. Welcome
2. Equity Statement
3. Anti-Bullying Statement
4. Club Safeguarding Policy
5. Website, Social Media & Communication Policy
6. Photographic Policy
7. Tour Policy
8. Players Code of Conduct
9. Parents/Spectators Code of Conduct
10. Coaches Code of Conduct
11. Youth Discipline Policy
12. RFU Guidance – Dealing with Challenging Behaviour
13. Kit – Club Guidelines
14. Kent RFU Clothing Statement
15. Incident/Accident Guidelines
16. RFU Policy – Reportable Injuries



WELCOME TO BECKENHAM RUGBY FOOTBALL CLUB

Mini and Junior Rugby at Beckenham

Dear Parents/Guardians

On behalf of Beckenham Rugby Football club we would like to welcome you to the Minis and Juniors sections. Experiencing rugby can be a highly rewarding for participants whether playing or providing a supporting role. It can provide the foundation for a lifetime's involvement in sport.

Beckenham Rugby Football Club believes that the presence of sport in a person's life (particularly that of a young player) carries enormous benefits for personal development, building confidence, developing social skills and broadening experience of diversity.

We are delighted that we are able to offer a natural progression from minis to juniors to our Academy (U17/U18) and that for the last six years, we have been delighted to see players progressing from our Junior/Colts sections to play for the senior club.

Some time ago, the RFU awarded Beckenham RFC the RFU Seal of Approval recognising our commitment to providing an environment where boys and girls can learn to play rugby in a safe and constructive manner from U7 through to Academy level. We recognise the importance of good quality coaching and you will find that your age group coach will be committed to developing the player's rugby ability while developing their sense of community and self-worth through the uniquely inclusive ethos of Rugby Union.

Beckenham RFC believes good coaching practice needs to reflect the following key principles:

Rights

Coaches must respect and champion the rights of every individual to participate in sport.

Relationships

Coaches must develop a relationship with players and others based on openness, honesty, mutual trust and respect.

Responsibilities – Personal Standards

Coaches must demonstrate proper personal behaviour and conduct at all times. Coaches will seek to maximise the benefits and minimise risks to players. Coaches will be able to demonstrate a high level of competence and will maintain this through qualifications and a commitment to ongoing training that ensures safe and correct practice.

In return, we expect a level of commitment from the players and that the coaches, who are all volunteers, are treated with respect.



Mini and Junior Rugby training takes place at Balmoral Avenue on each Sunday between 10am and 12noon throughout the season from September 2014 to April 2015. Each age group has the opportunity to experience competitive rugby, playing against other Kent RFU-affiliated clubs and attending a series of well organised competitions and festivals. We have hosted the U8 Kent Festival for a number of years and several age groups regularly organise annual tours.

Beckenham RFC recognises that families face difficult decisions concerning finances and strives to keep the costs of playing and membership to a minimum. We can guarantee that these fees ensure the future sustainability of mini and junior rugby at the club.

The family membership fee is payable once in September and this payment covers all training sessions between September and April 2014. The cost covers RFU registration and entry into all competitions undertaken throughout the season with the exception of tours. It also provides the parent or carer with Social Membership of the club and the right to use the club's facilities.

Finally, BRFC is constantly looking at ways to improve. We own our ground, but the maintenance and development of the club is down to the individual sporting and social sections. With this in mind, we ask you to pay membership fees promptly and to be understanding and supportive of our fund raising activities. If you have any skills you think could be used in this area, then please do get in touch.

Whether you are a volunteer, parent, carer, a returning player or someone taking their first tentative steps towards a rugby-playing future, I would like to warmly welcome you to Beckenham Rugby Football Club.

HERE'S TO A GREAT SEASON!

George Lawlor
Youth Chairman BRFC



BECKENHAM RUGBY FOOTBALL CLUB

EQUITY STATEMENT

Beckenham RFC is committed to ensuring that equity is incorporated across all aspects of its development. In doing so, it acknowledges and adopts the following Sport England definition of sports equity:-

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

In the spirit of this definition, the Club:

- respects the rights, dignity and worth of every person
- will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status
- is committed to everyone having the right to enjoy their rugby in an environment free from threat of intimidation, harassment and abuse
- expects all club members to have a responsibility to oppose discriminatory behaviour and to promote equality of opportunity; and
- will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.



