



**ORRELL
ST JAMES A.R.L.F.C.**

How it all works.....

Coaches and Volunteers

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The Club

Our History

Orrell St James ARLFC was formed in 1984 and we are in our 38th year of providing Amateur Rugby League in Orrell, Billinge and surrounding areas.

For over 25 years, we were a club without a home, nomads playing on school fields and public parks around Orrell and Billinge. After match hospitality was provided at venues including The Station Pub, The Colliers Arms, The Rose & Crown and St James Catholic Club until 2013, when the club finally moved to a permanent home at Bankes Avenue, with a small clubhouse with four changing rooms and a small bar and kitchen.

Over the past 10 years, we have developed Bankes Avenue with grants from the RFL and Sport England, first with levelling work on Pitches 1 and 2 in 2014 and the subsequent installation of floodlights on Pitch 2. 2019 saw our biggest developments with the addition of two new pitches and the further development of the clubhouse with two new brick-built extensions providing a large bar/function room and 4 new changing rooms.

We are proud to call our Bankes Avenue ground our home and continue to improve our facilities to the benefit of all our members and players.

Our Culture

Most people assume that a successful amateur rugby league club should strive to have winning teams throughout the age groups. Clubs are measured by the number of trophies won and the number of players going into the professional ranks. But is this sufficient?

When our Head Coach was appointed a number of years ago, he understood that philosophy but felt that a successful club should aim for more. After numerous meetings with other coaches, the Coaching Committee came to the conclusion that a win at all costs mentality would not bode well for the future of OSJ. They set about trying to create a culture within the senior teams that, hopefully, would permeate through all the younger age groups. Within players' meetings, training sessions and during matches, players are encouraged to enjoy themselves, work to the best of their ability, attempt to win every contest but to exhibit respect for their teammates, their opponents and for the great game of Rugby League.

The Senior players should be ambassadors for the Club and role models for the younger teams. More important than being good rugby players, they need to be good people to fit into the OSJ Culture and aspire to represent the Club through a pathway from Junior and Youth to Senior levels. To achieve this, we need the cooperation of all sections of the Club, Coaches, Parents, Players and Officials to help us achieve our goal of being one of the foremost amateur clubs in the country.

We will continue to work hard to develop a Culture at Orrell St James to ensure that players develop into good young people, as well as being highly skilled, successful individuals.

Teams

For the 2023 season, we plan to run 22 teams, broken down as follows:

Infants	Juniors	Youth	Senior
Tots	U7 Newbies	U13	Mens' First Team
Cubs	U7	U14	Mens' A Team
	U8	U14 Girls	Womens' First Team
	U9	U15	
	U10	U15 Girls	
	U11 Blues	U16	
	U11 Golds	U16 Girls	
	U12	U18	
	U12 Girls		

Our Junior, Youth and Senior teams at Orrell St James participate in the following leagues:

- North West Mens' League
- Womens' Rugby League
- North West Counties Youth 16-18
- North West Counties Youth 13-15
- North West Counties Juniors
- Girls' Rugby League

Coaches and Team Managers are encouraged to read and understand the rules of the league their team is participating in. The Constitutions and Competition Rules for each league are listed in the appendix.

Volunteering for the Club

Anyone wishing to volunteer in an official capacity for an Orrell St James Team must apply to the Volunteer Coordinator in writing, by email to the address listed below.

The Volunteer Coordinator will then refer the application to the relevant Coaching Coordinators who in turn will liaise with the Club Welfare Officer to perform the required Safeguarding checks on the applicant.

Executive Committee Members

Position	Name	Email
Chair	David Livesley	chair@osjrugby.co.uk
Secretary & Clubmark Officer	Peter Barnes	secretary@osjrugby.co.uk
Treasurer	Lindsey Seddon	treasurer@osjrugby.co.uk
Club Welfare Officer	Rachael Dempsey	cwo@osjrugby.co.uk
Registration Secretary	Ant Seddon	registrations@osjrugby.co.uk
Head of Rugby (Head Coach)	Sean McHugh	headcoach@osjrugby.co.uk
Youth Rugby Coordinator	Gary Marsh	youthcoordinator@osjrugby.co.uk
Volunteer Coordinator	Paul Boulton	volunteercoordinator@osjrugby.co.uk
Ladies Rugby Coordinator	Harold Bragg	ladiescoordinator@osjrugby.co.uk
Player Coordinator	Andy Fleming	playercoordinator@osjrugby.co.uk
Catering & Hospitality Coordinator	Amanda Taylor-Banks	hospitality@osjrugby.co.uk
Fundraising Officer	Suzanne Costello	fundraising@osjrugby.co.uk
Funding Officer	Kay O'Neill	funding@osjrugby.co.uk
First Aid Coordinator	Clare Bragg	firstaidcoordinator@osjrugby.co.uk
Health & Safety Officer	Kerry Simmons	healthandsafety@osjrugby.co.uk
Social Media Coordinator	Grace Johnson	media@osjrugby.co.uk
Groundsperson	Dave Dewsnip	groundsperson@osjrugby.co.uk
Health & Safety Coordinator	Kerry Simmons	healthandsafety@osjrugby.co.uk

