



SIDCUP RUGBY FOOTBALL CLUB

Youth Players and Parents' Information Pack

www.sidcuprffc.co.uk

Rugby's Core Values
Teamwork, Respect, Enjoyment, Discipline & Sportsmanship

July 2017

SIDCUP RUGBY FOOTBALL CLUB
Youth Player's and Parent's Welcome & Information Pack 2017-18
Contents

1	INTRODUCTION.....	3
1.1	PURPOSE OF THIS PACK.....	3
2	MINI/MIDI (Under 7 to Under 11) PLAYERS & PARENTS	4
2.1	UNDER 6 to UNDER 11 AGE GROUPS	4
2.2	MEDICATION.....	6
2.3	WHAT DOES YOUR CHILD NEED?	6
2.4	WHAT DOES IT COST?.....	6
3	JUNIOR (Under 12 to Under 18) PLAYERS & PARENTS	7
3.1	Under 12 to Under 15 & Under 16 to Under 18 AGE GROUPS.....	7
3.2	MEDICATION.....	9
3.3	WHAT DOES YOUR CHILD NEED?	9
3.4	WHAT DOES IT COST?.....	9
4	CLUB POLICIES.....	10
4.1	COACHING POLICY	10
4.2	DATA PROTECTION POLICY	12
4.3	DISCIPLINE POLICY.....	14
4.4	DUTY OF CARE POLICY.....	21
4.5	EMERGENCY EVACUATION PROCEDURE	22
4.6	EMERGENCY PROCEDURE POLICY.....	24
4.7	EQUITY & EQUAL OPPORTUNITIES POLICY	26
4.8	HEALTH, SAFETY & RISK MANAGEMENT POLICY	27
4.9	INJURY MANAGEMENT POLICY	29
4.10	PHOTOGRAPHIC POLICY.....	31
4.11	PLAYER RECRUITMENT POLICY	33
4.12	PROTECTIVE EQUIPMENT POLICY	34
4.13	WELFARE AND VULNERABLE PEOPLE POLICY.....	35
4.14	TOUR POLICY.....	40
4.15	YOUTH RUGBY POLICY	44
5	CODES OF CONDUCT	47
5.1	CODE OF CONDUCT FOR MINI AND JUNIOR MEMBERS	47
5.2	THE GOOD ADMINISTRATOR'S CODE	47
5.3	THE GOOD COACH'S CODE	48
5.4	THE GOOD MATCH OFFICIAL'S CODE.....	49
5.5	THE GOOD PARENT'S CODE.....	50
5.6	THE GOOD PLAYER'S CODE.....	50
5.7	THE GOOD SPECTATOR'S CODE	52
5.8	THE SENIOR PLAYER'S CODE OF CONDUCT	53
6	PLAYING	55
6.1	FIXTURES.....	55
6.2	GUIDANCE NOTES & SELECTION CRITERIA.....	55
7	MISCELLANEOUS.....	57
7.1	PLAYER'S MEDICAL INFORMATION.....	57

SIDCUP RUGBY FOOTBALL CLUB

1 INTRODUCTION

1.1 *PURPOSE OF THIS PACK*

The documents contained in this pack will enable both players and parents to understand & adhere to;

- the operational procedures and obligations of the Club,
- relevant Club rules and policies,
- the Club's Codes of Conduct at all relevant levels, and
- information required of parents to enable player participation

The Club considers receipt of these documents to be acknowledgment of understanding and therefore compliance with the rules, policies and codes of conduct stipulated.

2 MINI/MIDI (Under 7 to Under 11) PLAYERS & PARENTS

At Sidcup RFC Mini/Midi Rugby training sessions and matches take place on Sunday mornings from the beginning of September to the end of April at 10.15am until 12.00 noon.

The aim is to teach and develop each boys or girls basic skill by:

- By implementing Rugby's Core Values of Teamwork, Respect, Enjoyment, Discipline & Sportsmanship
- Introducing the game in a safe and friendly environment
- Developing the skills of the children, young people progressively according to their ability, using appropriate coaching methods.
- Introducing the Laws of the Game and the Player's Code of Conduct.
- Encouraging a good standard of behaviour on and off the field
- Encouraging fair play and good sportsmanship.
- Avoiding overplaying of players by using a squad system.
- Ensuring development comes first, winning second.
- Ensuring all equipment and facilities are safe and appropriate.
- Never coaching law violations.
- Never overtly criticise players – their confidence is paramount

All our coaches are RFU qualified; hold an enhanced current Disclosure and Barring Service (DBS) previously Criminal Record Bureau (CRB) disclosure document. All volunteers working within SRFC's Youth Section are DBS checked and encouraged to work to high standards and adopt best practice wherever possible. The club has its own policies and guidelines which are enclosed within this pack

The welfare of your child is of paramount importance to us.

2.1 UNDER 6 to UNDER 11 AGE GROUPS

All players no matter their age or ability want to have fun and participate in some form of competitive game. To cater for this the shape of the game for each successive age group must take into account the ability, attitude and maturity level of the players so that all can participate purposefully. The RFU has developed Age Grade Rugby a nationally consistent competition calendar and menu. This will ensure the game is player centred development driven and competition supported. It will put inclusivity and each player's skill development first, increasing the intensity of competition in line with the motivations of our young player. It aims to help children develop and learn the game at their own pace, and make sure they have plenty of fun while playing competitively

Both boys and girls can play together in same team from U6 to U11 only.

At U6 players are introduced to running holding a ball, passing and catching while playing relay and team games so by gaining an understanding of working as a team and learning evasion skills. There are no matches at this age group.

At U7 children will play non-contact 'Mini TAG U7' Rugby (4-a-side of equal numbers of players a side) No tackling, kicking, scrums, lineouts, rucks or mauls. Rolling substitutions allowed.

At U8 children will play non-contact 'Mini TAG U8' Rugby (6-a-side of equal numbers of players a side). No tackling, kicking, scrums, lineouts, rucks or mauls. Rolling substitutions allowed.

At U9 children play 'Transitional Contact Rugby' (teams of equal number of players not more than 7-a-side) and progress with the introduction of tackling, only below the armpits allowed. No kicking, scrums, lineouts, rucks or mauls. Rolling substitutions allowed.

At U10 children play 'Transitional Contact Rugby' (teams of equal number of players not more than 8-a-side) and progress to uncontested scrums and develop 1v1 contests for the ball on the ground. Introduction of Maul and Ruck. Rolling substitutions allowed.

At U11 children play 'Transitional Contact Rugby' (teams of equal number of players not more than 9-a-side) and progress with 2 v2 players can contest for the ball on the ground, a mini ruck, tactical kicking and kicking restarts introduced. Uncontested scrums with introduction of 'hookers' striking for the ball.

At U12 only **boys** play in the same team 'Transitional Rugby' (teams of equal number of players not less than 12-a-side). Scrum of 5 per side. No pushing in the scrum, continuation of contested strike. Drop kick restarts from centre of halfway line will start each half of the match and for all restarts after a score. Rucks and mauls contested. Kicking the ball on the ground is prohibited. No line outs, when the ball goes into touch the non-offending team has the option to take a quick throw in preference to a free pass. Scrum halves not throwing the ball into the scrum may start directly alongside their opponent, however they must not move beyond the middle line of the scrum until the ball has emerged from the scrum or the opposing scrum half lifts the ball from the ground. No fends or handoffs allowed above the armpits.

There are no leagues in 'Mini TAG' or 'Transitional Rugby' U9 to U14.

A number of fixtures and festivals will be arranged against other clubs by age group, these will be either home or away. However, there is a balance between games and practice/teaching sessions. It is our policy to make sure that every child is adequately trained and ready to play in matches before doing so. These games are in the main Tag, or Transitional Rugby, however, all games whether they be within the club training sessions or fixtures/festivals against other clubs will be played under the rules of the RFU Age Grade Rugby New Rules of Play. All practice/teaching/training sessions will only be structured as outlined in the rules of the RFU Age Grade Rugby New Rules of Play.

Details of this year's activities (fixtures, practice and festivals etc) can be found on the club website www.sidcuprfc.co.uk

Included in this pack are the Club's Codes of Conduct which we expect all members, parents, supporters and visitors to adhere to at all times, whether at the club, away matches, festivals, tours or any visits arranged/organised by the club.

Parents are welcome to watch training sessions and matches and to give positive encouragement to all participants. However, you are welcome to leave your children in our care subject to a couple of caveats;
It is inappropriate to leave younger children, and parents of Under 6 and Under 7 are strongly recommended to stay.
Please ensure that a coach or team manager is aware your child has arrived as a register of attendance is kept as a requirement of our welfare policy.
We cannot be held responsible for any child until such time as their coach/manager knows they have arrived!
Please make sure you return in time to collect your child at the end of the session/match.

2.2 MEDICATION

If your child is taking medication e.g. Asthma inhaler etc, the club or any coach, manager or helper will not be responsible for its safe keeping or for its administration. If your child has to take medication it will be your responsibility to make sure he/she has the drug with them and is aware and capable of when and how to take it, or you, or a responsible named adult is present to do so.

The club reserves the right at any training session or match to refuse to teach, coach or play any child where:

- They do not have the medication available.
- Do not know how and when to use it.
- There is no parent/guardian or named responsible adult present.

2.3 WHAT DOES YOUR CHILD NEED?

Suitable clothing to train in, shirt, shorts, track suite or sweatshirt, hat, gloves and a waterproof coat are recommended as it gets colder, football boots with safe studs are fine. At Under 9 onwards gum shields are essential. These can be purchased from the club or sports shops but better ones can be made by your dentist or from OPRO who visit the club in early season and custom make gum shields for individual children.
It is essential that children maintain fluid intake during exercise, so please give them a drink to bring.

2.4 WHAT DOES IT COST?

There is an annual subscription of £100.00 for each child per family or a Family Membership of £200.00 (two non-playing adults plus one youth player). Any additional youth player(s) as part of family membership is/are £100.00 per player.

This subscription is not due immediately – we are very happy for children to come down and try rugby for a few weeks to make sure they like it.

*Where there are financial pressures, payment plans or other options are available.
Please discuss this with a member of the Club Committee or your age group Team Manager.*

Whether training or playing matches the safety and welfare of players along with their development and enjoyment in taking part is the paramount objective, winning is a bonus.

3 JUNIOR (Under 12 to Under 18) PLAYERS & PARENTS

At Sidcup RFC Junior training sessions and matches take place on Sunday mornings from the beginning of September to the end of April at 10.15am until 12.00 noon.

The aim is to teach and develop each young person's basic skills by:

- Introducing the game in a player centred way in a safe and friendly environment
- Developing the skills of the young people progressively according to their ability, using appropriate coaching methods.
- An understanding of the Laws of the Game and the Player's Code of Conduct.
- Encouraging a good standard of behaviour on and off the field
- Encouraging fair play and good sportsmanship.
- Avoiding overplaying of players, by using a squad system.
- Ensuring development comes first, winning second.
- Ensuring that all equipment and facilities are safe and appropriate.

All our coaches are RFU qualified; hold an enhanced current Disclosure and Baring Service (DBS) Disclosure document formally a Criminal Records check (CRB). All volunteers working within SRFC's Youth Section are encouraged to work to high standards and adopt best practice at all times. The club has its own policies and guidelines which are enclosed within this pack

The welfare of your child is of paramount importance to us.

3.1 Under 12 to Under 15 & Under 16 to Under 18 AGE GROUPS

At U12 to U15 boys and girls train and compete separately and play the RFU age specific modified game and laws. Again, the objective is to gradually develop the playing ability of all players through individual skills, unit skills and team play along with an understanding and knowledge of the laws of the game and its traditional values. Matches at all age groups are played against other clubs, however, all games whether they be within the club training sessions or fixtures/festivals against other clubs will be played under the RFU Age Grade Rugby New Rules of Play or World Rugby Laws of the Game of Rugby Union, Under 15 to U18 Variations. There will, however, always be a balance between games and training/practice sessions.

At U12 boys play Transitional Contact Rugby (teams of equal number of players with a maximum of not more than 12 a side). Nearest 5 players form a scrum (all players trained to be in the scrum), introduction of the hand off, below the shoulder, rolling substitutions are permitted.

At U13 boys play Transitional Contact Rugby with teams of equal numbers with a maximum of not more than 13-a-side, 6 players forming a scrum. No limit to numbers contesting for the ball including in the maul and ruck. A drop kick from the centre of the half way line will be used to start the half, the second half and for all restarts after a score, and for drop outs from the 22 metre line.

