

BLANDFORD RUGBY FOOTBALL CLUB



POLICY DOCUMENTS

and

CODES OF CONDUCT

2016

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Policy Statement
by
Chairman
Blandford Rugby Football Club

The responsibility for ensuring the successful management of Blandford Rugby Football Club on behalf of all members is vested in me as the Club Chairmen.

My objectives are to:

- Prevent injury to all players, including any visiting players.
- Provide a safe environment in which the Health and Safety of all club members is paramount.
- Provide volunteers who act as Coaches and Team Managers or other roles within the club with suitable training to undertake their role and ensure that they are supported by more experienced coaches or club members.
- Ensure that all who assist with the running of the Mini and Youth Section, Blandford Rugby Football are correctly vetted in accordance with current RFU requirements.
- Develop and adhere to a series of Codes of Conduct and Procedures to ensure the safety and well being of all members of Blandford Rugby Football Club
- Develop a Discipline Policy to ensure all members of the club act in a manner appropriate to the Core Values of Rugby.

To achieve these objectives, policy statements on Health and Safety, Safeguarding (including Child Protection), Equity and Discipline have been prepared as necessary and are to be reviewed on an annual basis. To aid in the implementation of these documents and policies set out in this document are the Terms of Reference for the Committee and Job Descriptions for all roles within the club.

A handwritten signature in blue ink, appearing to read 'S Evans', written over a horizontal line.

S Evans
Chairman
Blandford Rugby Football Club

Dated August 2016

**TERMS OF REFERENCE FOR BLANDFORD RUGBY FOOTBALL CLUB
COMMITTEE**

- The committee will comprise of the Club President, Chairman, Vice Chairman, Head of Mini and Youth Section, Honorary Secretary, Treasurer, Membership Secretary, Safeguarding Officer, Development Officer, 1st XV Team Captain, 2nd XV Team Captain, Team Managers, Club Captain, Sponsorship Secretary, Club Steward and Webmaster. Additional members will be co-opted as required.
- The positions of Chairman, Vice Chairman, Honorary Secretary, Treasurer and Head of Mini and Youth, shall be elected at the Annual General Meeting. All remaining appointees will be given the opportunity to continue in their role if they wish to do so. Should they wish not to continue nominations for replacement appointees will be sought prior to and confirmed at the Annual General Meeting.
- An Annual General Meeting of the club will be held at the end of each season. All paid up club members are entitled to attend and will have a voting rights. NOTE: Social/Bar Members do not have voting rights. Parents/guardians of all registered members of the Mini and Youth Section will be invited to attend and will be entitled to a single vote per family. The election of the above positions on the committee will be undertaken. An end of season report will be given to the meeting by the President, Chairman and Treasurer. The proceedings of this meeting are to be formally recorded and distributed to all club members.
- Parents of members of the Mini and Youth Section may attend and take part in discussions at the normal Mini and Youth sub- committee meetings. They will not however be allowed to participate in a vote on an agenda item.
- The Committee will meet during the season once every calendar month at a time mutually agreed by the committee and in the closed season as directed by the Chairman.
- The Honorary Secretary will in preparation for these meetings draw up and issue to all committee members an agenda of the items to be discussed. The agenda items will indicate which member will take the lead in the subject discussions.
- The proceedings of the committee meetings will be documented in formal minutes which will be distributed to all committee members within two weeks of the meeting. The minutes of the previous meeting will be reviewed at the commencement of every committee meeting.
- When a vote on a matter/proposal is required there must be a minimum of 5 members of the committee present to form a voting quorum. If the required number of committee members is not present then the voting will be deferred to the next scheduled committee meeting.
- Where required a sub-committee or working group will be formed from members of the committee to investigate or develop strategy on a single subject. The number of members of a sub-committee will be dependant of the nature of the subject.

- All sub-committees, including the Mini and Youth sub-committee will report to the main committee on progress or any outcomes regularly at the main committee meetings as directed by the Chairman when the sub-committee is formed.