Coaching Committee Members

Position	Name	Email
Head of Rugby (Head Coach)	Sean McHugh	headcoach@osjrugby.co.uk
Ladies Rugby Coordinator	Harold Bragg	ladiescoordinator@osjrugby.co.uk
Senior Rugby Coordinator	Adam Lavin	seniorcoordinator@osjrugby.co.uk
Youth Rugby Coordinator	Gary Marsh	youthcoordinator@osjrugby.co.uk
Junior Rugby Coordinator	Joe Molyneux	juniorcoordinatingator@osjrugby.co.uk
Infant Rugby Coordinator	Shelley Corcoran	infantcoordinatingator@osjrugby.co.uk
Player Coordinator	Andy Fleming	playercoordinator@osjrugby.co.uk
Female Player Coordinator	Grace Johnson	media@osjrugby.co.uk

Non-Executive Committee Members

Position	Name	Email
Kit & Equipment Officer	Lisa Molyneux	kitandequipment@osjrugby.co.uk
Minuting Secretary	Gillian Barnes	minutingsecretary@osjrugby.co.uk

Safeguarding

Safeguarding plays an important part in everything we do, not just in sport and everybody has a duty to safeguard children.

Every club has a Club Welfare Officer (CWO) and at Orrell St James our CWO is Rachael Dempsey. Rachael has been involved at Orrell St James for over 7 years and is a qualified social worker.

Orrell St James prides itself in having robust policies and procedures in place to protect all children who participate in the sport within our club, which are in addition to the Rugby Football League Policies. Our policies can be found on the club website www.osjrugby.co.uk and are displayed in the club.

We are pleased that this Safeguarding practice is embedded throughout the club at all age groups, and we also recognise that listening to children plays a crucial part in this. In 2021 we gained Listening Club accreditation from the Rugby Football League. We have achieved this by arranging Listening Club sessions with age-appropriate groups and taking on board the thoughts and views of children.

If you have any concerns in relation to any child in your team or any other child, please contact Rachael at cwo@osjrugby.co.uk

Your Team

Team Officials

Head Coach

The Head Coach is responsible for coaching players and ensuring their welfare at all times. They attend the Coaches Meetings which take place on a monthly basis to receive vital club and league information.

By applying to coach an Orrell St James team, you have agreed to hold an RFL UKCC Level 2 Coaching Qualification (if you haven't already got the qualification). This will be paid for by the Club on the basis that you remain coaching at the Club for two years thereafter. If you leave the club within these two years you will be required to pay the full amount back to the club. To be validated as a Coach you are also required to attend a Safeguarding and Protection Course, a First Aid Course and to undertake an Enhanced DBS check.

Coaches must also attend league meetings (RFL/NWC) as and when required. The Coaching Committee will organise a rota at the beginning of the year and a member from each team will be required to represent the Club at their allocated meeting.

Team Manager

The Team Manager assists the head coach in all the organisational aspects of the team. arranging matches. dissemination of information etc.

Team Fundraiser/Treasurer

The Team Fundraiser/Treasurer coordinates team fundraising events to achieve the annual targets, the payment of subs, transfers all team monies (including fundraising) to the appropriate Club Bank Account, attends regular Fundraising/Treasurer meetings to ensure the team is involved with club fundraising events.

Team First Aider

The Team First Aider provides First Aid on match days.

Game Day Manager

The Game Day Manager ensures spectators behave in an appropriate manner on touchlines.

Regular Meetings

Executive Meeting (first Tuesday of the month at Bankes Avenue)

Team representatives are not required to attend but they can request permission from the Club Secretary if they want to attend (see section 3.8 of the Constitution).

Coaches Meeting (second Tuesday of the month at Bankes Avenue)

All coaches will be required to attend the monthly Coaches Meeting which takes place on the second Tuesday of every month, and is a forum for discussing rugby related issues and passing on Club and League information.

Any coach failing to attend four (4) consecutive coaches meetings without satisfactory reasons shall be deemed to have resigned and the Executive Committee shall have the power to fill the vacancy. If a coach cannot attend a meeting it is up to themselves to appoint a person to attend in their absence (no person can represent more than one team in the coaches meetings).

Fundraisers Meeting (third Tuesday of the month at Bankes Avenue)

The Fundraising Coordinator runs a monthly meeting to discuss team and club fundraising and help organise Club events. A team representative is expected to attend each month.