At U14 boys play Transitional Contact Rugby between teams of equal numbers of players with a maximum of 15 players a side, 8 players will be forwards and form a scrum the

remaining players are backs. Rolling substitutions permitted and substituted players can be re-used at any time. Kicking the ball on the ground (a fly hack) is allowed.

Line outs are uncontested with up to 13 players of each side can compete.

No lifting or supporting of any kind is allowed.

Again, the objective is to develop the playing ability of all players through individual skills, unit skills and team play along with an understanding and knowledge of the laws of the game and its traditional values. Matches at all age groups are played against other Clubs, however, all games whether they be within the club training sessions or fixtures/festivals against other Clubs will be played under RFU Regulation 15 Age Grade Rugby, RFU Guidance to Age Grade Rugby Regulation 15, and Under 15 to Under 18 Variations on World Rugby Laws of the Game of Rugby Union. There will, however, always be a balance between games and training/practice sessions.

There are no leagues in Junior Rugby U13-U14.

At U15s boys play the 15-a-side game under World Rugby Laws of the Game of Rugby Union U15 to U18 Variations and play friendlies, and County Leagues and Cup competitions.

U15 do play in county leagues and cup matches.

Academy/Colts, U16-U18 play the 15-a-side game under World Rugby Laws of the Game of Rugby Union U15 to U18 Variations.

The Academy, U16 U17 U18 do play in County Leagues and National Cups as well as friendly matches.

All games whether they are within the club training sessions or fixtures/festivals against other clubs will be played under the rules of the World Rugby Laws of the Game U15 to U18 Variations. All practice/teaching/training sessions will only be structured as outlined in the RFU Age Grade Rugby New Rules of Play or World Rugby Laws of the Game U15 to U18 Variations.

Every player at whatever age level will be treated equally and be given the opportunity to play in competitive matches however there may be times when the ability of the individual player and/or the strength of the opposition have to be taken into account when selecting the side.

Details of this year's activities (fixtures, practice and festivals etc) can be found on the club website www.sidcuprfc.co.uk

Included in this pack are the Club's Codes of Conduct which we expect all members, parents, supporters and visitors to adhere to at all times, whether at the club, away matches, festivals, tours or any visits arranged/organised by the club.

Parents are welcome to watch training sessions and matches and to give positive encouragement to all participants. However, you are welcome to leave your children in our care subject to a couple of caveats;

Please ensure that a coach or team manager is aware your child has arrived as a register of attendance is kept as a requirement of our welfare policy.

We cannot be held responsible for any child until such time as their coach/manager knows they have arrived!

Please make sure you return in time to collect your child at the end of the session/match.

3.2 MEDICATION

If your child is taking medication e.g. Asthma inhaler etc, the club or any coach, manager or helper will not be responsible for its safe keeping or for its administration. If your child has to take medication it will be your responsibility to make sure he/she has the drug with them and is aware and capable of when and how to take it, or you, or a responsible named adult is present to do so.

The club reserves the right at any training session or match to refuse to teach/coach/play any child/young person where:

- They do not have the medication available.
- Do not know how and when to use it.
- There is no parent/guardian or named responsible adult present.

3.3 WHAT DOES YOUR CHILD NEED?

Suitable clothing to train in, shirt, shorts, track suite or sweatshirt, hat, gloves and waterproof are recommended as it gets colder, football boots with safe studs are fine.

Gum shields are essential. These can be purchased from the club or sports shops but better ones can be made by your dentist or from OPRO who visit the club in early season and custom make gum shields for individual children.

It is essential that young players maintain fluid intake during exercise, so please give them a drink to bring.

3.4 WHAT DOES IT COST?

There is an annual subscription of £100.00 for each child per family or a Family Membership of £200.00 (two non playing adults plus one youth player) any additional youth player(s) as part of family membership is/are £100.00 per player.

This subscription is not due immediately – we are very happy for children to come down and try rugby for a few weeks to make sure they like it.

*Where there are financial pressures, payment plans or other options are available.
Please discuss this with a member of the Club Committee or your age group Team Manager.*

Whether training or playing matches the safety and welfare of players along with their development and enjoyment in taking part is the paramount objective, winning is a bonus.

4 CLUB POLICIES

4.1 COACHING POLICY

It is the club's policy that BEFORE assisting in any activity with children (those under 18 years of age) potential volunteers (coaches & managers) complete a 'Volunteers Details Form'

Please note that potential volunteers will also be required to complete a Disclosure and Barring Service (DBS) (previously a CRB) form.

It is Sidcup Football Club's policy to provide the highest possible standard of coaching throughout the whole club.

In attempting to achieve this, we must encourage and assist all coaches to further their knowledge and experience in coaching procedures and practices.

This can be in the form of:

- Attendance at RFU approved Award standard coaching courses.
- Attendance at other relevant and recognised coaching and allied seminars and meetings run by other accredited agencies. i.e. National Coaching Foundation, UK Sport etc.
- Attendance at RFU CPD coaching clinics, workshops, conferences and in-service courses/training.
- Mentoring and guidance from experienced coaches.
- Working with experienced, qualified coaches.

All Club coaches, at whatever level they are coaching at **MUST** be fully aware of and follow the RFU Age Grade Rules of Play, World Rugby Laws of the Game U15 to U18 Variations, all RFU regulations rules, directives and regulations and the Club's:

- Responsibility for Duty of Care Policy
- Child Protection Policy
- Youth Policy
- Discipline Policy
- Tour Policy
- Fair Play
- Conduct Codes
- Plus any other relevant instructions.

Senior Club coaches should

- Hold a current UKCC Level 3 Certificate in Coaching Rugby Union qualification (or equivalent qualification) or a UKCC RFU Level 2 Coaching the 15-a-side Game (or equivalent qualification) with evidence of working towards the UKCC Level 3 award.
- Be an enthusiastic and self-motivated team player.
- Have a proven ability to communicate with players, coaching and management team and all other relevant people.

For all those coaching at the under 18 age group level they:

- Must have completed a Volunteer Details Form. No one will be allowed to assist at training until they have completed this form.
- Hold an enhanced current Disclosure and Barring Service (DBS) (previously a CRB) Disclosure document (no one can be in sole charge until they have been DBS checked) and a recognised Child Protection Training Certificate.

Lead coaches in the Mini Section should ideally be qualified to the UKCC Level 1 Certificate in Coaching Children Rugby Union (or equivalent qualification). All Assistant coaches should have attended one or more of the following courses: Community Leaders, TAG U7/U8 Rugby, Rugby Ready, Scrum Factory and/or attended OMW Kids First specific CPD U9 to U13 Rugby courses.

Lead coaches in the Junior and Academy Sections should be qualified to England Rugby Coaching Award Level 2 or UKCC Level 2 Certificate in Coaching Children Rugby Union (or equivalent). All Assistant coaches should have attended Rugby Ready, Scrum Factory and/or attended OMW Kids First specific CPD U9 to U13 Rugby courses, and be working towards an England Rugby Coaching Award Level 2 (or equivalent qualification).

All coaches **MUST NOT ASK** or **ALLOW** any adult or youth to take part or help in training, playing or fun sessions of any kind, organised by the club, who has not the relevant qualification, training or the club's authorisation.

A first aid qualification or award is also desirable.

All coaches at whatever level or standard have an obligation to keep up to date with all current coaching techniques and methods.

4.2 DATA PROTECTION POLICY

The Data Protection Act 1998 regulates the processing of information relating to individuals, this includes the obtaining, holding, using or disclosing of such information and covers computerised records as well as a manual filing system and card indexes.

Sidcup Rugby Football Club (SRFC) will hold the minimum personal information necessary to enable it to perform its function. All such information is confidential and needs to be treated with care to comply with this law.

It is therefore the policy of Sidcup Rugby Football Club (SRFC) to comply with the Data Protection principles of good practice which underpin the Act these state that personal data shall:

- 4.2.1 Members will be made aware of the reasons why we require personal information to be collected and have consented to its collection and use. This will be done by a statement printed on any document SRFC requires members to provide any personal information.
- 4.2.2 All personal information relating to individuals will be fairly and lawfully processed and used in maintaining an accurate data base of members' categories, including numbers, for both senior, youth members and whether male or female. This information will only be used to further the aims and objectives of SRFC in maintaining a members' data base for, communicating with all members and having access to any relevant medical information that may be required in the event of an emergency situation and for no other reason.
- 4.2.3 This information will be processed for limited purposes as outlined above.
- 4.2.4 All information held will be adequate, relevant but not excessive.
- 4.2.5 Information will be as accurate and as up to date as possible.
- 4.2.6 Information will only be kept as necessary. Removed and destroyed when a member(s) leaves the club for any reason. A member who has ceased being an active member can request that their contact details remain on the club's data base so that they can receive any relevant club information.
- 4.2.7 Personal information will be processed in accordance with the individual's rights.
- 4.2.8 All personal information on members of the club will be dealt with professionally and kept subject to appropriate security measures as outlined in section 9.
- 4.2.9 This includes all personal data that is stored electronically being either encrypted or if stored on a personal computer MUST be PASSWORD PROTECTED. Data held on paper records (team managers' files containing telephone numbers, medical conditions and allergies of players etc) MUST be kept secure at all times and only divulged to those persons who have a need to

know. When this information is not required at training /matches then it **MUST** be kept in a secure area i.e. locked braw, cupboard, desk etc.

4.2.10 All personal data held by the club on a member must and will be freely accessible for that member to view as outlined below.

4.2.11 Information will not be transferred outside the European Economic Area (EEU).

Individual's Rights to Access Personal Information.

Under the act you are allowed to ask the club for information it holds about you as an individual. If you wish to make an enquiry about yourself you can do so in writing to the club Chairman. You will then have to provide proof of identity once this has been done the club will respond to a request within 40 days.

Should a member feel they are being denied access to personal information they are entitled to, or feel the information has not been handled according to the principles above, they can contact the Information Commissioner's Office for help.

Sidcup RFC and all those members who process, or use personal data must ensure that they abide by these principles at all times. This policy has been developed to ensure this happens.

4.3 DISCIPLINE POLICY

It is the Club's responsibility to deal with any act of indiscipline on the field of play by players, and/or any of their supporters and spectators on the touch line, or 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. Any member, whether player/supporter/spectator will have a right to the Club appeals procedure following any penalty imposed. Any player/spectator supporter who appears before the County Discipline Sub-Committee is reminded that there is a levy imposed by the County Discipline Sub-Committee as detailed in section 6 which the player /spectator/supporter is liable for.

DISCIPLINE PROCEDURE

4.3.1. The following outlines the procedure to be followed where an act of indiscipline has taken place:

4.3.1.1 Player sent off (Red Cards) by the referee (Society or Club)

Any senior player (or an U17, U18 playing in an adult match) who is red-carded (sent off) is automatically suspended from playing until the KCRFU (or another county if the offence is committed within another counties jurisdiction) Discipline Hearing regardless of any plea.

The Captain of the team concerned MUST report the name, contact detail and playing position of the player sent off, the match including the opposition and any relevant details to the Club Secretary within 24 hours of the sending off.

In the case of Youth Players (those who are 17 years old at the time of the offence/incident) and are playing in a club adult match the same procedure will apply.

For players who are 17 years of age at the time of the offence/incident and are playing in U19 (Colts) matches the coach or manager of that team MUST report the name, age, date of birth, playing position, contact details of the player concerned, the referee's name and society (if any) and the opposition and any relevant match details to the Club Secretary within 24 hours of the incident.

This is important as it is mandatory that the Club Secretary has to report the incident in writing to the Kent County Discipline Secretary within 48 hours of the incident.

Referees (Society or Club) must in all adult matches report all players sent off to the Discipline Secretary of the County Constituent Body of the player's club on the RFU Discipline Report form. Copies for 'Club Referees' are available from the Club Secretary.

For all incidents involving youth players, playing in club matches at any age group below and including U18, the referee (Society or Club) should send the report form to the Club Secretary and the relevant Youth Chairman within 48 hours of the incident.

4.3.1.2 Player Sin Binned (Yellow Cards) by the referee (Society or Club)

The Captain of the team (or his representative) must report the name of any player sin binned (shown a yellow card) during a game (this relates to all teams and is irrespective of there being a Society or Club referee officiating) to the Chairman of Selectors at the selection committee meeting following the sin binning. If there is no representation from that team at the next selection meeting the Captain must inform the Chairman of Selectors by telephone.