BECKENHAM RUGBY FOOTBALL CLUB

ANTI-BULLYING POLICY

Bullying of any kind is not acceptable. Anyone who knows that bullying is happening or who witnesses an incident of bullying is expected to inform BRFC's Safeguarding Officer (Gail Caddy, 07852 132583 / gailcaddy@hotmail.com).

Bullying will be taken seriously, responded to promptly, and procedures followed to deal with the situation.

It is the responsibility of every adult working in rugby union, whether professional or volunteer, to ensure that all children and young people can enjoy the sport in a safe, enjoyable environment.

Main Signs/Symptoms

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

- being called names
- being teased
- 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 their religion, gender, sexuality, disability, appearance or ethnic/racial origin.

Other Signs/Symptoms

A child or young person:

- doesn't want to attend training or club activities
- changes their usual routine
- begins to become disruptive during sessions
- becomes withdrawn, anxious or lacking in confidence
- has possessions going missing
- becomes aggressive, disruptive or unreasonable
- starts stammering
- has unexplained cuts or bruises.

Objectives of the Policy

- All BRFC members, coaches, volunteers and parents/carers should have an understanding of what bullying is
- All BRFC members, coaches and volunteers should know what the Club's policy is on bullying and to follow it when bullying is reported
- All players and parents should know what the BRFC policy is on bullying and what they should do if bullying arises
- Players and parents should be assured that they will be supported when bullying is reported.



BECKENHAM RUGBY FOOTBALL CLUB

Club Safeguarding Children And Vulnerable Adults Policy

The safety and welfare of children and vulnerable adults is the responsibility of everyone. It is not an option to keep quiet, or to try and deal with any issue or incident within the squad.

1. Beckenham Rugby Football Club (BRFC) acknowledges its responsibility to safeguard the welfare of all children and vulnerable adults involved in BRFC from abuse or harm.
2. BRFC confirms that it adheres to the Rugby Football Union's Safeguarding Policy and the procedures, practices and guidelines and endorses and adopts the Policy Statement contained in that document.
3. A "child" is anyone under the age of 18 engaged in any rugby union activity. All minis, juniors and academy players are therefore covered by this and related policies.
4. **The Key Principles of the RFU Safeguarding Vulnerable People Policy are that:**
 - 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 and young people 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. BRFC 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. BRFC recognises that this is the responsibility of everyone involved, in whatever capacity, at the club.
6. BRFC will implement and comply with the RFU Code of Conduct and the Codes of Conduct for Coaches, Spectators and Officials as appropriate. BRFC will ensure its spectators, parents, members and officials are all aware of and will be deemed to have accepted, unless they make it known otherwise to the Safeguarding Officer, the club Photographic Policy as set out in the club welcome pack and on the website.
7. BRFC will endeavour to comply with the Guidance for Websites as set out on the RFU website and included in the welcome packs.

Who should you discuss your concerns with?

8. The Club Safeguarding Officer (CSO) is Gail Caddy.
Contact details: gailcaddy@hotmail.com 07852 132583



If you witness, or become aware of the behaviours in para 11 below, or an incident where the welfare of a child or vulnerable adult has been put at risk (for example by emotional/physical bullying) or by the behaviours below, you should in the first instance inform the Club Safeguarding Officer.

If an incident involves the CSO, you should inform the Youth Chairman who will then contact the Kent County Board (CB) Safeguarding Manager or the RFU Safeguarding Executive.

9. In some circumstances and where appropriate, BRFC will form a Safeguarding Committee to review reported incidents. This will only be after discussion with the RFU Safeguarding Executive or CB Safeguarding Manager. The Committee will at all times act in accordance with the Club and RFU safeguarding policies and with the approval of the RFU/CB Safeguarding Manager.
10. All members of BRFC who have a regular supervisory contact with children, or a management responsibility for those working with children must:
 - obtain an RFU Enhanced DBS (formerly CRB) check and as and when introduced, be ISA-registered in accordance with the RFU ISA-registration Policy; and
 - attend an RFU Safeguarding (Play it Safe) course.