NWC League Meetings (monthly rota)

North West Counties organise monthly league meetings for teams participating in their leagues (Juniors, 13-15 and 16-18), held at various Clubs across the North West. The Coaching Committee will organise a rota at the beginning of the year and a member from each team will be required to represent the Club at their allocated meetings.

Any OSJ team that was scheduled to represent the club will have to pay any fines issued to the Club by NWC for non-attendance.

End of Season Presentations

The Club holds team Presentation Evenings at the end of each season, organised by the Fundraising Officer and held at Bankes Avenue.

Teams will usually share a presentation evening with another team around their own age with parents asked to bring raffle prizes to contribute to Club fundraising to help cover the cost of the event.

Programme Write-ups

Coaches will be asked to provide a short write-up for each player in their team along with a team photo and some words about the past season. This will usually be requested approximately 4 to 6 weeks before the presentation to allow for printing of the programme for your team's presentation evening.

While the club pays for the printing costs of the programmes, the teams are expected to sell them at the presentation to reimburse the costs.

Trophies

All players in teams U12 and below receive a small individual trophy. U13 and above receive 5 larger "category" trophies such as Coach's Player of the Year, Players' Player of the Year, Clubperson of the Year etc. Additional trophies can be requested and paid for through team fundraising, should they be required.

Catering

The Club does not provide food for the Presentation Evenings however teams may choose to pay for catering out of their own fundraising or ask parents to bring food for a buffet. Teams must clean up any food waste themselves before leaving the Club if they are catering the Presentation Evening.

End of Season Awards Dinner

The Club runs an annual Awards Dinner at the end of each season. Parents, supporters and players from Senior Teams are encouraged to come along and celebrate the Club's successes over the previous year.

Registrations and Transfers

Team Registration

Teams are registered annually with the relevant leagues by the Club Registration Secretary, either at the start of the season or whenever a new team is formed mid-season.

Coach and Volunteer Registration

All teams must have at least one RFL licensed coach, qualified to UKCC Level 2 and present at both training and match days. Anyone wishing to coach or volunteer for an Orrell St James rugby team must apply in writing to the Club Secretary. Coaches can only be appointed by the Club's Executive Committee.

All Team volunteers must hold a current Disclosure and Barring Service (DBS) Certificate (issued by the RFL) and an active Safeguarding and Protecting Children (SPC) qualification - these both need to be refreshed every 3 years. Details of how to apply for an RFL DBS can be obtained from the RFL Website [here](#) - DBS certificates issued by other governing bodies are not transferable. Details of Safeguarding Training can be found [here](#).

Coaches must also complete the necessary training that forms the RFL coach licensing scheme, i.e. the CoachRight training which needs to be refreshed before every season. The Club will pay for the training of one Head Coach and one Assistant Coach in each team, should they need to take their UKCC Level 2 Training Course. Ongoing mentoring is provided by the Coaching Coordinators at the relevant age group.

Once approved and appointed by the Executive Committee, all OSJ coaches must register with the RFL on an annual basis (see appendix for links). The RFL does not charge coaches to register.

Player Registrations

All players, irrespective of age (i.e. including Tots and Cubs), must be registered with the RFL annually, in order to be insured for training and matches.

The RFL charges an annual registration fee for players at True Age U7s and above, which must be paid by parents or players at the start of each season. Players cannot participate in training or matches until they are registered with the RFL.

All players participating below the Open Age age group will be issued a PDF playing card which must be presented to the opposition as proof of age ahead of all games at U18s and below. Cards are not issued for adult Rugby League.

Players should play at their true age group, unless there is no team at that age group, in which case they are permitted to play for another team one age group above their true age. Any exceptions to this rule must be approved by the Coaching Committee.

For players who have never participated for another club, the Player Registration process is as follows:

1. A new parent/guardian/player contacts an OSJ Coach or Team Manager to discuss the player joining the OSJ team
2. Coach or Team Manager sends the parent/guardian/player a link to the relevant league's registration page on LeagueNet (see appendix)
3. Parent/guardian/player completes the online registration, paying the RFL registration fee if appropriate (i.e. U7 and over)
4. The relevant league approves the registration and issues a PDF card to the OSJ Registration Secretary if appropriate
5. Treasurer sets up a membership record for the player
6. Treasurer notifies the Coach or Team Manager of the subs required per month and the membership ID
7. Coach or Team Manager informs the parent/guardian/player of the membership ID to be used as a subs payment reference, the rate of subs to be paid and the Club bank account details so they can set up a standing order

8. Parent/guardian/player sets up monthly subs payment
9. Registration Secretary sends the PDF Card for the player to the OSJ Team Manager if appropriate

Player Transfers

The leagues have strict rules on player registration. Any player that has participated for another club in the current or previous season must be transferred to OSJ before they can participate in training or matches.