In the case of Female Players the name of the player sin binned should be reported to the Ladies Chairman who will keep a record.

A record of players being sin binned will be kept by the Chairman of selectors, any player, who in the opinion of the Discipline Sub Committee, has an excessive amount of yellow cards will be asked to appear before that Sub Committee to explain the reasons why.

In the case of Youth Players the coach or manager of the relevant team should report the name of the player sin binned to the relevant Youth Chairman who will keep a record.

4.3.1.3 Acts of Foul Play not Detected by the Referee/Match Officials

Any member/player who witnesses an act of foul play or bad behaviour by a player (of any club team), can report the incident giving name(s) and details of the incident to: the Club Chairman, Chairman of Selectors or Club Secretary as soon after the incident as possible.

Any incident of foul play involving a member of an opposition team that has or has not been dealt with by the match official(s) and is witnessed by a Sidcup player/member can be reported to the Club Chairman or Secretary without delay so consideration and action can be taken if appropriate.

In the case of Youth Players the report should be given to the relevant Youth Section Chairman.

A Citing may only occur where an act of foul play was not detected by the match officials.

Only Unions, Constituent Bodies and Clubs may cite, not a player or a spectator.

Any consideration for a Citing must be reported to the Club Chairman or Secretary immediately as there is a very short time scale and a detailed procedure that has to be followed.

4.3.1.4 Acts of Bad Behaviour by Players, Members, Spectators, Supporters or Visitors

Any member/player who witnesses an act of bad behaviour at any time by any Club Member, or visitor to the club, of whatever age, can report the matter to the Club Chairman or Secretary or any member of the Club Committee so the appropriate action can be taken.

4.3.2. THE DISCIPLINE SUB COMMITTEE

The Discipline Sub Committee will be responsible for investigating and taking action on any sending off, *(if required as all senior players or U17 & U18 players playing in adult matches are automatically suspended from playing until they have attended a County Discipline Hearing)* or any incident of foul play or bad behaviour by a Sidcup player not detected by the Match Officials and instances where a player has been sin binned an excessive number of times.

The Discipline Sub Committee will also investigate and take action on any instance of indiscipline or bad behaviour by any Sidcup member, supporter or spectator.

The Discipline Sub Committee will exercise such power in a fair and open manner with the accused always having a right to attend and put his/her case after first been given reasonable notice of the hearing and to exercise its power without prejudice.

4.3.2.1 The Discipline Sub Committee shall consist of:

The Club Chairman (who will chair the Discipline Committee), The Chairman of Selectors, The Captain of the Club, one other member of the General Committee and the Discipline Secretary. In cases involving female players the Ladies Chairman will attend instead of the Chairman of Selectors.

The Discipline Sub Committee will meet within five (5) days of the act of indiscipline, offence or incident in question. Further meetings may be held if circumstances require this.

The reported player, member, supporter or spectator MUST attend the discipline hearing. He/she may, if they wish, be represented by one person of his/her choice.

The Committee may also receive evidence (either verbally or in writing) from any other person(s) who witnessed the incident or was involved in it.

4.3.2.2 Those present at a discipline hearing will be:

- The player, member, supporter or spectator.
- His/her representative.
- Witnesses to the incident.
- Discipline Sub Committee members.

4.3.2.3 Procedure

- The report of the incident is read to the meeting.
- The player, member, supporter or spectator is invited to make his/her statement.
- Witnesses to the incident make their statement(s).
- The character witness makes his/her statement.
- Members of the committee may question any of those present about the incident, and/or the player, member, supporter or spectator involved.

The meeting will be adjourned while the Committee decide on what action to take. The meeting is then re convened and the results of the hearing along with any penalties are announced.

4.3.2.4 Penalties

The Club Discipline Sub Committee will have the power to decide upon one or more of the following:

- a. No further punishment additional to the punishment of sending off.
- b. To take no action but to leave the matter to the County Discipline Sub Committee.
- c. That the player (or other, person if the enquiry is into incidents off the field of play) be cautioned or severely cautioned as to his/her future conduct.
- d. A period of suspension from playing, or taking part in the administration of Rugby Union Football (within the Club context only), or both, be imposed on the player, member, supporter or spectator.
Recommender RFU sanctions can be found in **RFU Regulation 19 Discipline Appendix 6 Age Grade Sanctions**. It states the various entry points based on the scale and seriousness of the player's conduct.
- e. Suspend or terminate membership of the club for such period as it thinks fit.
- f. Any other penalties or suspensions as decided by the Sub Committee.

A record of any penalty awarded against any player/supporter/spectator etc, plus the reasons how that decision was arrived at by the Club Discipline Sub Committee will be kept on file for 1 year.

This penalty can be taken into account when deciding any future penalties at any subsequent discipline hearing relating to that member within that 1 year period.

A member/player/supporter/spectator has the right to an appeal process as outlined in section 4.3.5.

4.3.3. YOUTH DISCIPLINE

The Club also has a duty to deal with all Youth Discipline matters. Youth being a player under the age of 18 at the time of the offence, providing the player is playing in an U17 or U18 club match. Any player who has reached their 17th birthday and is playing in either an U19 (Colts) or adult match is classed as an adult and will therefore be dealt with under the procedure outlined in section 1 above.

All players U18 years of age whether playing in age group, colts or adult rugby matches will automatically be suspended from playing, irrespective of the referee being a member of a society or a club referee, until they have appeared before a club Discipline Sub-Committee.

4.3.3.1 Player sent off (Red Cards) by the referee (Society or Club)

In the case of Youth Players the coach or manager of the relevant team **MUST** report the name, age, date of birth, playing position and contact details of the player concerned, the referee's name and society (if any), the opposition and any relevant match details to the relevant Youth Chairman and the Club Secretary within 24 hours of the incident.

This is important as it is mandatory that the Club Secretary has to report the incident in writing to the Kent County Youth Discipline Secretary within 72 hours of the incident.

Referees (Society or Club) who red card a player who has reached 17 years of age (and is playing in an U19 [Colts] match) must send the report to the Discipline Secretary of the County Constituent Body of that players club.

For all incidents involving youth players, playing in club matches at any age group below and including U18, the referee (Society or Club) should send the report form to the Club Secretary and the relevant Youth Chairman within 48 hours of the incident.

All reports should be on the RFU Discipline Report form. Copies of this form for Club referees are available from the Club Secretary.

4.3.3.2 Player Sin Binned (Yellow Card) by a referee (Society or Club)

In the case of Youth Players the coach or manager of the relevant team should report the name of the player sin binned (shown a yellow card) to the relevant Youth Chairman.

A record of players who have been sin binned will be kept by the relevant Chairman. Any player who has been sin binned twice in a season will be asked to appear before the Youth Discipline Sub Committee.

4.3.3.3 Acts of Bad Behaviour by Players, Spectators, Supporters and Visitors

Any member/player who witnesses an act of bad behaviour at any time by any Club Member or visiting supporter/spectator, of whatever age, can report the matter to the relevant Youth Chairman who will consult with the Chairman of the Club and Secretary so the appropriate action can be taken.

4.3.3.4 Acts of Bullying

Bullying of any kind is not acceptable in any form or at any age at Sidcup Rugby Football Club. Bullying should not be ignored and the victim should be supported through what can be a traumatic experience. Bullying takes many forms verbal, physical or emotional. In a rugby situation bullying may occur when: coach adopts a win at all costs philosophy, a player intimidates others or an official is over-officious. But ultimately it is the perception of the victim that determines whether or not they are being bullied rather than the intention to bully.

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

Rugby is a 'telling' culture and anyone who knows that bullying is happening is expected to report it to the Club Safeguarding Officer. He/she will follow the guidelines as outlined in the RFU Anti Bullying Policy.

It is the responsibility of every adult working in rugby union to ensure that everyone, adults and all young people can enjoy the sport in a safe, enjoyable environment.

4.3.4 Youth Discipline Sub Committee

The Youth Discipline Sub Committee will follow the format as in section 2 above however, the age etc of the person will be taken into account in the way the hearing is conducted.

4.3.4.1 The members of the Youth Discipline Sub Committee shall consist of:

Any three from the Academy/Colts Chairman, the Junior Chairman, the Mini Chairman, the Club Safeguarding Officer, the Club Discipline Secretary and or a senior Club Officer. For girl players, U13 to U18, the Ladies Chairman will also attend. The Chairman of the Youth Discipline Sub-Committee will be decided from one of the above excluding the Club Safeguarding Officer.

The youth member should be accompanied by a parent/guardian and can be represented by an adult of his/her choosing.

4.3.4.2 Penalties

The Youth Discipline Sub Committee can impose the same penalties as for a senior player, spectator, member etc as outlined in section 2.4 a, c, d, e and f of this document however, the age and seriousness of the offence must be taken into account when deciding penalties, generally players under the age of 18 are normally suspended for shorter periods than adults.

A list of recommended sanctions for Youth players (Under 18 years of age) are outlined in the Disciplinary Procedures section in the RFU Handbook.

A record of the penalty awarded against any youth player/spectator etc (if any), plus the reasons how that decision was arrived at by the Youth Discipline Sub Committee will be kept on file for 3 years. This penalty can be taken into account when deciding any future penalties at any subsequent discipline hearing relating to that member within that 3 year period.

It is the responsibility of the Club to report the circumstances of the offence (together with the referees report if available) and the findings along with any penalties imposed, to the KCRFU Honorary Discipline Secretary. The county Discipline Sub Committee shall confirm or vary the findings of the club's Discipline Sub Committee.

A youth player/supporter/spectator/member has the right to an appeal process as outlined in section 5.

4.3.5 Appeals Procedure

4.3.5.1 Players Reported by a Match Official

Any senior male, female or youth player (who has reached their 17th birthday and were playing in an adult or U19 Colts match when the offence occurred) who has been reported by a match official has the right of appeal against the club's Discipline Sub Committees decision to the club's Appeals Sub Committee.

4.3.5.2 Non Playing Members or Players not reported by a Match Official

All other members, senior or youth or any player dealt with by the club Discipline Sub Committee for an offence not detected by a match official have a right of appeal to the club's Appeals Sub Committee.

4.3.5.3 Appeals Sub Committee

This committee will be made up by the President of the Club plus two members of the club of good character who did not sit on the Discipline Sub Committee.

Any appeal relating to 4.3.5.1 and 4.3.5.2 must be submitted to the Honorary Secretary in writing giving reasons for the appeal within 7 days of the discipline hearing. The appeal will be heard within the following 7 days.

The Appeal Committee may uphold the Discipline Sub Committee judgement, it may increase or decrease the length of any period of suspension or it may annul the judgement.

4.3.6 Costs of Attending a County Discipline Hearing

There is a levy imposed on the Club by the County under County Resolution 3.3 for any player appearing before the County Discipline Committee (senior player or youth player who has reached their 17th birthday and who was playing in an adult or U19 [Colts] match)

The amount of such levy shall be as determined from time to time by the County Union. However, it is the club's policy that this levy **MUST** be paid by the individual concerned and therefore the club will invoice the player for the said amount.

Failure to pay the club this levy will result in the player being banned from playing any further matches or use any club facilities until the levy is paid in full. If a player leaves consequent to not paying the levy they will not be entitled to a refund of their annual subscription.

4.4 DUTY OF CARE POLICY

Everyone involved in coaching and or administration of rugby must understand the Duty of Care they have to those in their charge.

It is important that all coaches, team managers and administrators adhere to all RFU rules, directives, regulations as well as all Club's rules, directives and policies

This is especially so when working with children and young people (those under 18 years of age). We must all pay close regard to health and safety issues and carry out necessary risk assessments particularly where there is contact.

The wording of the new RFU Regulation 15 Age Grade Rugby and RFU Guidance to Age Grade Rugby has removed many of the inconsistencies that made it difficult for both Clubs and Constituent Bodies (CBs) to administer mini/midi rugby.

Likewise the IRB 'The Laws of the Game of Rugby Union Football, Under 19 Variations' clearly state what is allowed.

It is very important that these directives, rules are strictly adhered to.

In the case of any injury claims all insurers inevitably require evidence that Clubs have been complying with any relevant regulations/directives issued by the governing body of that sport. Also, in this litigious age, should an injury occur, for example, to an U7 player playing competitive contact rugby matches or U14/15 players lifting in the line out, the referee, coaches and Club could all become liable for claims of negligence.

You must not allow any action, either in training or playing that is contrary to any RFU rule, directive or regulation or any Club rule, directive or policy relevant to any specific age group(s).