Banned Behaviour

11. BRFC requires all coaches, parents, players, or officials to comply with the Best Practice Guidance as issued by the RFU and BRFC's own policies. In summary, the following are **NOT** acceptable and will be treated seriously by BRFC and may result in disciplinary action being taken by BRFC, the CB or the RFU:
 - Working alone with a child, children, vulnerable adult, or adults
 - Consuming alcohol whilst responsible for children or vulnerable adults
 - Providing alcohol to children or allowing its supply
 - Smoking in the presence of children
 - Humiliating children, or vulnerable adults
 - Inappropriate or unnecessary physical contact with a child or vulnerable adult
 - Participating in, or allowing inappropriate contact or physical games with children or vulnerable adults.
 - Having an intimate or sexual relationship with any child or vulnerable adult developed as a result of being in a 'position of trust'
 - Making sexually explicit comments or sharing sexually explicit material.
12. BRFC will ensure that all its coaches, parents, officials and spectators are aware that adults must not change at the same time, using the same facilities as children or vulnerable adults.
13. BRFC will ensure that its coaches and team managers receive the support and training considered appropriate to their position and role. The RFU "Managing Challenging Behaviour" Policy has been adopted and circulated amongst the club workforce, both voluntary and paid.
14. Any events held on BRFC 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 BRFC must comply with the relevant RFU Regulations and Guidance relating to tours.



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

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

The above applies to training as well as matches.

If you have any questions about safeguarding please contact:

Gail Caddy
BRFC Safeguarding Officer
07852 132583
gailcaddy@hotmail.com



BECKENHAM RUGBY FOOTBALL CLUB

COMMUNICATION POLICY

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

Beckenham RFC (BRFC) sets out below how we will contact our players aged under 18 and all coaches, managers and volunteers must follow this policy.

BRFC regularly puts news items, updates and relevant material on the BRFC website, Facebook and Twitter. These posts may include match reports and news items prepared by coaches, volunteers, parents or guardians which may make reference to individual displays of technical skills or sportsmanship. They may also include photographs taken by coaches, volunteers, parents or guardians consisting of action shots, team groupings or tour activities.

BRFC sets out here the policy relating to the use of the website and its social media sites. This policy follows RFU and Child Protection in Sport guidance, details available at this link:
<https://thecpsu.org.uk/resource-library/2013/text-and-email-messaging-safeguarding-guidelines/>

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

- BRFC 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.

When communication by phone is needed, Club Officials and Coaches should preferably speak to the parent of a child. Club Officials and Coaches may speak to individual children on mobile phones provided they have prior written consent from the child's parent(s), and from the child if old enough to understand.

If a Club needs to communicate club-related information to children by email (such as training or match details), it should use email groups comprising email addresses given by the parent(s). Such emails should only come from specific designated individuals e.g. Managers and Head Coaches.

WEBSITE AND SOCIAL MEDIA POLICY

BRFC is conscious of the need to act responsibly in its use of the website and social media and adheres strictly to the rules set out below, which follow the RFU website guidance.

BRFC 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. BRFC therefore encourages members to post relevant material, subject to this policy.

BRFC requires those accessing its social media forums (including Facebook and Twitter) to be above the minimum age required by the respective social media.



BRFC requires parents/carers of U18s to give their written consent (on the Membership Form) to their children being photographed. BRFC Officials, Managers and Coaches must be aware that consent is not always given and they should check with the parent, Membership Secretary or CSO before using any photographic image.

Photographs that are in any way inappropriate will not be permitted to appear.

At no time will a reference be made to an U18's address or any other personal information, unless prior express written permission has been given by the parent/carer.

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 BRFC policies.

Any links to third party sites are subject to this policy. When it becomes aware of inappropriate content, BRFC will remove content and/or links to these sites. However, BRFC cannot be held responsible for material appearing on third party sites.

Concerns/Complaints

Any parent/carer/player who has a concern about a reference to or photographs of their child (or if the child, themselves) appearing on the Club's website is asked to make their feelings known to the team manager in the first instance, who will discuss the issue with BRFC's CSO (Gail Caddy gailcaddy@hotmail.com)

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.

The complaint will be discussed and investigated by the person maintaining the website/ social media site, the relevant team manager, and CSO. Decisions will be made on a case by case basis and discussed with the relevant parent(s)/ carer.

A copy of this policy can be found on the BRFC website and will be circulated to all teams and to those responsible for the website and social media sites.



BECKENHAM RUGBY FOOTBALL CLUB

TOUR POLICY

Each age group is encouraged to organise an annual tour as a way of encouraging the players and parents to get to know each other and experience the joys of touring.