The transfer windows for the different leagues are as follows:

League	Window opens	Window closes	Transfers per season
North West Men's League	1st January	31st August	No limit
Women's Rugby League	1st January	31st August	No limit
North West Juniors (up to U12)	1st January	31st August	3 players ¹
North West Youth 13-15	1st January	31st August	3 players ²
North West Youth 16-18	1st January	31st October	3 players ³
Girls Rugby League 11-18	1st January	31st August	3 players ⁴

¹ See Rule 7.1 which states *Teams may apply to the Association for up to three transfers in a season (Per age group) which must be from different clubs. Where clubs run with more than one team, one player per club still applies.*

² See rule 8.6.1 which states *A secondary transfer from the same team shall be actioned by the League pursuant to and conditional upon the signature on the transfer documentation being authorised by a member of the Management Committee representing the team from which a player is seeking to leave.*

³ See rule 3.1 which states *A team may seek to inwardly transfer three (3) players each season, all of whom from differing clubs.*

⁴ See rule 4.2.1 which states *Teams may register, by transfer, three Players only per Season from different Clubs. The RFL may relax this rule, at their discretion, as deemed appropriate to meet the needs of the Competition*

Each league has slightly different processes regarding player transfers, detailed below.

North West Counties (Youth and Junior) Teams

1. A parent/guardian of a player previously registered to another club contacts an OSJ Coach to discuss player joining their team
2. Coach or Team Manager confirms the following with parent/guardian:
 - a. Makes them aware of the number of transfers already to that team
 - b. Makes them aware of the transfer policy for their league
 - c. Makes them aware that only in extreme circumstances would another transfer be allowed
 - d. Makes them aware that should the transfer be rejected, and the review of the decision heard by a panel be rejected that the decision is final and will not be discussed any further
3. Parent/guardian of prospective OSJ Player downloads and prints a copy of the NWC Transfer Form (the form) from the [NWC website](#)
4. Parent/guardian completes the relevant parts of the "PLAYER INFORMATION" section of the form
5. Player signs the relevant part of the "PLAYER INFORMATION" section of the form
6. Official from the player's current club completes the "PRESENT CLUB" section of the form
7. OSJ Coach completes the "NEW CLUB" section, leaving the Junior Secretary signature and date blank
8. OSJ Registration Secretary signs and dates the Junior Secretary boxes in the "NEW CLUB" section
9. OSJ Registration Secretary emails a scanned PDF of the form to the NWC Registration Secretary
10. NWC Registration Secretary processes the transfer

THE PROCESS ENDS HERE IF THE TRANSFER IS DECLINED

11. NWC Registration Secretary emails a PDF card to the OSJ Registration Secretary

12. OSJ Registration Secretary sends the card to the OSJ Coach, cc-ing the OSJ Treasurer
13. OSJ Treasurer sets up or reuses an existing membership ID for the player
14. OSJ Treasurer notifies the OSJ Coach of the subs required per month
15. OSJ Coach informs the parent/guardian of the membership ID to be used as a subs payment reference, the rate of subs to be paid and the Club bank account details so they can set up a standing order
16. Parent/guardian sets up monthly subs payment

THE PROCESS ENDS HERE IF THE TRANSFER IS APPROVED

Girls Rugby League

1. Player contacts an OSJ Coach to discuss player joining their team
2. OSJ Coach sends the surname and DOB of the new player to the OSJ Registration Secretary
3. OSJ Registration Secretary requests a new transfer on LeagueNet using the player's surname and DOB
4. Transfer is processed online by current club and the RFL

THE PROCESS ENDS HERE IF THE TRANSFER IS DECLINED

5. NWC Registration Secretary requests a PDF card from the RFL
6. OSJ Registration Secretary sends the card to the OSJ Coach, cc-ing the OSJ Treasurer
7. OSJ Treasurer sets up or reuses an existing membership ID for the player
8. OSJ Treasurer notifies the OSJ Coach of the subs required per month
9. OSJ Coach informs the parent/guardian of the membership ID to be used as a subs payment reference, the rate of subs to be paid and the Club bank account details so they can set up a standing order
10. Player sets up monthly subs payment

THE PROCESS ENDS HERE IF THE TRANSFER IS APPROVED

North West Men's League and Women's Rugby League

1. Player contacts an OSJ Coach to discuss player joining their team
2. OSJ Coach sends the surname and DOB of the new player to the OSJ Registration Secretary
3. OSJ Registration Secretary requests a new transfer on LeagueNet using the player's surname and DOB
4. Transfer is processed online by current club and the RFL