The RFU Regulation 15 makes it clear that CBs now have the power to oversee the administration of mini/midi and youth rugby and that Clubs also now have the power to ensure that their mini and youth sections comply with the RFU Regulations.

CBs have the authority and must oversee the administration of mini/midi and youth rugby and ensure that all affiliated Clubs comply with:

- RFU Regulation 15 Age Grade Rugby.
- RFU Guidance to Age Grade Rugby Regulation 15.
- The RFU New Age Grade Rugby Rules of Play.
- Under 15 - U18 Law Variations.
- Playing restrictions and child protection guidelines as outlined by the RFU.

The RFU Regulations and Directives are covered by RFU disciplinary procedures. This means that any Club ignoring the RFU regulations or directives may become liable to face action by its CB or the RFU Disciplinary Officer under RFU Rule 5.12.

It is very important therefore that we all follow the RFU rules, directives and regulations as well the Club's rules, regulations and policies. Failure to do so could lead to individuals and the Club being liable for claims of negligence.

4.5 EMERGENCY EVACUATION PROCEDURE

In case of fire, the fire alarm will be sounded and an instruction given to leave the building by the nearest possible exit to an assembly point which is the centre of the Second XV pitch in order not to restrict access to the Fire Service.

Officers of the Club, Club Committee members, bar staff in their absence or any responsible member will assume immediate responsibility and call the fire service if required. See appendix 1 below.

If it is safe to do so, an attempt to extinguish the source of the fire can be made using an appropriate fire extinguisher, e.g. by ensuring that a safe passage to an exit point is available and there is a low risk of suffocation.

An Officer of the Club, a Committee member or any responsible member should, if safe to do so, check that the premises have been evacuated, close doors and proceed to the assembly point to take charge and to liaise with the fire service on their arrival.

Calling the Emergency Services

If the fire service or an ambulance is required a 999 emergency call should be made by a responsible person from the Club telephone, or if unavailable by using a mobile phone. Follow the instructions outlined in the 'Instructions for Calling the Emergency Services' situated by the club telephone, club notice board and in First Aid kits. See next page.

One responsible person should go to the front entrance to direct the fire appliance and or ambulance to the Club.

If an ambulance has been called, another responsible person should direct the ambulance to the casualty as it arrives in the car park.

INSTRUCTIONS FOR CALLING THE EMERGENCY SERVICES

Making the Emergency Call

If the emergency services are required, either use the club landline, or a mobile telephone.

DIAL 999

And wait the Operator's question:

“EMERGENCY, WHAT SERVICE DO YOU REQUIRE?”

Respond:

POLICE or FIRE or AMBULANCE

The Operator will ask for a telephone number and location.

The Club Telephone number is:
020 8300 2336

The address of the Club is:

SIDCUP RUGBY CLUB
SIDCUP SPORTS CLUB
SYDNEY ROAD
SIDCUP
KENT
DA14 6RA

If an ambulance has been requested the operator may ask additional questions and may offer First Aid advice.

4.6 EMERGENCY PROCEDURE POLICY

SIDCUP RUGBY FOOTBALL CLUB
Sydney Road, Main Road, Sidcup Kent DA14 6RA

Club Telephone Number: 020 8302 2336

General Instruction

Members should not park in areas that restrict access to the Clubhouse or the playing area, particularly the main access route from the gate

Emergency Procedure

In the event of an emergency/serious injury the emergency services should be contacted immediately via **999 using the instructions on display by the club telephone or in First Aid kits.**

The nearest public telephone box is situated in Sydney Road at the entrance to the Club.

There is also a telephone situated behind the bar. When the bar area is closed and the phone is not available, or in extreme emergencies a mobile phone should be used.

A responsible person should go to the front entrance to direct the ambulance to the Club or area where the casualty is.

The Medical Room is located in the corridor leading to the changing rooms.
Keys to doors of the medical room are situated behind the bar and are also in the possession of the Club Steward and the Grounds man.

FIRST AID Boxes are available from the bar and situated in the Medical Room.

It is MANDATORY that at any training session or match that there MUST BE A FIRST AID BOX and a MOBILE PHONE in the position of a Coach or team Manager.

Should there be an incident, a responsible person shall be dispatched to the nearest available First Aider who will attend to the casualty. If this is sufficient, the First Aider will remain with the casualty until the risk is reduced or. If the casualty is a minor, until they are relieved by a parent/carer.

Should a First Aider not be available, the coach/manager or group leader will be required to assess the situation and make a decision whether medical help shall be called. It is important to err on the side of caution and, if unsure, to call for help.

THE NEAREST HOSPITALS WITH A&E DEPARTMENTS ARE:

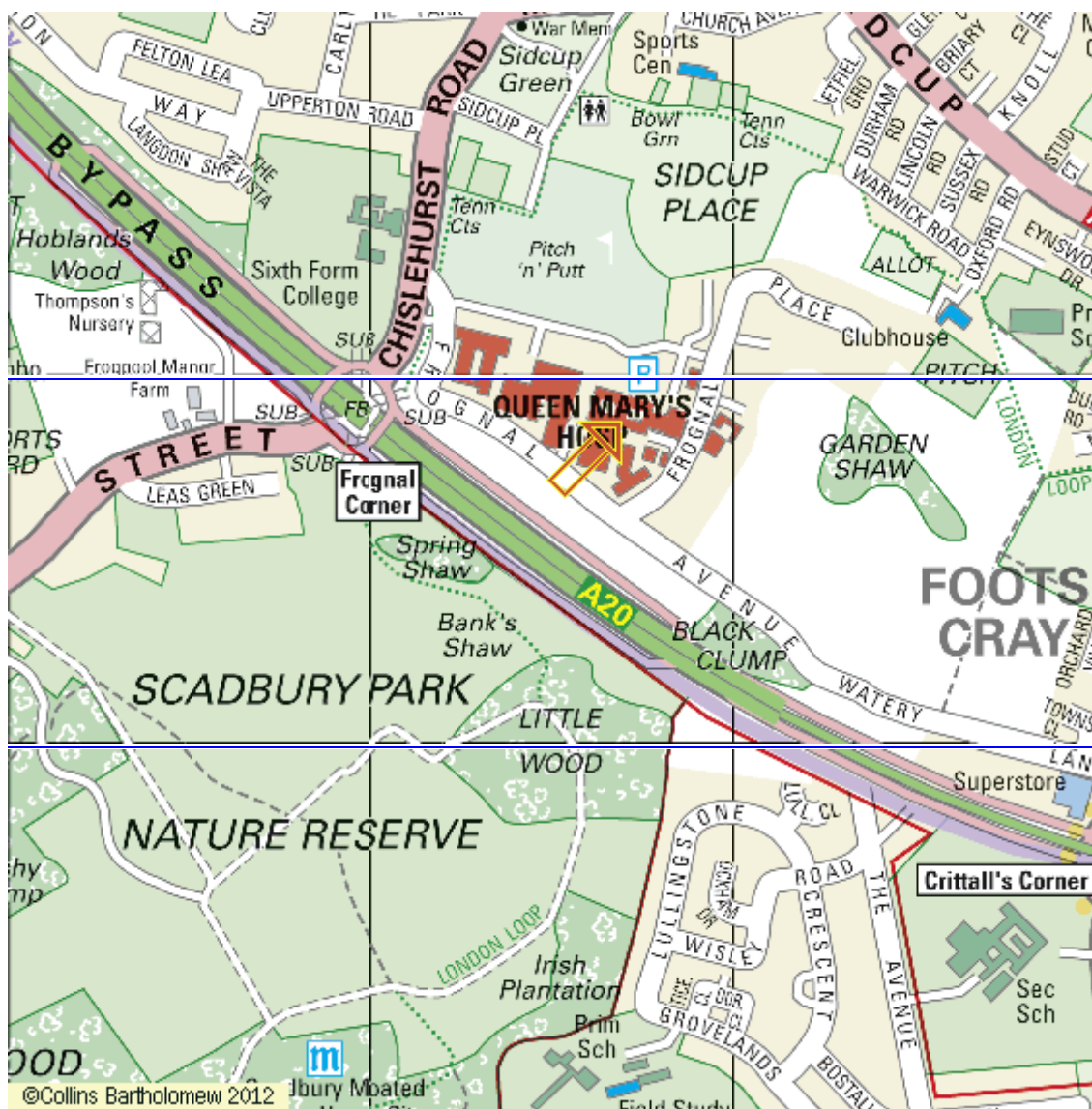
Queen Elizabeth Hospital Woolwich, Stadium Road, Greenwich, London SE18 1QH.
Telephone: 020 8836 6000.

Princess Royal University Hospital, Farnborough Common, Orpington, Kent BR5 8ND
Telephone: 01689 863000.

There is a WALK IN URGENT CARE CENTER at Queen Mary's Hospital Sidcup which is open 24 hours a day – 7 days a week . Which will deal with fractures, cuts needing stitching, eye problems etc.

Queen Mary's Hospital, Frogna Avenue, Sidcup, Kent, DA14 6LT
Telephone: 020 8302 2678

MAP of QUEEN MARY'S HOSPITAL LOCATION



4.7 EQUITY & EQUAL OPPORTUNITIES POLICY

Sidcup RFC operates an equal opportunities policy in both employment and membership and 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 sport 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.”

The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality, political or social/economic status - giving everyone a genuine and equal opportunity to participate in Rugby Union at all levels and in all roles. That is beginner, participant, or performer, coach, official, manager, administrator or spectator.

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The Club will deal with any incidence of discriminatory behaviour seriously, according to the Club’s disciplinary procedures.

Any prospective employees of the Club are not discriminated against on the basis of social background, age, sex, gender, disability, colour, race, creed, sexual orientation, religious belief, social/economic status or political persuasion.

4.8 HEALTH, SAFETY & RISK MANAGEMENT POLICY

The rugby club has a duty to eliminate or minimise any actual or perceived risks to all its members.

This club is strongly committed to encouraging our members to train hard and compete, but the health, well-being and safety of each individual is always our paramount concern.

To support our Health, Safety & Policy we are committed to the following duties:

- Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.
- Create a safe environment by putting health & safety measures in place as identified by the assessment.
- Ensure all members are given the appropriate level of training and competition by regularly assessing individuals' ability dependant on age, maturity and development.
- Ensure that all members are aware of understand and follow the club's health & safety policy.
- Appoint a competent club member to assist with health & safety responsibilities.
- Ensure that normal operating procedures and emergency operating procedures are in place and known to all members.
- Provide adequate first aid facilities, telephone and qualified first aider at all times.
- Report any injuries or accidents sustained during any club activity or whilst on the club premises.
- Ensure the policy is reviewed regularly and monitored for effectiveness.

AS A CLUB MEMBER YOU HAVE A DUTY TO:

- Take reasonable care for your own health & safety and that of others who may be affected by what you do or not do.
- Co-operate with the club on health and safety issues.
- Correctly use all equipment provided by the club.
- Not interfere with or misuse anything provided for your health, safety and welfare.

This includes:

Playing and Training Areas

All means must be taken to ensure that all areas used for playing/training etc are safe and free from dangers and hazards, i.e. pot holes, sharp objects (stones glass), animal waste, uneven surfaces, puddles of water etc. **This is a mandatory requirement as outlined in the Lead and Assistant Coaches' Responsibilities document.**

Medical Facilities

Adequate medical/first aid facilities and first aid boxes/packs as recommended by the RFU must be provided. Free access to these facilities and the playing area must be available at all times.

Qualified first aid/medical personnel must be available during training/playing of games.

Access for Ambulances **MUST** be available at all times.

Access to a telephone (land line and/or mobile) must be available at all times.

All injuries, accidents, incidents must be recorded on the Accident Report Form and copies put into the club's Accident Folder.

Playing Equipment

All training/playing equipment is fit for purpose and does not constitute a danger to anyone using it, i.e. scrum machines are maintained/serviced regularly and hold a current safety certificate, tackle bags/contact pads & suits, post protectors are all in good condition and must be suited to a player's size and ability. Marker flag poles should flex on impact with no sharp edges, goal posts should be padded.

All equipment must be checked prior to training sessions and matches.

Playing Development

The teaching/coaching or the playing development of players as well as the refereeing of the game of Rugby Football must be carried out under all RFU rules, regulations and directives. Careful consideration as to the age and ability of players must be taken when introducing or developing any contact skill or situation.

All coaches **MUST NOT ASK or ALLOW** any adult or youth to take part in or help in training, playing or fun sessions of any kind, organised by the club, who does not have the relevant qualification, training or the club's authorisation to do so.