BLANDFORD RUGBY FOOTBALL CLUB – JOB DESCRIPTIONS

It is vital that all who undertake any duties or responsibilities on behalf of Blandford Rugby Football Club (BRFC) have these roles clearly defined. Set out below are the roles and responsibilities for each position:

Club President:

Role: The President is the figurehead of the club, representing it at internal and external functions. Assisting the Club Chairman to ensure the smooth administration of the club, providing impartial advice based on your experience both internal and external to the club.

Duties:

- Guide, support and advise other club officers and committee members on any club matters
- Attend the Club AGM and committee meetings
- Attend all first team games (or find someone to represent you) to encourage and support the players
- Make sure visiting club officials are made welcome at all home games

Chairman

Role: There are two distinct functions of the Chairman, the Executive role and the Ambassadorial role. To chair meetings and act as principal committee officer throughout the year by making decisions whenever the need arises in consultation with other officers when appropriate. The incumbent should attend meetings in a neutral and uncommitted capacity to enable members of the Committee to have discussions with a neutral person in the Chair.

Duties:

- Provide direction for the committee by providing effective leadership and management.
- Monitor and evaluate the progress of agreed actions both short term and strategic.
- Ensure that succession and forward planning are integral within the club.
- Manage other Officers to ensure the delivery of their responsibilities.
- Ensure that the committee structure and management are transparent and available to all members of the club.
- Chair meetings of the Committee.
- Provide the Club Webmaster with any relevant information for publication on the Club website.
- Any other tasks to ensure the smooth running of the club

Vice Chairman

Role: The role of Vice Chairman is to provide support to the BRFC Chairman to ensure that they meet both the Executive role and the Ambassadorial role and

where necessary in the absence of the Chairman undertake the role of Chairman. Act as the focal point within any subsidiary committees set at the direction of the main BRFC Committee.

Duties:

- Undertake the role of Chairman in the absence of the Chairman, both at training sessions, matches and committee meetings.
- Represent the club at County meetings in the absence of the Chairman.
- Head up any sub-committees formed at the request of the Committee. Reporting back to the Committee on the progress/work.
- Assist any other appointee as required to ensure the smooth running of the Club

Club Honorary Secretary

Role: The main purpose of this role is that of principal administrator of the club. The Honorary Secretary carries out all the administrative duties that enable the club and its members to function effectively. It is a pivotal role within the club with a close involvement in the general running of the club. The Secretary provides the main point of contact for people both within and outside the club on just about every aspect of the club's activities.

Duties:

- Provide an open communication link between the committee, sub-committees, members and other clubs.
- Record, manage and ensure action on all inward and outward correspondence including legal and insurance matters and acknowledge where necessary.
- Ensure all relevant forms and publications are distributed to the responsible officers and are available to members where applicable.
- Organise the AGM, Committee meetings, prepare agendas, reports and associated papers and take minutes. Produce clear and accurate minutes of all Committee Meetings within two weeks of the meeting and distribute to all committee members and administrative staff.
- Communicate all matters of importance from the CB/RFU and other rugby organisations to the committee, section members; maintaining a sound knowledge of current RFU rules and regulations.
- Produce the Club Handbook on an annual basis for distribution to all club members.
- Take an active role in the continual review process for Club Accreditation. This is to include verification and confirmation of information provided to the RDO is correct.
- Undertake the role of Nominated League Contact (NLC) for all senior teams entered into structured RFU Leagues.

Treasurer

Role: The Treasurer is responsible for the management of the club's accounts and its financial dealings.