THE PROCESS ENDS HERE IF THE TRANSFER IS DECLINED

5. OSJ Registration Secretary informs the OSJ Treasurer of the new player
6. OSJ Treasurer sets up or reuses an existing membership ID for the player
7. OSJ Treasurer notifies the OSJ Coach of the subs required per month
8. OSJ Coach informs the parent/guardian of the membership ID to be used as a subs payment reference, the rate of subs to be paid and the Club bank account details so they can set up a standing order
9. Player sets up monthly subs payment

THE PROCESS ENDS HERE IF THE TRANSFER IS APPROVED

Outgoing Player Transfers to other Clubs

North West Counties (Youth and Junior) Teams

1. The parent/guardian of an existing OSJ Player contacts another Club to discuss player joining their team
2. Other Club's Coach confirms the following with parent/guardian:
 - a. Makes them aware of the number of transfers already to that team
 - b. Makes them aware of the transfer policy for their league
 - c. Makes them aware that only in extreme circumstances would another transfer be allowed
 - d. Makes them aware that should the transfer be rejected, and the review of the decision heard by a panel be rejected that the decision is final and will not be discussed any further
3. Parent/guardian of OSJ Player downloads and prints a copy of the NWC Transfer Form (the form) from the [NWC website](#)
4. Parent/guardian completes the relevant parts of the "PLAYER INFORMATION" section of the form
5. Player signs the relevant part of the "PLAYER INFORMATION" section of the form
6. Current club completes the "PRESENT CLUB" section of the form
7. OSJ Coach completes the "PRESENT CLUB" section, leaving the Junior Secretary signature and date blank
8. OSJ Registration Secretary signs and dates the *Junior Secretary* boxes in the "PRESENT CLUB" section
9. OSJ Registration Secretary notifies the OSJ Treasurer that the player has left the club
10. New Club and NWC process the transfer as above. No further input from OSJ

THE PROCESS ENDS HERE IF THE TRANSFER IS APPROVED

North West Mens' League, Girls & Womens' Teams

1. Parent/guardian of Player contacts another Club to discuss player joining their team
2. Other club requests a new transfer on LeagueNet
3. OSJ Registration Secretary confirms with OSJ Coach that there are no subs owing and no kit needs returning
4. OSJ Registration Secretary approves the transfer on LeagueNet
5. OSJ Registration Secretary notifies the OSJ Treasurer that the player has left the club

THE PROCESS ENDS HERE IF THE TRANSFER IS APPROVED

Finance

Subscriptions

Player subscriptions are currently set as follows:

- £60 per annum (or £5 per month) for Cubs
- £240 per annum (or £20 per month) for Juniors and Youth players participating in games (i.e. from U7 Newbies upwards)
- £180 per annum (or £15 per month) for regular Senior (Open Age, Touch and Rugby Union) players

Subs are paid for the whole 12 months, not just during the playing season. Additional family members receive a 50% discount at the higher (Juniors and Youth or Senior) rate and subs are capped to a maximum of £30 for a single family.

Subs make a significant contribution to the costs of running the Club, some of which include maintaining the clubhouse and pitches, clubhouse facilities, player insurance, post-match food, presentations etc. Players will only be able to start playing when the standing order is set up and players who fall into arrears will be unable to play or transfer out of the club until subs are brought up to date.

Bank Details

Subs are payable either in full by Bank Transfer or monthly by Standing Order. Each family is issued with a membership ID, available on request from the Treasurer. Once received, the Team Manager should give this to the players/parents/guardians for them to use as a reference when making any subs payments into the account detailed below:

Sort Code 16-30-28

Account Number 10191542

Payment Reference *Please get this from the Club Treasurer*

Hardship

We are a caring club and endeavour to ensure each child has the opportunity to play. Please speak to the Treasurer if any of your players/parents/guardians are experiencing financial difficulties. All cases are dealt with in the strictest confidence.

Fundraising

Every team (U7 and above) is responsible for raising £750 per annum as a contribution towards the running of the club. This amount is set annually at the AGM and any funds raised over and above this amount are the teams' to use as they see fit for team related activities.

All planned fundraising must be submitted to the Executive Committee via the Club Fundraising Officer to ensure there are no clashes with club events. This also allows the event to be published throughout the club to encourage support from all other teams.

Fundraising meetings take place on the third Tuesday of each month and teams are expected to attend club organised events designed to improve inter-team relations.

All funds must be paid into the main club bank account and team fundraising balances will be detailed on the Treasurer's Reports which are sent to the Coaches and/or Team Managers on a monthly basis.

Teams are not permitted to hold more than £100 in cash from team funds and individual team bank accounts are not permitted by the club.