Clubhouse and Storage Areas

When any organised activities (quiz, dinner, disco, etc) a risk assessment of the area and furniture etc that is to be used plus the floor area, lighting, heating, security and emergency exits should be undertaken.

Any dangerous or hazardous areas identified, must be cordoned off and clearly signed and quickly rectified. Emergency exits clearly identified and kept free, storage areas securely secured, fire extinguishers clearly visible and signed.

Ground Equipment

All ground equipment (tractors, mowers etc) and ground supplies (seed, fertilizers etc) are stored in a dedicated and secured area. Signs displaying 'HAZARD KEEP OFF' should also be displayed.

The Risk Assessment Form & Procedure

A Risk Assessment Form' is available on the SRFC website. Each event organiser, team manager is mandated to complete one at every event and match, home or away.

The completed form is to be passed to the Club Welfare Officer who will keep it on file for 12 month.

These forms will be analysed by the Club Welfare Officer who will identify and address any trends in conjunction with the club committee.

In addition on a bi-monthly basis the Director of Youth Rugby in conjunction with the Club Coaching Coordinator will be responsible for undertaking an assessment of all training & playing equipment and complete and sign the 'Whole Club Equipment Assessment Form' This form must be kept for 12 months from the date of inspection by the Director of Youth Rugby.

Any equipment deemed to be unsuitable **must be removed from general access** and reported to the Club Executive Committee. The Committee must decide whether the item(s) must be repaired, replaced or discarded.

General Conclusion

It is the responsibility of any coach, volunteer or club member, who becomes aware of any possible activity or areas of risk or danger inside buildings or outside within the curtilage of the club's land, to resolve the risk if possible, suspend training or a match if it is not and in all cases bring the matter to the attention of the appropriate authority for urgent action.

4.9 INJURY MANAGEMENT POLICY

At Sidcup Rugby Football Club we aim to ensure that the minimum of injuries take place during training/practice session and matches for both our own players and visiting sides.

To further this aim we will:

- Provide properly marked out and safe training and playing areas. This means that pitches have been clearly marked and flags and post protectors are available. All reasonable measures will be taken to make sure that games and training sessions are not undertaken on surfaces that are dangerously hard, uneven or wet due to extreme weather.
- Adequate pre training and playing preparation of all players to ensure their safety.
- The availability of appropriate First Aid kit and associated equipment.
- Training for First Aid personnel.
- The St John's Ambulance Brigade is in attendance every Sunday morning during the season to deal with any injury, accident or emergency situation. They base themselves in the Medical Room and can also be seen around the ground.

In the event of minor injuries in the Mini & Junior sections, i.e. cuts, grazes etc the coach or volunteer who is trained in first aid will treat the injury using the club's first aid medical kit or be dealt with by the St John's medical personnel.

Injuries to senior players are dealt with by either one of the club's two physiotherapists or a first aider.

In the event of more serious injuries to Mini or Junior players, senior rugby players or a spectator/person, an ambulance will be summoned. On arrival ambulance personnel will then assume responsibility for the injured player/spectator/ person.

If a young player, senior player/spectator/person is taken to hospital he/she must be accompanied by a responsible adult.

When the injured player/spectator/person had been dealt with a club accident report form must be completed. If the accident meets the RFU definition of 'serious' then the Club Secretary must be informed and complete the RFU Serious Injury Report Form. It will be the responsibility of the coach/manager of the team to inform the Club Secretary.

For all injuries it is the responsibility of the team coach or manager to ensure that the progress being made by the injured player/person is checked.

A standard first aid kit (see below) will be available to playing teams at all levels of the club for immediate treatment of minor playing injuries.

The club has a medical room where a FIRST AID box is available along with, stretchers blankets and spine board.

FIRST AID box is also available from the bar.

The Medical Room is located in the corridor leading to the changing rooms. This room is always open during training and matches. If locked keys to the doors of the medical room are situated behind the bar and are also in the possession of the Club Steward and the Grounds man.

It is MANDATORY that at any training session or match that there MUST BE A FIRST AID BOX and MOBILE PHONE in the possession of a Coach, Team Manager or Physiotherapist.

RFU Guidelines for the Contents of a Standard First Aid Kit are:

Guidance card
Individually wrapped sterile adhesive dressings (assorted sizes) x 20
Sterile eye pads x 2.
Medium sized individually wrapped sterile wound dressings x 6.
Large individually wrapped sterile wound dressings x 4
Extra large individually wrapped sterile wound dressings x 4
Triangular bandages x 2.
3 Pairs disposable gloves.
Antiseptic wipes x 6.
Emergency foil blanket x 1.
Safety pins.

Guidelines for Dealing with an Incident/Accident

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

4.10 PHOTOGRAPHIC POLICY

Photographic images - including those taken by mobile telephone.

Best Practice Guidelines

The RFU, the RFUW and Sidcup RFC recognise that publicity and pictures of young people enjoying rugby are essential to promote the sport and a healthy lifestyle. To facilitate this it is therefore essential that the following principles and rules should be observed.

The RFU/RFUW and Sidcup RFC is committed to providing a safe and enjoyable environment for young people and vulnerable adults. Implicit in this is the commitment to ensure that all publications, resources and media represent participants appropriately and with due respect. By adapting the points outlined in these guidelines we are putting in place the best possible practice to protect young people and vulnerable adults wherever photographs or recorded images are taken and stored.

Sidcup RFC Policy statement relating to the use of video/photographic images.

Sidcup RFC recognises the need to ensure the welfare and safety of all young people and vulnerable adults 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 phone of young people to be taken or used without the consent of the parents/carers and the young person.

Sidcup RFC will follow the RFU guidelines for the use of images of young people.

Sidcup 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 Rugby Union Football.

If anyone becomes aware that these images are being used inappropriately you should inform the club's Safeguarding Officer.

The images may be published on the club website www.sidcuprfc.co.uk

However, if at anytime the parent/carer or the young person wishes the data to be removed from the website, the Club Safeguarding Officer should be informed.

The following eight golden rules will ensure compliance with the RFU policy on photographic images:

1. Ensure parents/guardians/young persons have granted their consent for the taking and publication of photographic images and have signed and returned the section on photographic images on the club's annual membership application form or the SRFC Photographic Permission form.
2. All young people must be appropriately dressed for the activity taking place.
3. Photography or recording should focus on the activity rather than a particular young person and personal details which might make a young person vulnerable, such as their exact address etc, must never be revealed.

4. Where an individual has achieved success in the game (e.g. when selected for a representative side or showing triumph over adversity) permission must be gained from parent/guardian and young person to use photographs/recordings and relevant details.
5. Where possible, to reflect the RFU/RFUW Equity Policy, photographs/recordings should represent the diverse range of young people involved in rugby.
6. Anyone taking photographs or recording at any rugby event must have a valid reason for doing so and seek the permission of the organisers or person in charge.
7. Anyone taking photographs or recording should make themselves known to the event organiser/person in charge and be able to identify themselves if requested during the course of the event.
8. All concerns regarding inappropriate or intrusive photography should be reported in confidence to the RFU Safeguarding Executive, County Safeguarding Manager or the Club Safeguarding Officer.

4.11 PLAYER RECRUITMENT POLICY

ADULT

It is the policy of Sidcup RFC to actively recruit adult players both male and female of any ability.

Recruitment takes the form of:

- Advertising: Posters, Club web site, local press, local borough's information web sites, presentations etc.
- Links with universities, colleges and higher education establishments.
- Contacting former youth players lost to the game before reaching their 18th birthday and players returning from university collages etc during term breaks and on completion of their studies.

It is not our policy to attempt to poach players from other Clubs. However, players from other Clubs wishing to join us will be welcome to do so at any time during or outside the season.

YOUTH

Sidcup RFC welcomes all youth player male and female (under 18 years of age) of any ability.

It is our policy in recruiting to forge links with local schools, Clubs and organisations promoting youth work in furthering participation in rugby football at Sidcup RFC.

To advertise by poster, Club website, local press, borough information websites and the Bexley Rugby Youth Forum.

It is not our policy to poach players from other rugby Clubs. However, any player from another Club who wishes to join us will be welcome to do so at any time during or outside the season.

We recognise that school children's first allegiance is to their school and we aim to work closely with schools to ensure there is no conflict of interests and that youth players are not over played.

4.12 PROTECTIVE EQUIPMENT POLICY

The Club recognises that the wearing of protective equipment by players of all ages is an individual decision. However, for youth players (those under 18 years of age) the Club strongly recommends that a good well fitted mouth guard is worn along with head guards and shin pads at all training sessions and matches.

The wearing of other types of protective equipment by any player i.e. shoulder pads, forearm protector, mittens etc is a personal preference. Whatever protective equipment is worn it **MUST be IRB** approved (displaying the label of proof) and be the correct size and fitting for the player who is wearing it.

Only aluminium or composite studs bearing the **BSI Kite mark** and of regulation size are legal as are boots with moulded rubber multi-studded soles.

BLADES – We consider bladed style boots not acceptable for rugby at either training or matches and strongly recommend that they are not purchased. Increasing reports of not only terrible lacerations to opponents but also ligament injuries to ankle, knee and hip joints to the wearer make these type of boots unsuitable to wear when involved in rugby.

It is also strongly recommended that each player has his/her own personal water/drinking bottle to avoid risk of cross infection.

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.

Saving money by buying illegal, inferior or poor fitting items must be discouraged as this can lead to a false sense of security/safety and could cause unnecessary injury.

4.13 WELFARE AND VULNERABLE PEOPLE POLICY

It is the club's responsibility to ensure the highest possible standard of welfare and protection for all members of the club both adult male and female with particular emphasis on young members who are under 18 years of age, it has within its care when playing and travelling to and from matches, training/practice sessions, tours, and at all times they are in the club's charge.

Children and Young People are entitled to participate in rugby union activities in a safe and welcoming environment. Safe recruitment procedures will enable the club to reduce the risk of abuse to children. When recruiting employees or volunteers to the club's children's workforce all reasonable steps should be taken to ensure only suitable people are selected.

All adults who work with young people are in a position of trust which has been invested in them by the parents, the sport and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position. Sexual activity or inappropriate touching by an adult with a child under the age of 16 years is unlawful, even where there is apparent consent from the child. A consensual sexual relationship between an adult in a position of trust within the rugby setting and a child over 16 years of age is contrary to the RFU/RFUW Policy and Procedures for the Welfare of Young People in Rugby Union and the Welfare of Young People in Rugby Union Guidance. .

Adults must not encourage a physical or emotional dependant relationship to develop between the person in a position of trust and a young person in their care.

All those within the Club have a duty to raise concerns about the behaviour of coaches, officials, volunteers, administrators and professional staff which may be harmful to the children, young people in their care, without prejudice to their own position.

To recognise that abuse does take place in sport and that raising awareness and understanding of the main forms of abuse and establishing communication and reporting procedures if abuse is suspected will further safeguard the children, young players, coaches and all others working within the game.

The club will appoint a Club Safeguarding Officer who will be responsible for all matters of adult and young people's welfare as outlined in this document and the RFU/RFUW Policy & Procedures for the Welfare of Young People in Rugby Union Guidance.

It is widely recognised that there are 4 main areas of abuse that we should all be aware of:

Emotional, Neglect, Physical and Sexual.

These are outlined in more detail in the Welfare of Young People in Rugby Union Guidance, publication.

There may, however, be the risk within rugby union for abuse to occur that does not necessarily fit into the above categories. The culture and traditions of rugby along with stereotypical behaviour, may give rise to unacceptable behaviour leading to situations where abuse may occur and young players are at increased risk.

Safeguarding the welfare of all our young players is paramount. As adult volunteers we have a moral and a legal responsibility to provide the highest possible standard of care.

It is the club's aim that all coaches and volunteers working with young people should:

- Have a Job Description.
- Have a recognised Child Protection Training (CPT) certificate with Lead coaches qualified to the UKCC Level 1 Certificate in Coaching Rugby Union (or equivalent).
- All assistant coaches to have attended a minimum of an RFU TAG, CLA, Start Rugby, Rugby Ready or equivalent course.
- All coaches to stay up-to-date with rugby coaching and child protection/welfare issues.
- Encourage each Lead coach to attend a Safeguarding & Protecting Young People in Rugby course.
- All coaches, managers, volunteers etc. to be given a copy of the Club's Policies and Codes of Conduct and be expected to keep to them at all times.