Duties:

- Maintain the club finances.
- Be fully aware of the financial position of the club at all times and keep the committee informed of all financial trends and any areas of concern.
- Provide monthly financial details of all club transactions at committee meetings.
- Issue receipts and prompt deposits of all monies received.
- Be responsible for ensuring that adequate records are kept regarding the club financial transactions.
- Manage the club cash flow and maintain a working level of petty cash.
- Prepare and present the club accounts for the end of financial year report and if required audit.
- Submit to the RFU as required financial records on a yearly basis, or as requested
- Undertake financial planning, including producing an annual budget and monitoring it throughout the year.

Club Captain

Role: The Club Captain is the link between the players and the committee. Representing the views of players at BRFC meetings, and encouraging them to behave in a responsible manner both on and off the field. Provide advice and guidance to promote the interests of the players in their development and direction of the club.

The incumbent should be good at communicating at all levels and committed to upholding the Core Values of the RFU. The incumbent should also know and be familiar with the committee and players in order to be able to represent all club members.

Duties:

- Represent the interests of players at committee meeting sand where appropriate at Disciplinary meetings.
- Provide a role model for all other players
- Encourage players to behave in an appropriate manner upholding the RFU Core Values
- Advise players of the administrative arrangements applicable to them as members of BRFC, including the requirement to complete registration paperwork and the payment of subscriptions
- Encourage players and other club members to get involved with voluntary work and social activities at the club
- Welcome new members, visiting teams and referees

Senior Fixtures Secretary

Role: To ensure that fixtures arranged for the Senior Section, both league and friendly games are promulgated, establish a fixture list for the whole season for the section and confirm or re-arrange fixtures during the season.

Pre-Season Duties:

- Contact other clubs regarding fixtures and tournaments.
- Produce a fixture list for the season.
- Provide the Club Webmaster with details of all Fixtures for publication on the club website, including any amendments or alterations.

In-Season Duties:

- To confirm upcoming fixtures with scheduled opposition.
- Inform 1st XV and 2nd XV Team Managers and officials if any changes in the schedule occur.
- Ensure Club Webmaster is provided with details of any alterations to the published senior fixtures in order that the Website to be amended as necessary.

Club Registrar

Role: To provide registration facilities for players in the club, maintaining key relationships with the both the Club Membership Secretary and Team Captains. The Club Registrar should undertake the appropriate RFU training in management of registrations in accordance with current RFU policy. The incumbent should also have a range of skills and attributes including IT skills, attention to detail, resilience and dedication. In return, the appointed individual will receive ongoing support from the Dorset and Wilts RFU Game Management Super User in the form of training, visits, guidance and regular communications.

Duties:

- Ensure all adult players are recorded on the RFU Registration database and on the Club membership pages of Game Management System in conjunction with the RFU policy circulated and promote to all club members the RFU and BRFC Codes of Conduct.
- Be visible and approachable to all players, coaches and Team Managers by ensuring that their contact details are available to all players and club personnel and that these details are posted on club notice boards, the club website and registered on GMS
- In conjunction with the Team Managers, develop an effective registration processing system within the club to ensure that all adult players are qualified to play for BRFC by virtue of payment of subscriptions and accurate recording of data on the appropriate areas of the RFU database – GMS.
- Ensure that all irregularities are reported to the BRFC Committee at the earliest opportunity.
- Hold and continually update data and details of all members on the RFUs Database.
- Provide club officers with members details to assist in the organisation of events or functions.
- Liaise with the D&W Super User on Registration matters.
- Request details from Team Coaches and Managers and expect responses
- Any other tasks to ensure the smooth running of the Club.

Data Officer

Role: To manage and maintain the club's entries on the RFU Game Management System (GMS), ensuring that all entries accurate to enable the provision of information to both the club and RFU. The maintaining of accurate data will also assist in club communications.

Duties:

- Help to control access permissions and privileges
- Maintain data standards, including adherence to the Data Protection Act
- Periodically sense check data with front end users
- Keep end users up to date with system changes/ basic training needs
- Work closely with the GMS trainers, RFU Local Rugby Development Team and GMS help desk
- Be the club's point of contact for club feedback on GMS

Membership Secretary

Role: Manage existing memberships, but actively encourage new ones and deal first hand with the members themselves.