All team and club fundraising must be paid directly into the following club bank account:

Sort Code	16-30-28
Account Number	12663700
Payment Reference	<i>Team Name or Fundraising Reference</i>

100 Club

The Club runs a lottery membership scheme for non-playing members such as ex-players, grandparents, and families of children in Tots. Existing members are also encouraged to join - 100 Club members receive 3 numbers (randomly allocated) for £5 per month.

A prize draw is made on a monthly basis with 40% of the total funds paid to the winner. Please contact the Treasurer for a payment reference and lottery numbers.

All 100 Club payments must be paid into the following club bank account:

Sort Code 16-30-28

Account Number 12663719

Payment Reference *The Club Treasurer will provide this*

Communications

Coaches & Managers WhatsApp Group

The Club has a central Coaches & Managers group which is used to communicate directly with team volunteers across the whole of the club.

It's important that at least one or two volunteers from each Team are members of the group as it is used by the club to pass on important information.

It's also where the teams let the kitchen know roughly how many players will need feeding on matches taking place the coming weekend. Please endeavour to pass this information onto the kitchen no later than Tuesday each week.

The Coaching Coordinators will be able to add you to the group.

Team WhatsApp Groups

Teams are free to set up their own WhatsApp groups for communication with their own volunteers and parents. However, please be mindful that whatever is said on these groups reflects on OSJ and can easily be shared to a wider audience.

Social Media

The Club's Social Media team runs all Orrell St James Facebook Pages (club and all teams), along with central Twitter and Instagram accounts. Please email them at media@osjrugby.co.uk if you have any news that needs promoting. You can also post your own content to the club's [Facebook page](#) and this will be reviewed and approved as appropriate by the Social Media team.

Club Website and Team Management System (Pitchero)

The Club uses a system called Pitchero to maintain central records of all teams, players and fixtures, accessed at www.osjrugby.co.uk.

Each team has their own page on Pitchero, showing their fixtures for the season. Team Managers are responsible to ensure their fixtures and results are kept up to date on a weekly basis. This is really important as the Club uses the fixture calendar in Pitchero to allocate pitches for matches and results are automatically posted to Facebook and Twitter to promote our club.

If your fixture is missing or wrong, you probably won't get allocated a pitch to play your game so please update it ASAP when a fixture changes!

Pitchero provides a Manager App to help coaches and team managers run their teams and make the admin side of it easier. Coaches and Team Managers can download the Manager App [here](#).

Parents, Guardians and Players over the age of 14 are advised to join Pitchero to keep up to date with fixtures, allowing them to easily set availability for training and matches. Details of the Club App for iOS and Android can be found [here](#).

NWC Junior Teams Points Differences

Coaches and Volunteers of Teams participating in North West Counties (NWC) matches at U12 and under need to be mindful of the following rules in the [North West Counties Junior ARL Constitution](#) when publishing scores on Pitchero and social media:

3.3 High scoring differentials are to be discouraged.

3.4 Newspaper and internet website reports shall not carry results if, on completion of a game, the points differential between both competing teams is thirty points (30) or more.

3.5 Such reports fed to the media or shown on websites that express over and above a thirty- point (30) winning margin shall result in a fine against the offending club of at least £1 per point over the nominal figure.

Data Protection and GDPR

Orrell St James takes its Data Protection and GDPR obligations very seriously and carefully manages the data held on behalf of its members, especially where children are concerned.

Coaches and Team Managers are not allowed to use third party applications to store Personal Data about members or players for any purpose, unless explicitly agreed by the Executive Committee. Personal Data includes but is not limited to names, dates of birth, relationships to parents/guardians, email addresses and phone numbers.

Player registration cards must not be held on personal mobile devices, as they contain Personal Data. Instead, cards should be printed out and brought to matches in paper form.

Facilities

Smoking

Smoking and vaping are not permitted on the OSJ site, past the first set of gates.

Dogs

Dogs are not permitted on the OSJ site, past the first set of gates.

Keys

All Head Coaches must have a key for the padlocks on the perimeter gates and the storage containers which should be kept tidy. It's the responsibility of all Head Coaches to get their own keys cut, and keys can be borrowed from other coaches or the Coaching Coordinators.

All Executive Committee members have keys for accessing the Clubhouse, which is secured by a Burglar Alarm and CCTV.

Pitches



There are floodlights on Pitch 1, Pitch 2 and the top of Pitches 3 and 4. The Coaching Coordinators have keys to operate the floodlights so ask them if you need them but please give them plenty of notice, especially for midweek matches.

Floodlights must be switched off before 9pm so please ensure you schedule training and games accordingly. The floodlights also incur a significant cost to the club so please use them sparingly.

Pitch Allocations

The club sends a weekly Pitch Allocations email to coaches and managers which details the kick off times, pitches and changing rooms to be used for

games. Pitches are allocated based on the information in Pitchero and the email is sent out on a Thursday afternoon/evening.