Beckenham RFC is a family club, and family members should be encouraged to join the tour to support their child, and to look after their welfare whilst on tour.

- If children are unaccompanied, the parent or legal guardian must nominate a guardian for the child for the duration of the tour and the guardian must take responsibility for the welfare of the child for the duration of the tour.
- The tour guardian should not be the tour organiser or age group coach (both of whom have their hands full).
- Each age group going on tour should appoint a person to be responsible for organising the tour at that age group, or for liaising with the tour organiser if a number of age groups are going together.
- Every tour must be self-funding, and organisers should budget to cover the cost of the tour in full, plus a provision for emergencies, or to provide limited free places to members who otherwise would not be able to tour.
- The choice of location for a tour (and therefore the cost) should be based on being as inclusive as possible to all members of the age group, regardless of their financial means.
- Where age groups organise fundraising within the club on behalf of their own tour, the fact that the contributions are for a specific age group fund must be made clear to anyone contributing.
- Tour Guidelines have recently changed. Now, all tours that are to take place outside **England** must get written approval from both Kent County RFU and from the RFU for the tour to go ahead. Applications are made on the 'RFU Notification of Proposed Tour' form which is completed by the tour organiser, signed by the Club Honorary Secretary and Chairman, sent to Kent Honorary Secretary who countersigns it and forwards it to the RFU.
- Full travel and sports injury insurance must be provided for all players, and travel insurance for all parents/coaches. If any other activities are organised (such as kayaking, climbing etc), the organisers must ensure that adequate insurance is in place.
- The parent or legal guardian of every player on tour should complete a Consent Form prior to departure. This form gives consent for medical treatment to be administered if necessary. The organisers should also ensure they are aware of any medical issues of tourists, such as regular medication taken, asthma, etc.



- Organisers are responsible for organising suitable fixtures, with the primary objective of safety. Some countries' age group rules differ from the RFU's, and every effort should be made to ensure that players are not put at risk by playing against opposition who are outside of their age group. If on arrival, tour organisers find that playing the opposition would put the children's safety at risk, the game should not go ahead.
- Organisers are responsible for ensuring the accommodation is suitable and safe for children. Where possible, organisers are encouraged to inspect facilities before the tour to assess their suitability. The cost of this should be built into the tour budget.
- A wealth of experience exists in the club of members who have organised tours, both on a "self-service" basis and by using travel agents. Members organising tours are encouraged to talk to their colleagues in older age groups, who have organised tours in the past. If tours are organised on a self-service basis, consideration should be given to what happens if the coach company, airline or other provider goes bust or is unable to fulfil its contract – in other words how will members get their money back.
- The primary responsibility of the club in organising a tour is the safety of the players, both on and off the pitch, and sporting and non-sporting activities must be organised with safety in mind.
- Tour Managers are responsible for the good behaviour of the party both on and off the pitch. Tourists need to be mindful that what used to be described as high spirits when applied to rugby tours is not always tolerated today.



BECKENHAM RUGBY FOOTBALL CLUB

PLAYERS CODE OF CONDUCT

As a member of Beckenham RFC you represent the club both on and off the pitch. It is expected that high standards will be maintained at all times and that players will not do anything to bring the club or the game into disrepute.

We expect our players to:-

- Demonstrate self-respect and respect for their coaches and team mates by being punctual, organised and appropriately dressed for training sessions and matches
- Not use bad language or engage in any irresponsible or illegal play
- Always maintain high standards and encourage others to do the same
- Look out for their own welfare and for the welfare of others
- Recognise the value and importance of coaches and referees. They are all volunteers and are giving up their time to ensure that you can play and enjoy rugby
- Treat others with the same respect and fairness that you would like them to show you
- Respect differences in gender, disability, culture, race, ethnicity and religious belief between yourself and others
- Recognise that everyone brings something positive to the game
- Demonstrate 'Fair Play' on and off the field
- Challenge discrimination and prejudice.