Unacceptable and Poor Practices

- a) Take young people to their own home or any other place where they will be alone with them.
- b) Shouting, ridicule of players' errors, ignoring health and safety guidelines and excessive training.
- c) Creation of inter-club 'elite squads' and failing to adhere to club's code of conduct.
- d) Spend any amount of time alone with young people away from others.
- e) Take young people alone on car journeys, however short.
- f) If it should arise that such are unavoidable they should only take place with the full knowledge and consent of someone in charge in the Club/governing body and/or a person with parental responsibility for the young person. In exceptional circumstances where a coach, Manager or volunteer cannot obtain the consent of someone in charge in the Club/governing body and/or person with parental responsibility for the young person then as it is in the welfare interest of the young person, paragraph (a, d and e) do not have to be followed. If this occurs the adult must record the occurrence with the Club Welfare Officer.
- g) Engage in rough, physical games, sexually provocative games or horseplay with children/young people.
- h) Take part as a player in any dynamic contact games or training sessions with young people. If there is a need for an adult to facilitate learning within a coaching session through the use of coaching aids e.g. contact pads etc, this should be done with the utmost care and with due regard to the safety of the young players.
- i) Share a room with a young person unless the individual is the parent/guardian of that young person.
- j) Engage in any form of inappropriate sexual contact and/or behaviour.
- k) Allow any form of inappropriate touching.
- l) Make sexual suggestive remarks to a young person even in fun.
- m) Use inappropriate language or allow young people to use inappropriate language unchallenged.
- n) Allow allegations by a young person to go unchallenged, unrecorded or not acted upon.
- o) Do things of a personal nature for a young person that they can do for themselves unless you have been requested to do so by the parents/carer. It is recognised that some young people will always need help with things such as lace tying, adjustment of TAG belts, fitting head guards and the precluding of anyone attending to an injured /ill young person or rendering first aid.
- p) Depart the rugby club or agreed rendezvous point until the safe dispersal of all young people is complete.

- q) Cause an individual to lose self-esteem by embarrassing, humiliating or undermining the individual.
- r) Treat some young people more favourably than others.
- s) Agree to meet a young person on their own on a one to one basis.
- t) Adults and children must never use the same facilities to shower or change at the same time
- u) Adults must only enter changing rooms when absolutely necessary due to poor behaviour, injury or illness. Adults must only ever enter the changing rooms by themselves in an emergency and when waiting for another adult could result in harm to a child.
- v) If children need supervision in changing rooms, or coaches or managers need to carry out a range of tasks in that environment this must involve two individuals cleared to work in Regulated Activity of the same gender as the children. For mixed gender activities separate facilities should be available.

Acts of Bullying

Bullying of any kind is not acceptable in any form or at any age at Sidcup Rugby Football Club. Bullying should not be ignored and the victim should be supported through what can be a traumatic experience. Bullying takes many forms but ultimately it is the perception of the victim that determines whether or not they are being bullied rather than the intention to bully.

Any instances of bullying will be taken seriously, responded to promptly, and procedures followed to deal with the situation.

Rugby is a 'telling' culture and anyone who knows that bullying is happening is expected to report it to the Club Safeguarding/Welfare Officer. He/she will follow the guidelines as outlined in the RFU Anti Bullying Policy.

It is the responsibility of every adult working in rugby union to ensure that everyone, adults and all young people can enjoy the sport in a safe, enjoyable environment.

Communication with Children

When communicating by telephone where possible Club Officials and coaches/managers should speak to the parent/guardian of the child.

Club Officials and coaches/managers should not communicate with individual children by text or on-line at any time. On any matters unless there is an immediate risk to the welfare of the child which can be lessened by such contact.

If the call 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 parents. It is inadvisable for a coach to communicate by email on a one-to-one basis with a child, if replying to an email from a child the parents should be copied in to the response. Coaches and Club Officers should not communicate with children through social networking sites such as FACEBOOK.

Coaches should not be friends with the children they coach.

The Following is MANDATORY.

Youth Protection – Complete the Disclosure and Barring Service (DBS) (previously CRB checks) Accreditation Procedure

All people who have regular supervisory contact with children/young people or in a management role within the club, in whatever capacity, **MUST** be bona fide members of the

club, complete and submit all relevant documentation etc. to the Club's Safeguarding Officer. Undertake the Enhanced Disclosure and Barring Service (DBS) check (previously CRB) check within eight weeks of their appointment to a position which involves regular supervisory contact with young people.

DBS disclosures must be conducted through the RFU Safeguarding Compliance Officer at the RFU Equity, Inclusion & Safeguarding Team who have jurisdiction to deal with any matters arising from such disclosure.

If an individual declines or refuses to undertake a DBS accreditation process he/she **will not be allowed to be involved** in any aspect of work with children or young people within the club.

The DBS and the former CRB accreditation are recognised for a maximum period of three years, when the process will be carried out again.

Procedure in any Instance of Alleged Abuse

1. Any concerns about the behaviour or actions of anyone within the Club detrimental to a child's welfare or any instance of child abuse **MUST be reported to the Club's Safeguarding Officer and the County Safeguarding Manager without delay.** The Club Safeguarding Officer will report this to the relevant Youth Section Chairman and the Club Chairman.
An investigation of the alleged incident will be carried out by the relevant Youth Section Chairman, Club Safeguarding Officer and two club members of good standing.

Following this investigation the following actions can be taken:

- 1.1 That there is no case to answer and no further action required.
- 1.2 That the incident was due to poor practice, inexperience or lack of understanding by the person(s) identified.

Action

The person(s) is informed of the correct practice, procedure or policy that should have been followed.

They are made aware of the potential seriousness of the situation and the consequences of their actions.

The person(s) be cautioned or severely cautioned as to his/her future conduct.

- 1.3 There is a case to answer and the individual(s) are deemed to be at fault through not following established rules, procedures or guide lines.

Action

Suspended or banned from working with children and young people.

Suspended or banned from club membership.

Appropriate authorities informed of the incident.

- 1.4 For serious and/or unlawful allegations/offences the appropriate authorities are to be informed without delay.

- 2 Any concerns or suspicions of child abuse outside the rugby club environment, report these to the **Club's Safeguarding Officer**.
3. If an allegation or concern relates to the Club's Safeguarding Officer this should be reported to the Club Chairman who will refer it firstly to the County Safeguarding Manager who will report this to the RFU Safeguarding Executive.

In All Cases.

In each of the above cases except number 1.1 a record of the incident, findings and resultant penalty be kept on the Club file for 5 years.

All the people involved must be kept fully informed of the situation as it progresses.

We are all responsible for the welfare and safety of young people and vulnerable adults in our care. It is important that if abuse or poor practice is suspected or there are suspicions that it may be happening then this must/should be reported to the CLUB SAFEGUARDING OFFICER.

A safe environment benefits all adults, young players and adult volunteers alike.

4.14 TOUR POLICY

The word tour will encompass; tours, rugby tournaments/competitions and festivals and any additional activities included in the trip.

It is the Club's responsibility to ensure that all tours that involve young people under the age of 18 years of age are organised and run well, with particular attention towards A DUTY of CARE and SUPERVISION to these young people at all times. This involves: travel to the destination, travel to training and playing venues, training/practice sessions, matches and at all other times they are in your charge. The Committee will not approve any tour where travel or playing arrangements require school children to be taken out of school.

The following details are what the Club requires for it to give its permission for a tour to precede.

MINI SECTION (U7 to U11)

Mini tours will normally only be permitted to be arranged within the United Kingdom. However, tours outside the UK can be allowed at the discretion of Club's General Committee. Approval for any such tour MUST be obtained before any arrangements are considered. For any tour the aim will be that all age groups will tour together. However, there may be times when this is not possible.

Each child MUST be accompanied by at least one parent/guardian or a responsible nominated adult, with the exception where there are brothers or sisters attending the tour as players. There must always be a ratio of children to adults of 3:1. Parents/guardians or nominated adult will be responsible for the safety, welfare and behaviour of their children at all times other than when playing matches or training, when the coaches will be responsible.

It is a requirement that at least one adult on the tour holds an accredited and current first aid qualification.

All coaches and managers are expected to act responsibly while supervising young people in their care.

JUNIOR SECTION (U12 to U15)

On junior tours the Club will nominate a 'Tour Manager' who will be responsible for the day to day administration of the tour as required/directed by the Club committee. Junior players will be under the care and control of the tour manager, coaches and chaperones. There has to be sufficient responsible coaches and adults (chaperones) recommended ratio of 4:1 to supervise and control the safety and welfare of the players.

These coaches/chaperones must be of sound sensible character, members of Sidcup RFC and must act responsibly when supervising young people. During the evenings on tour it will be a specific requirement that the responsible adults will share the chaperone duties. When required to supervise on any particular evening you are expected to act responsibly and not drink any alcoholic beverage.

It is a requirement that at least one adult on the tour holds an accredited and current first aid qualification.

Europe.

Junior tours will only be permitted to take place in the United Kingdom and Mainland

Children that cause a discipline problem or who are disruptive can be returned home. If this occurs then the relevant parent(s)/guardian(s) will be expected to either, come and collect them, or pay any costs incurred by members of the tour party in escorting the young person home.

It is mandatory that all adults involved in a tour for and including players who are under 18 years of age **MUST** have current accreditation from the **Disclosure and Barring Service (DBS) checks (previously Criminal Records Bureau)** as outlined in the Club's Child Protection Policy.

ACADEMY (U16 to U18)

On Academy tours the Club will nominate a 'Tour Manager' who will be responsible for the day to day administration of the tour as required/directed by the Club committee.

Some Academy players are considered to be adults (over 18 years of age), however, there must be sufficient coaches and chaperones (recommended ratio of 6:1) available to provide adequate safety, supervision, control and leadership of all the age groups.

These coaches/chaperones must be of sound sensible character, members of Sidcup RFC and must act responsibly when supervising young people. During the evenings on tour it will be a specific requirement that the responsible adults will share the chaperone duties. When required to supervise on any particular evening you are expected to act responsibly and not drink any alcoholic beverage.

It is a requirement that at least one adult on the tour holds an accredited and current first aid qualification.

Any colt player who has not reached his 18th birthday will be classed as a minor and subject to the conditions outlined in the above Junior Section criteria.

Colts can tour in the United Kingdom and Mainland Europe.

ADULTS

The Club will appoint a Tour Manager who will be responsible for the day to day administration of the tour as required/directed by the Club committee. All people taking part in an adult tour are expected to behave in a responsible manner and do nothing that would bring the Club's name into disrepute. All arrangements relating to the tour must be submitted to the Club's Executive Committee for approval. There are no restrictions on where adult tours can take place.

GENERAL REQUIREMENTS

Tours will not be permitted to any country or region where there is apparent unrest or the likelihood of unrest.

When arranging a tour the organisers should consider carefully the costs involved so making it affordable to all those wishing to go.

Procedure for Permission to Tour

Each team or group of teams must firstly submit their application to tour to their relevant section Committee (Mini, Junior/Colts, Girls or Senior) not less than three months prior to the start of the proposed tour on the Club's 'Tour Application' form, completing all details of the travel and accommodation arrangements, costs, fixtures, insurance etc. The Chairman of that section will then submit the application to the Club's General Committee for approval. The Club reserves the right to refuse to give permission to any team or group of teams to tour if it has just cause to do so.

Tours that are to take place outside the United Kingdom and Ireland and have the agreement of the Club's General Committee must also get ratification from both Kent County RFU and written approval from the RFU for the tour to go ahead. Applications are made on the 'RFU Notification of Proposed Overseas Tour' form which is completed by the tour organiser, signed by the Club Honorary Secretary and Chairman, sent to Kent Honorary Secretary who countersigns it and forwards it to the RFU.

Remember that the RFU requires a minimum of not less than three months notice of the tour for it to give its permission. Additionally Managers should be aware that proposed tours to South Africa require a 12 months notice period.

Club Code of Conduct & Child Protection Policy

All tourists, including parents, coaches and chaperones, must sign that they have read and understand the Club's Code of Conducts and abide by the Club's and the RFU's Child Protection Policy. Should any person break that code, or policy, they will be asked to leave the tour and may be dismissed from the Club. Parents will be responsible for any costs incurred in the collection, or repatriation, of their child and all adults asked to leave the tour will be responsible for their own cost of returning home.

Any person asked to leave a tour will not receive a refund on the original cost of that tour.

Accommodation

Accommodation must be suitable in relation to the age of the young people. It must be safe, secure and free of potential hazards.