It is the responsibility of the home team to notify the referee and opposition of the kick off time and teams must inform the club of any changes to fixtures on the Coaches & Managers WhatsApp group and by updating the fixture in Pitchero immediately when a change is known.

Function Room Hire

The Club occasionally hires the main room out to members and non-members on days when matches are not being played. We do not hire the room out for 16th, 18th or 21st birthday parties.

Please direct all enquiries to hospitality@osjrugby.co.uk

Training

The Coaching Committee will issue a Training Matrix twice a year, for Summer and Winter training, shared on the Coaches & Managers WhatsApp Group.

Teams are not allowed to use Pitch 1 for training unless approved to do so by the Coaching Committee.

Match Days

Photography and Video

The Team Manager or Game Day Manager should always ask the opposition for permission to take photos or videos prior to the game commencing. The RFL's policy for recording images of children can be found [here](#).

Barriers, post protectors and ball-stop fencing

It is essential that spectators remain behind the pitch side barriers at all times. Where pitches do not have fixed barriers in place, they must be roped off down the spectators' sides before you play a match. This is for the safety of both the players and the spectators.

The club has sufficient equipment for roping of all pitches stored in the pitch side containers.

If you are the first team on a pitch, you are responsible for setting these up, along with the post protectors and raising the ball-stop fencing (on Pitch 1). If you are the last team on a pitch, you are responsible for taking the ball-stop fencing down and putting the barriers and post protectors away. Please ensure the Storage area is left tidy for the next team.

Please encourage your parents to help put these barriers up - it takes no time at all and relieves a little bit of pressure from you while you concentrate on the players.

Volunteers

The only people permitted on the pitch side of the barriers are the Coaches and the First Aider. Coaches and Volunteers must wear the club High-Viz T-Shirts so the front and back are clearly visible at all times (i.e. not under a coat or tucked into a tracksuit).

Speak to the Kit & Equipment Officer if you need new OSJ High-Viz T-Shirts.

Spectators must NEVER encroach onto the playing area for any reason.

Encroachment can invalidate insurance and risk a potential fine from the RFL.

Post-Match Clear Up

When your team has finished playing you must do a sweep of the pitch side area all around and collect any rubbish which has been left behind and ensure it is clean and ready for the next team.

This is our club – let's take pride in it!

Changing Rooms

If your team is using the changing facilities you must ensure that the changing rooms used by both yourselves and your opposition are left clean and tidy out of respect for the next team coming in.

Coaches and Volunteers must follow the [RFL Dressing Room Policy](#) at all times.

Any staff, medical or otherwise, of the opposite gender to the team, for example, a female physio working with a male team, must not be present in the dressing rooms whilst players are getting showered or changed.

Food

The club provides post-match food at weekends for both home and away teams, served from a separate hatch next to the kitchen. Whilst the club volunteers will prepare your meals, your team volunteers are responsible for serving your team and your opposition.

Teams are **not** permitted to consume their own food and drink on the premises.

Please ensure that all rubbish is cleared away from both your own team and your opposition to ensure the club remains in a clean and tidy state.

Team Sheets and Results

Each league has their own procedures for the completion of Team Sheets and entering scores after the games. It is important that home teams follow these procedures closely as some leagues issue fines for non-compliance, which must be paid for by the teams out of fundraising.

NWC Team Sheets can be downloaded and printed from the NWC website (see appendix)..

North West Counties Juniors (U12 and younger)

A paper copy of a NWC Juniors team sheet is provided by the home team and filled out by both teams before kick off. The final score is written on the team sheet after the game and a photograph emailed to teamsheets@nwc-rl.co.uk. The home team must also enter the final score on North West Counties' website (see appendix), including the mandatory participant information.

All of these activities must be completed no later than 5:00pm for games on a Saturday and Sunday or 11:00pm for midweek/night games. NWC Juniors issue fines for non-compliance.

North West Youth 13-15 and 16-18

A paper copy of a NWC Youth team sheet is provided by the home team and filled out by both teams before kick off. The final score is written on the team sheet after the game, signed by the referee and a photograph emailed to teamsheets@nwc-rl.co.uk. The home team must also enter the final score on North West Counties' website (see appendix), including the mandatory participant information.

All of these activities must be completed no later than 5:00pm for games on a Saturday and Sunday or 11:00pm for midweek/night games. NW Youth issue fines for non-compliance.

North West Men's League, Girls and Women's Rugby League

Both teams complete a team sheet online before the match, using the LeagueNet website. A paper copy of the RFL team sheet is printed by the home team and filled out by both teams before kick off. The final score is written on the team sheet after the game, signed by the referee and a photograph emailed to competitions@rfl.uk.com.