BECKENHAM RUGBY FOOTBALL CLUB

PARENTS AND SPECTATORS CODE OF CONDUCT

- Never force an unwilling child to participate in rugby
- Educate your child to always abide by the Laws of the game
- Encourage in your child an understanding and enjoyment of the value of coaching
- Always keep off the pitch
- Recognise the value and importance of volunteer coaches and referees. They freely give their time and resources to provide rugby for your children
- Recognise that children play rugby for their own fun. They are not there to entertain you and they are not miniature internationals!
- Emphasise respect for referees by not publicly questioning their decision making or honesty
- Never ridicule or scold a child for making a mistake
- Always support positively
- Applaud good play by both teams
- Do not shout continuously
- Teach children that honest effort is as important as victory
- Set a good example to those on the pitch
- Always condemn the use of bad language
- BRFC is in a residential area, so please leave the ground quietly.



BECKENHAM RUGBY FOOTBALL CLUB

COACHES CODE OF CONDUCT

The aim of this code is to inform/remind all coaches and coaching assistants working with young players at BRFC of the responsibilities they have to those players and the standards of behaviour expected. Each season, all coaches working within the mini/junior/academy sections will be asked to confirm that they have read, understood and accept that they are required to abide by this code.

Players

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

The Game

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

Coaching

- Always look and act like a coach
- Always start and finish on time
- Plan your session
- Do not drink alcohol before or while you are working
- Do not smoke while you are working.
- To be a good coach, you need to be up to date with developments in the game. Stay in touch with coaching, rugby and Child Welfare issues.

You are responsible for the safety of your players:

- Mark out a safe work area; make sure your equipment is in good repair
- Be careful how you join in with contact drills and games - you are bigger than them.
- Do not allow players to train or play with an injury. Refer them to a doctor or physio.
- Always use separate changing rooms from players. Never be alone behind closed doors with individuals and never shower with the players.
- If you have to treat an injury to a player of the opposite sex ensure a person of the same sex as the player accompanies you.



- Tell your players (and keep telling yourself) that winning and losing are only by-products of performance. Ultimately, you are there to teach them the game and to help them to enjoy playing in a safe environment, nothing more.
- It is a responsibility of all club officials to keep up to date on current Child Welfare/ Safeguarding issues and legislation and to report any concerns, issues and examples of bad practice to the Club Safeguarding Officer.
- Any questions regarding this code of conduct can be directed to the Youth Chairman or the CSO.



BECKENHAM RUGBY FOOTBALL CLUB

YOUTH DISCIPLINE POLICY

(Mini, Junior and Academy players, spectators and parents)

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

The Club's Youth Disciplinary Committee is responsible for dealing with offences arising within the Minis, Junior and Colt sections, whether committed by players or parents, officials or spectators.

This includes all Junior players and Academy players *under the age of 18* at the time of the offence, provided the player is playing in an U17 or U18 Club match. Any player who has reached their 18th birthday and is playing in either an academy or an adult match is classed as an adult and will be dealt with under the procedure outlined in the senior club's discipline policy.

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

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

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

- Disciplinary Chairman – Dave Broadwell
- Club Safeguarding Officer- Gail Caddy
- Youth Chairman – George Lawlor
- Academy Director – David Caddy
- Chair of Ladies – Lorraine Hooton

In the case of an offence by a player, the Committee *must* include the safeguarding officer. In the case of an offence by a spectator, parent or official, at least two members of the Committee must be present.

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 may 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 is available on the BRFC website or supplied upon request), and will be guided by the list of recommended sanctions for young players outlined in 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 Hon Secretary (Tony Spong) within seven days of the of the discipline hearing. The decision will then be referred to the Club's Senior Disciplinary Committee, which will consist of club officials who did not sit on the original Youth Disciplinary Committee, and will hold its hearing within 14 days of the appeal being lodged.



RFU GUIDANCE FOR DEALING WITH CHALLENGING BEHAVIOUR

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

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

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, the Club Safeguarding Officer and the child, where appropriate) in planning for the activity, to ensure that an appropriate approach is agreed and, where necessary, additional support provided.
- 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 coaches/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, the CSO and where appropriate the young people themselves. 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

Coaches, 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 or in advance of a trip away eg rugby tour, and should always be in the context of rights and responsibilities.



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, coaches/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.
- If a coach/volunteer feels he/she would benefit from additional/specialist support, they should discuss this with the CSO who will engage with external agencies if appropriate. Any engagement with external agencies requires 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, toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Coaches/volunteers should inform the CSO of any child for whom sanctions are frequently necessary. The CSO may then review the situation with the child (where appropriate), 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 to others, he or she may have to be suspended or barred from the club's activities.