Under no circumstances should adults (other than parents of young children) share rooms with young people.

Medical Information

Each young person (under the age of 18) must have written authorisation from his/her parent(s)/guardian(s) for the tour organiser or management to give permission for medical treatment including anaesthetics in the event of any emergency situation.

Written details of any medical condition suffered by any young person touring, along with any prescribed medication (giving clear instructions for administering) must be handed to the tour organiser or management prior to the commencement of the tour.

Insurance

Players are covered for playing matches and training while on tour (maximum 31 days) under the RFU's Accidental Death & Permanent Disability Insurance scheme. However, cover is limited to rugby playing risks only. The Club requires that Tour Insurance must be arranged, whatever the destination, to provide 24 hour cover for non-playing accidents, non-playing personal, personal effects and medical expenses (including any repatriation costs following an accident or injury). You are free to get this cover from any insurance company or broker you

wish. However, this can be arranged through Royal & Sun Alliance 0845 6780070, the providers of the RFU Insurance scheme or from John Maxted of How Maxted Group 020 8309 1717, the Club's insurance broker.

If the tour includes any potentially hazardous activities (i.e. canoeing, climbing, abseiling, bungee jumping, archery etc) then the organisers of these specific events must provide written evidence that all activities are undertaken under the control of appropriate qualified staff and they are fully covered by an insurance policy against accident, medical expenses and public liability etc.

Tour Report

Following the tour the Tour/ Team Manager must submit a brief tour report. This is for the benefit of the younger year groups coming through such that successful tours might be repeated and less successful tours avoided. The Report should cover:

- How the tour was organised and who with,
- Method of travel and quality,
- Type of accommodation and quality
- Clubs played, quality of Rugby, reception & facilities
- Cost & any other useful hints.

THIS TOUR POLICY IS BINDING ON ALL CLUB MEMBERS.

NO UNAUTHORISED TOURS WILL BE PERMITTED.

FAILURE TO ADHERE TO THIS POLICY COULD RESULT IN DISMISSAL FROM THE CLUB.

Authorised by SRFC General Committee

4.15 YOUTH RUGBY POLICY

It is our aim at Sidcup RFC that all boys and girls, whatever their age, social, religious or ethnic background, who come to rugby sessions enjoy themselves and develop their individual, unit and team skills through progressive, purposeful, enjoyable and safe activities, with the objective to learn, understand and play the game of Rugby Football to achieve their full potential.

The aim is to teach and develop each boys or girls basic skill by:

- Introducing the game in a safe and friendly environment
- Developing the skills of the children, young people progressively according to their ability, using appropriate coaching methods.
- Introducing the Laws of the Game.
- Encourage a good standard of behaviour on and off the field
- Encouraging fair play and good sportsmanship.
- Avoiding overplaying of players by using a squad system.
- Ensuring development comes first, winning second.
- Ensuring all equipment and facilities are safe and appropriate.
- Never coaching law violations.
- Never overtly criticising players – their confidence is paramount

Under 6 to Under 11

All players no matter their age or ability want to participate in some form of competitive game. To cater for this the shape of the game for each successive age group must take into account the ability, attitude and maturity level of the players so that all can participate purposefully. This will take the form of Small Sided Team games, TAG a non-contact form of rugby, Transitional Rugby and then Mini/Midi Rugby as follows:

At U6 players are introduced to running holding a ball, passing and catching while playing relay and team games so by gaining an understanding of working as a team and learning evasion skills. There are no matches at this age group.

At U7 children will play non contact 'Mini TAG' Rugby (maximum of 4-a-side with equal numbers of players on the pitch at any one time)

At U8 children will play non contact 'Mini TAG' Rugby (teams of equal number of players with not more than 6-a-side on the pitch at any one time).

At U9 children play 'Transitional Rugby' (teams of equal number of players not more than 7-a-side on the pitch at any one time) and progress with the introduction of tackling. No rucks, mauls, lineouts or scrums.

At U10 children play 'Transitional Rugby' (teams of equal number of players not less than 7 or more than 8-a-side) and progress to uncontested scrums and develop 1v1 contests for the ball on the ground.

At U11 children play 'Transitional Rugby' (teams of equal number of players not less than 7 or more than 9-a-side) and progress with 3 players can contest for the ball on the ground a mini ruck, kicking and restarts introduced.

There are no leagues in Tag or Mini/Midi Transitional Rugby.

A number of fixtures and festivals will be arranged against other Clubs by age group, however, there must be a balance between games and practice/teaching sessions. These games

are in the main Tag, Mini or Midi Transitional Rugby as well teaching, practice and training session, be played under Age Grade Rugby Rules and RFU Regulation 15 Age Grade Rugby and RFU Guidance to Age Grade Rugby Regulation 15.

Whether playing games or training the individual player's development and their enjoyment in taking part is the paramount objective, winning is a bonus.

Under 12 to Under 18

Under 12 to under 18 boys and girls train and play separately.

At U12 boys play Transitional Contact Rugby (teams of equal number of players with a maximum of not more than 12 a side). Nearest 5 players form a scrum (all players trained to be in the scrum), introduction of the hand off, below the shoulder, rolling substitutions are permitted.

At U13 boys play Transitional Contact Rugby with teams of equal numbers with a maximum of not more than 13-a-side, 6 players forming a scrum. No limit to numbers contesting for the ball including in the maul and ruck. A drop kick from the centre of the half way line will be used to start the half, the second half and for all restarts after a score, and for drop outs from the 22 metre line.

At U14 boys play Transitional Contact Rugby between teams of equal numbers of players with a maximum of 15 players a side, 8 players will be forwards and form a scrum the remaining players are backs. Rolling substitutions permitted and substituted players can be re-used at any time. Kicking the ball on the ground (a fly hack) is allowed. Line outs are uncontested with up to 13 players of each side can compete. No lifting or supporting of any kind is allowed.

Again, the objective is to develop the playing ability of all players through individual skills, unit skills and team play along with an understanding and knowledge of the laws of the game and its traditional values. Matches at all age groups are played against other Clubs, however, all games whether they be within the club training sessions or fixtures/festivals against other Clubs will be played under RFU Age Grade Rugby Rules, RFU Regulation 15 Age Grade Rugby, RFU Guidance to Age Grade Rugby Regulation 15.

There are no Leagues in U12 to U14 rugby.

There will, however, always be a balance between games and training/practice sessions.

At U15 Players and Match Officials must ensure that World Rugby Laws of the Game including the U15 to U18 Variations and any such law variations set out below are observed when playing boy's rugby at U15 to U18 in England, which are mandatory for clubs and schools.

Team numbers are 15-a-side, 8 of the players on each side will be forwards and form the scrum, with the remaining players forming the back line. At a scrum there is no 'turnover law, if scrums are reset for wheeling beyond 45% the throw in is to the side in possession at the time it is wheeled beyond 45%. The scrum half can pass the ball or run from the base of the scrum. The scrum half not throwing the ball into the scrum must not move beyond the middle of the scrum until ball has emerged from the scrum or an opponent has lifted the ball from the ground. In the event of a strike against the head, the scrum half who has thrown the ball into the scrum is similarly restricted in not following the ball.

Rolling substitutions are permitted and substituted players can be re-used at any time. Substitutions can only take place when the ball is dead and always with the referee's

permission. No limit to number of replacements that a team may have, even if competing teams have unequal numbers, unless otherwise specified by separate regulations specific to a competition. Sin bin of 6 minutes. A drop kick from the centre of the halfway line will be used to start each half of the match and for all restarts after a score.

No player shall use the technique known or referred to as ‘Squeezball’.

Under 15s play friendlies, and County Leagues and Cup competitions.

Sidcup Academy, U16-U17-U18

Players and Match Officials must ensure that World Rugby Laws of the Game including the U15 to U18 Variations and any such law variations set out below are observed when playing boys’ rugby at U15 to U18 in England, which are mandatory for clubs and schools.

Team numbers 15-a-side, 8 of the players on each side will be forwards and form the scrum, with the remaining players forming the back line.

Rolling substitutions are permitted and substituted players can be re-used at any time. Substitutions can only take place when the ball is dead and always with the referee’s permission. No limit to number of replacements that a team may have, even if competing teams have unequal numbers, unless otherwise specified by separate regulations specific to a competition. Sin bin of 7 minutes.

No player shall use the technique known or referred to as ‘Squeezball’.

Academy players do play in friendly, County Leagues, National Competitions and Cup matches.

All games whether they are within the club, training, practice and teaching sessions or fixtures/festivals against other clubs will be played under the U15 to U18 Variations to World Rugby (formally the IRB) Laws of the Game Boy’s Only and must be observed at all times in England .

Every player at whatever age level will be treated equally and be given the opportunity to play in competitive matches however there may be times when the ability of the individual player and/or the strength of the opposition have to be taken into account when selecting the side.

5 CODES OF CONDUCT

5.1 CODE OF CONDUCT FOR MINI AND JUNIOR MEMBERS

As a member of Sidcup Rugby Club you are expected to abide by the following junior code of conduct:

All members must play within the rules of the Club and respect officials and their decisions.

All members must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.

Members should keep to agreed timings for training, matches and competitions or inform their coach or team manager if they are unable to attend or are going to be late.

Members must pay annual subscriptions and any fees for events, trips promptly.

Junior members are not allowed to consume alcohol or drugs of any kind on Club premises or whilst representing the Club.

5.2 THE GOOD ADMINISTRATOR'S CODE

Whether playing, training or watching a game of rugby the way you behave reflects, YOU, YOUR TEAM and SIDCUP RUGBY FOOTBALL CLUB to everyone watching.

The following Codes are designed to promote the elements of enjoyment and satisfaction, the contribution that can be made by non players and to remind all people involved with the game that there are certain standards of fair play and conduct that should be maintained at all times.

It is acknowledged that youth rugby will not progress without good quality administrators. Their contribution is essential to the development of all youth sections and individuals within them.

Administrators should:

1. Encourage an environment within the rugby Club whereby the opportunity to play rugby is offered to ALL youngsters.
2. Encourage the concept of good sporting partnerships between young people, their parents, Club coaches and officials.
3. Involve young people in the decision making processes, where appropriate.
4. Recognise that the rugby Club has a 'Duty of Care' towards all young Club members.
5. Ensure that the Club provides responsible supervision for all young people.
6. Promote the concepts of fair play, respect and enjoyment. Discourage the 'win at all costs' ethic amongst the Club community.
7. Ensure that equipment and facilities are available for and appropriate to the requirements of the coaches and needs of the young players.
8. Ensure young players are registered under the RFU scheme.

9. Ensure that the Club coaching/playing programme reflects the RFU guidelines and does not expose young players to the possibility of over playing or over training.
10. Ensure that matches are officiated by suitable and preferably qualified referees.
11. Ensure that appropriate medical and first aid provision is always available.
12. Promote youth sections as being an integral part of the Club.
13. Promote links with local community, particularly schools.
14. Ensure that the Club community is aware of, and abides by the policies and procedures in the RFU Child Protection Guidance Booklet.

5.3 THE GOOD COACH'S CODE

Whether playing, training or watching a game of rugby the way you behave reflects, YOU, YOUR TEAM and SIDCUP RUGBY FOOTBALL CLUB to everyone watching. The following Codes are designed to promote the elements of enjoyment and satisfaction, the contribution that can be made by non players and to remind all people involved with the game that there are certain standards of fair play and conduct that should be maintained at all times.

Young people come into Rugby Union for a variety of reasons, it is the duty of the coach to recognise this and stimulate continued participation. Coaches have a responsibility to ensure that all youngsters are given the opportunity to fulfil their aspirations in a caring environment where the emphasis is on:

FUN - ENJOYMENT - SKILL DEVELOPMENT

1. Recognise the importance of fun and enjoyment when coaching young players. Most learning is achieved through 'doing'
2. Appreciate the needs of the players before the needs of the sport.
3. Be a positive role model - think what this implies.
4. Keep winning and losing in perspective - encourage young players to behave with dignity in all circumstances.
5. Respect all referees and the decisions they make (remember it could be you refereeing next week) and ensure that the players recognise that they must do the same.
6. Provide positive verbal feedback in a constructive and encouraging manner, to all young players both during coaching sessions and games.
7. Provide experiences and sessions which are matched to the young players' age and ability, as well as their physical and mental development.
8. Ensure all youngsters are coached in a safe environment - adequate equipment, facilities and first aid equipment readily at hand.
9. Avoid overplaying training - use the squad system to avoid overplaying the best players. Give everybody satisfactory amount of playing time.
10. Never allow a player to train or play when injured.
11. Ensure good supervision of young players, both on and off the pitch.
12. Recognise that young players should never be exposed to extremes of heat, cold or unacceptable risk of injury.
13. Develop an awareness of nutrition as part of an overall education in lifestyle management.
14. Recognise that it is illegal for young players under 18 to drink alcohol
15. Ensure that your knowledge and coaching strategies are up to date and in line with RFU philosophy.