The home team must also enter the final score on the RFL LeagueNet website (see appendix). At least one volunteer in each team should have access to LeagueNet and you can request access using [this link](#) and putting *Ant Seddon* as the Lead Club Contact.

Kit and Equipment

The club will provide all reasonable equipment required to coach your team - please contact the Kit and Equipment Officer if you need anything. Each new team will receive:

- A set of cones
- A first aid bag
- Balls – appropriate size as and when required

Additional equipment can be found in the club storage facility based at Bankes Avenue.

Additional water bottles, replenishment of first aid bags etc. are the responsibility of the team and should come from team funds.

Playing Kit

Each team is responsible for raising funds or securing sponsors to buy a playing kit and team wear. You can have as many sponsorship logos on the kit as you wish however the club does not allow any deviation from the standard design of the kit, nor can player names be printed on playing shirts.

Ordering Process

Personal Orders

Players and supporters can order hoodies, polo shirts etc. for themselves from the O'Neill's [online club shop](#).

Team Orders

There is a separate process for ordering kit and teamwear for Teams. Orders can only be placed by the Kit and Equipment Officer and funds must be paid into the club bank account before any kit will be ordered.

1. The Team liaises with the Kit & Equipment Officer to get samples and designs finalised
2. The Team sends the Kit & Equipment Officer details of kit requirements and quantities
3. The Kit & Equipment Officer requests a costing invoice for the goods from the Supplier. The **Team DOES NOT deal direct**
4. The Kit & Equipment Officer sends the costing invoice to the Treasurer requesting approval, copying in the Team
5. The Team sponsors pay the sponsorship into club account if funds are not already in place
6. Once funds are in place, the Treasurer approves order, notifying the Supplier, Kit & Equipment Officer and Team
7. The Kit & Equipment Officer places order with the Supplier
8. The Treasurer pays the Supplier

There are no exceptions to this process unless agreed in advance with the Kit & Equipment Officer.

Appendix

Website links

OSJ Websites

[Orrell St James ARLFC Website](#)

[Pitchero Club App](#)

[Pitchero Manager App](#)

Rugby Football League (RFL)

[RFL Player Registration](#)

[RFL Coach Registration](#)

[RFL Volunteer Registration](#)

[RFL DBS Application](#)

[LeagueNet](#)

[LeagueNet Access Form](#)

[RFL Policy for Recording Images of Children](#)

North West Counties

[North West Youth and Juniors Website](#)

[North West Counties Team Admin Instructions](#)

[North West Counties Team Sheets](#)

O'Neills

[Club Shop](#)

Constitutions and Competition Rules

[North West Mens' League](#)

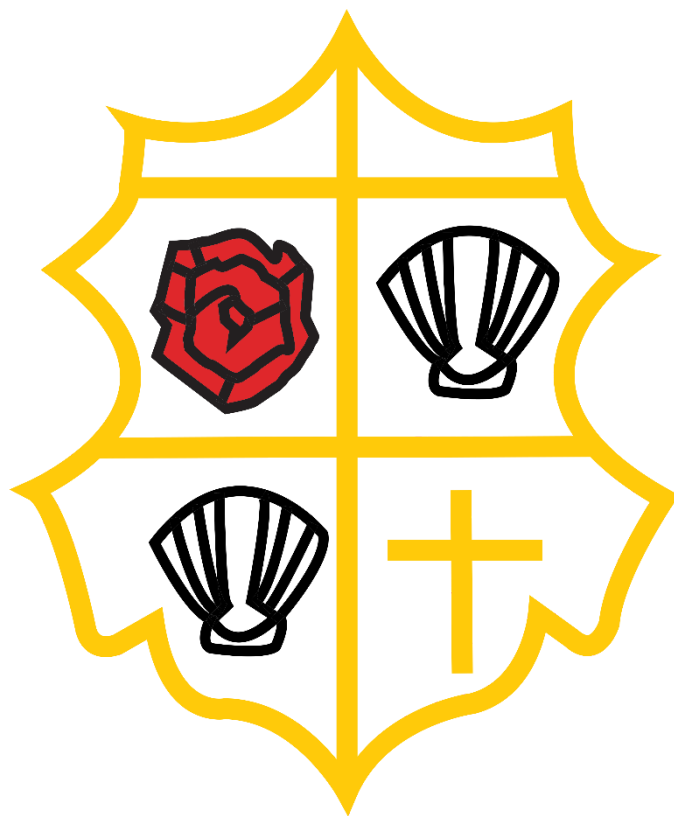
[Womens' Rugby League](#)

[North West Counties Youth 16-18](#)

[North West Counties Youth 13-15](#)

[North West Counties Juniors](#)

[Girls' Rugby League](#)



**ORRELL
ST JAMES A.R.L.F.C.**