BECKENHAM RUGBY FOOTBALL CLUB

Kit/Protective Equipment - Club Guidelines

Boots:

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

Blades and studs:

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

With this in mind BRFC Mini, Junior and Academy players should only wear studs that are in good condition. The Club advises against the wearing of blades.

Coaches are asked to carry out a boot inspection at the beginning of each session.

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

Gum shields:

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

Other protective equipment:

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

Clothing:

Zips are not permitted on any clothing whilst training or playing.

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.

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

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



Kent RFU Statement on Clothing

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

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

WHAT PLAYERS CAN WEAR:

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

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

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

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

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

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

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

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

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

WHAT PLAYERS MUST NOT WEAR

a) any item that is contaminated by blood.

b) any item that is sharp or abrasive.

c) any items containing buckles, clips, rings, hinges, zippers, screws, bolts or rigid material or projection

d) jewellery such as watches, rings or earrings.



e) gloves

f) shorts with padding sewn into them.

g) a single stud at the toe of the boot.

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

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

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



BECKENHAM RUGBY FOOTBALL CLUB

GUIDELINES FOR DEALING WITH AN INCIDENT / ACCIDENT

IF IN DOUBT CALL AN AMBULANCE

- 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 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.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent / carer.
- Complete a Club Accident Report Form and ensure that it is handed in at the bar, where the Accident Book is kept. Coaches/managers should ensure that they have a supply of these forms at all times, available from the BRFC website.
- An Accident Report Form should also be completed and handed in if a player is injured on BRFC premises, other than whilst playing rugby. A full investigation and risk assessment will then be carried out by the Club Health & Safety Officer or other competent person in order to identify, reduce or eliminate any risk.
- Injuries relating to a mini/youth player – please also inform the Youth Chairman, George Lawlor (george.lawlor@aecom.com) and the CSO, Gail Caddy (gailcaddy@hotmail.com)
- Any incident requiring hospitalisation (**other than A&E visits and same day discharge**) will be reported to the RFU through an Official of the club, following the guidelines below.



RFU POLICY ON REPORTABLE INJURIES

So that the RFU can take an active role aiding in the care and rehabilitation of catastrophically injured players, it is vital that the RFU is notified of all injuries that qualify in the reportable category set out below using this [Injury Report Form](#) (MS Word DOC 34kB). For more information and support about how a club should deal with a serious injury, the following document provides [guidance for clubs on managing serious injuries](#) (MS Word DOC 140kB).

In order to simplify the reporting process and ensure that the injury data that is collated is valid, clubs and schools need only report the following Reportable Injury Events. Wider ranging detailed injury surveillance data will be collected independently from a representative sample of nominated clubs and schools.

Reportable Injury Events

These are defined as:

- An injury which results in the player being admitted to a hospital (this does not include those that attend an accident and emergency department and are allowed home from there)
- Deaths which occur during a game or within six hours of a game finishing.

Reportable Injury Event Protocol

In the event of a serious injury that fulfills the above criteria, the following protocol is to be followed:

1. Provide immediate first aid and arrange transport by ambulance to the hospital
2. A club or school representative must phone the Sports Injuries Administrator Helpline 0800 298 0102, as soon as the seriousness of the player's condition is confirmed and certainly within 48 hours of the game or training session in which the injury occurred
3. Please have a pen and paper ready, along with details of the incident. Out of working hours there will be a recorded message that provides contact details of the Injured Player Welfare Officer (IPWO). You will be asked to email or fax an [Injury Report Form](#) (MS Word DOC 34kB)
4. The IPWO will then establish contact with the club and player or their family in order to confirm the injury, initiate the Pastoral Support Programme, and collect additional information about the injury
5. The club/school must notify their insurers. The RFU insurers are Marsh Sports Group (Claims), Tel: 0131 311 4254, Fax: 0131 343 6667
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.

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

Sports Injuries Administrator (SIA)
Community Rugby, Rugby House, Rugby Road,
Twickenham, TW1 1DS
Tel: 0800 298 0102, Fax: 0208 8831 7684
Email: sportsinjuriesadmin@therfu.com

RFU Injured Player Welfare Officer
David Phillips, 16 Holborn Avenue
Leigh, Lancashire, WN7 1TT
Tel: 07894 489 716
Email: welfareofficer@therfu.com