16. Be aware of, and abide by, the RFU recommended procedures for taking young people on residential tours at home and abroad.
17. Be aware of, and abide by, the policies and procedures outlined in the RFU Child Protection Guidance Booklet.
Coaches working with young players up to the age of 12 must follow the guidelines laid down by the RFU Continuum.

Coaches working with young players at age 13+ must be aware of the Under 19 and Under 15 law variations, including those that apply to cross boarder matches.

5.4 THE GOOD MATCH OFFICIAL'S CODE

Whether playing, training or watching a game of rugby the way you behave reflects, YOU, YOUR TEAM and SIDCUP RUGBY FOOTBALL CLUB to everyone watching. The following Codes are designed to promote the elements of enjoyment and satisfaction, the contribution that can be made by non players and to remind all people involved with the game that there are certain standards of fair play and conduct that should be maintained at all times.

Match officials should:

1. Recognise the importance of fun and enjoyment when officiating young players.
2. Provide positive verbal feedback in a constructive and encouraging manner during games.
3. Emphasise the spirit of the game.
4. Appreciate the needs of the young players before the needs of the sport.
5. Understand the physical, social and psychological development of young players.
6. Be a positive role model. You set an example, and as such, comments you receive should be positive and supportive.
7. Look to self-improvement e.g. participation in Mini/Midi or National 15-a-side courses.

Match officials must:

8. Recognise that safety of young players is paramount.
9. Explain decisions – all young players are still learning.
10. Always penalise foul play.
11. Play advantage where ever possible in order to let the game flow.
12. Show empathy for the age and ability of young players.
13. Be consistent and objective.
14. Ensure that verbal abuse from players, coaches or spectators is not tolerated and is dealt with by Club officials immediately.
15. Be aware of, and abide by, the RFU Child Protection Guidance policies and procedures.

5.5 THE GOOD PARENT'S CODE

Whether playing, training or watching a game of rugby the way you behave reflects, YOU, YOUR TEAM and SIDCUP RUGBY FOOTBALL CLUB to everyone watching.

The following Codes are designed to promote the elements of enjoyment and satisfaction, the contribution that can be made by non players and to remind all people involved with the game that there are certain standards of fair play and conduct that should be maintained at all times.

In Rugby Union coaches and administrators both fully acknowledge that parents are an integral part of the partnership, which ensures that young players enjoy their involvement in the sport and experience an environment in which they can flourish.

Parents are encouraged to:

1. Be familiar with the coaching and training programme in order that they can ensure that their child is fully involved and the coaches are aware of their availability.
2. Be familiar with the teaching and coaching methods used by observing the sessions in which their child participates.
3. Be aware that the Club has a duty of care and therefore, where appropriate, assist coaches with the supervision of the young players, particularly where numbers are large and there is a need to transport youngsters to away games.
4. Be involved with the Club activities and share your expertise.
5. Share concerns, if you have them, with Club officials.
6. Be familiar with the "Good Coach's Code" In particular:
7. Coaches should recognise the importance of fun and enjoyment when coaching young players.
8. Coaches should keep winning and losing in perspective, encouraging young players to behave with dignity in all circumstances.
9. It is important that parents support coaches in instilling these virtues.
Parents should:
10. Remember that young people play rugby for their own enjoyment not that of their parents.
11. Encourage young people to play - do not force them.
12. Focus on the young players' efforts rather than winning or losing.
13. Be realistic about young players' ability, do not push them towards a level that they are not capable of achieving.
14. Provide positive verbal feedback both in training and during the game.
15. Remember that persistent, negative messages will adversely affect the players' and the referee's performance and attitude.
16. Always support the rugby Club in their efforts to eradicate load, coarse and abusive behaviour from the game.
17. Remember young people learn much by example.
18. Always show appreciation of good play by ALL young players both from your own Club and the opposition.
19. Respect decisions made by match officials and encourage the young players to do likewise.

5.6 THE GOOD PLAYER'S CODE

Whether playing, training or watching a game of rugby the way you behave reflects, YOU, YOUR TEAM and SIDCUP RUGBY FOOTBALL CLUB to everyone watching.

The following Codes are designed to promote the elements of enjoyment and satisfaction, the contribution that can be made by non players and to remind all people involved with the game that there are certain standards of fair play and conduct that should be maintained at all times.

When playing at home or away, at festivals or on tour your behaviour at all times reflects on YOU and your PARENTS, the CLUB and EVERYONE associated with you.

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 group 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.

At all times, whether on, or off the field you are expected to behave as follows:

- Be on your best behaviour at all times.
- Listen and act on any instructions given to you by: Team Manager, Coach or any Adult responsible for any activity/pursuit you may be involved in
- Be responsible and safety conscious at all times
- Respect other people and their possessions.
- If staying in hotels or other accommodation treat it respectfully, do not damage or steal anything.
- Report any damage to the Team Manager or a Coach
- Treat with respect the oppositions' Clubhouse and traditions.

When Playing

- 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.
- 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 - win or lose.
- Play to the Laws of the Game and accept, without question, all the referee's 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 unfair advantage of any player.

REMEMBER

ANY INSTRUCTIONS DIRECTIVES OR ARE GIVEN TO ENSURE YOUR SAFETY AND COMFORT. LISTEN AND DO AS DIRECTED.

5.7 THE GOOD SPECTATOR'S CODE

Whether playing, training or watching a game of rugby the way you behave reflects, YOU, YOUR TEAM and SIDCUP RUGBY FOOTBALL CLUB to everyone watching. The following Codes are designed to promote the elements of enjoyment and satisfaction, the contribution that can be made by non players and to remind all people involved with the game that there are certain standards of fair play and conduct that should be maintained at all times.

Young rugby players are impressionable and their behaviour will often reflect that of the adults around them. In Rugby Union we welcome spectators on our touchlines who embrace the ethos of the game as one of FUN, ENJOYMENT and SKILL DEVELOPMENT.

Spectators are encouraged to:

1. Act as positive role models to all young players.
2. Be familiar with, and abide by, the RFU Child Protection Guidance in relation to verbal and emotional abuse.
3. Respect the rugby Club policy with regard to spectator behaviour.

Spectators should:

4. Remember children play sport for their enjoyment not yours.
5. Acknowledge good individual and team performance from ALL youngsters irrespective of which team they play for.
6. Respect match official's decisions.
REMEMBER, they are volunteers providing an opportunity for youngsters to play rugby.
7. NEVER VERBALLY ABUSE YOUNG PLAYERS, MATCH OFFICIALS, FELLOW SPECTATORS OR COACHES.
Such behaviour can create a negative environment for young players and their behaviour will often reflect this.
8. Acknowledge effort and good performance rather than the 'win at all costs' ethic.
9. Verbally encourage all youngsters in a positive way. If you do want to shout make sure it is 'for' not 'at' the players.
10. Condemn bad language, rude behaviour and violence.
11. Encourage all youngsters irrespective of their ability - never ridicule any individual player, regardless of the team they play for.
12. Remember - It's only a game!

5.8 THE SENIOR PLAYER'S CODE OF CONDUCT

Whether playing at home or away, training or watching a game of rugby the way you behave reflects, YOU, THE TEAM and SIDCUP RUGBY FOOTBALL CLUB to everyone watching.

The following Code is designed to promote the elements of enjoyment and satisfaction, the contribution that can be made by you as a player and to remind all people involved with the game that there are certain standards of fair play and conduct that should be maintained at all times.

Players are encouraged to:

- Recognise and appreciate the efforts made by coaches, match officials and administrators in providing the opportunity for you to play and enjoy the game of rugby.
- Understand the values of loyalty and commitment to the team and to Sidcup RFC
- Recognise that every player has a right to expect their involvement in rugby to be safe and free from all types of harassment or abuse.
- If as an individual or group of players you feel that you are not being treated in a manner that is acceptable, then you have a right to tell a member of the Committee.

At all times, whether on, or off the field you are expected to behave as follows:

- Behave in an acceptable way at all times.
- Listen and act on any instructions given to you by: Team/Tour Manager or Coach responsible for any activity/pursuit you may be involved in
- Be responsible and safety conscious at all times
- Respect other people and their possessions.
- If staying in hotels or other accommodation treat it respectfully, do not damage or steal anything.
- Report any damage to the Team/Tour Manager or a Coach
- Treat with respect the oppositions' clubhouse and traditions.

When Playing

- Play because you want to do so, not to please coaches or others.
- Remember that skill development, fun and enjoyment are the most important parts of the game.
- 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 win or lose.
- Play to the Laws of the Game and accept, without question, all the referee's decisions.
- Control your emotions. Verbal or physical abuse of team mates, opponents, match officials or spectators IS NOT ACCEPTABLE.
- Treat all players, as you would like to be treated. Do not interfere with, bully or take unfair advantage of any player.

Failure to abide by any of the above standards will be treated seriously by the club's Discipline Sub-Committee.

6 PLAYING

6.1 FIXTURES

Current fixture list for all age groups can be found on the following website pages:

Senior sides: www.sidcuprfc.co.uk/senior

Junior sides (ages 12 – 18): www.sidcuprfc.co.uk/junior

Mini sides (ages 6 – 11): www.sidcuprfc.co.uk/mini

6.2 GUIDANCE NOTES & SELECTION CRITERIA

GENERAL CRITERIA

1. When involved in any Club event, playing, training, tour, visits etc you are its ambassadors and your behaviour at all times represents how the Club is judged. It is very important therefore that you behave and act in a manner that reflects a disciplined attitude, respect for match officials, the opposition, other people, their property and traditions. Bad behaviour will not be tolerated from anybody.
 2. Attend training/practice sessions regularly or inform the Team Manager or a Coach prior to missing a session with reasons for not attending.
 3. Attend training/practice sessions and matches promptly at the appointed time.
 4. Inform the Team Manager or a Coach if you are unable to play as soon as you know you are unavailable.
 5. We strongly recommend that you get a well fitted mouth guard which should be brought to every training session and match along with warm and waterproof clothing. Additional protective items (head guards, shoulder pads etc) are at your discretion.
- Remember only equipment carrying the IRB mark is legal. Advice on this is available if required.
6. In Rugby only aluminium or composite studs bearing the kite mark and regulation size are legal.
- Boots with moulded rubber multi-studded soles are also legal
7. We also strongly recommend that each player has his own personal water/drinking bottle to avoid risk of cross infection.

SPECIFIC SELECTION CRITERIA

1. Have a good discipline record and attitude to both training and matches.
2. Demonstrate to the Coaches' satisfaction your motivation, enthusiasm, concentration and a sustained development of individual, unit and team skills.
3. Maintain match form and fitness.
4. Every player at whatever age group will be treated equally and given the opportunity to play in matches on the basis of the above. However, when the ability and or the experience of an individual player and or the strength of the opposition are taken into account, then this must be considered when selecting the side.

But this must not be used as an excuse just to play the strongest side.

Less experienced players will only develop by playing games.

Whatever the game the players development and their enjoyment in taking part is of paramount importance, winning is a bonus.

Above all the safety, welfare and confidence of players **MUST** always be the foremost consideration.

7 MISCELLANEOUS

7.1 *PLAYER'S MEDICAL INFORMATION*

In case of an emergency while your child is involved in any rugby related activity: training, playing matches, travelling to venues etc. It is important that the Club has a record of any medical condition that he/she may have, any medication that they are taking on a regular basis or if they have any allergies e.g. allergic to Penicillin.

For us to have this information etc we ask that you fill in the questionnaire below and return to your child's Team Manager. If your child does not have any condition or is not taking any medication or has any allergies then please state 'None' in the relevant places. However, please fill in the names and contact details sections.

Information on this sheet will be treated in the strictest confidence.

Name of Child

Date of Birth.....

Medical condition.....

.....

Medication taken

.....

Allergic to.....

.....

Name of Parent / Guardian to contact in an emergency

Name

Telephone (H)(M).....

Alternative Contacts Name

Telephone (H)(M).....

Parent / Guardian Signature

Parent's NameDate