Duties:

- Manage all aspects of club memberships, including types, subscriptions, renewals and income
- Take the lead on promoting new membership
- Keep the membership database up-to-date
- Ensure membership fees are paid and records kept
- Create and deliver a plan for recruiting new members, in conjunction with the Honorary Secretary, Team Captains and other members of the committee

Safeguarding Officer

Role: To provide leadership in the Safeguarding of Young People in Rugby Union within the club environment, maintaining key relationships with the CB Safeguarding Manager and local safeguarding partners. The Club Safeguarding Officer must undertake the appropriate RFU Safeguarding courses and will ideally have a background in child protection or welfare related agencies. The incumbent should also have a range of skills and attributes including empathy, approachability, a good sense of humour, objectivity, attention to detail, resilience and dedication to the cause of safeguarding young people under the age of 18. In return the appointed individual will receive ongoing support from the CB Safeguarding Manager in the form of training, visits guidance and regular communications. The incumbent must hold a valid DBS certificate.

Duties:

- Develop and maintain the Safeguarding Vulnerable People in Rugby Union policy and procedures in conjunction with the RFU policy and circulate and promote both the RFU and club's Codes of Conduct.
- Be visible and approachable to all club members and ensure that their contact details are available to all young people, parents/guardians or carers, members of BRFC and that these details are posted on club

notice boards, the club website and are also posted on the RFU Game Management System database.

- Work with the CB Safeguarding Manager to ensure that an effective DBS processing system for BRFC is developed to ensure that all individuals working with young people undertake a DBS application every three years via the RFU.
- Coordinate a programme of training, in conjunction with the CB Safeguarding Manager and/or RDO, for club personnel, including members of the Mini and Youth Section committee and appropriate members of the senior section involved in working with young people. This is to include arranging attendance at the RFU Safeguarding and Protecting Young People course.
- Ensure that **all** safeguarding issues and incidents involving adult(s) and children/young people under 18 are reported promptly to the CB Safeguarding Manager or in their absence the RFU Safeguarding Team.
- To have the contact details for the local statutory agencies (police and social services) and liaise with them when necessary.
- To review and produce annually for the Club Handbook the appropriate pages covering all aspects of Safeguarding. Copies are to be provided for all parents and/or guardians with an electronic copy being published on the BRFC website.
- Ensure that BRFC has a Child Protection Policy and develop a self monitoring strategy.
- Ensure Codes of Conduct are well publicised and adhered to by all members of BRFC.
- Be an active member of the BRFC committee.
- Monitor the BRFC Website for inappropriate content and report and/or amend as appropriate.
- Distribute to the appropriate club members any literature, electronic communications and new developments concerning the safeguarding of young people.

Development Officer

Role: To ensure that the needs of the club are identified and appropriate plans are implemented to ensure that all needs of the club are met.

Duties:

- Develop a rolling plan to ensure that all needs of members are met.
- Liaise with the members of the Committee to make sure short-term activities are consistent with the long term plan
- Seek out the views of all club members and stakeholders and where appropriate act as mediator in cases of conflict.
- Beware of trends in the game which could possibly affect club planning and strategies.

Publicity Member

Role: To raise the profile of BRFC in the local community via information, publicity and promotional material. The incumbent should possess sound IT skills together

with good communication attributes. The incumbent should also be able to produce coherent submissions and other press releases as required throughout the year.

Duties:

- Liaise with members of the BRFC Committee and club members in order to promote the club.
- Develop a list of local media contacts
- Produce press releases of any club events, tournaments and other activities and produce articles as relevant.
- Forward to the RFU Regional Press Officer and local press anything of interest.

- Maintain a record of all press cutting, radio mentions and TV coverage of BRFC.
- Be responsible for advertising the club, its activities and to promote the work of all volunteers.
- Where necessary coordinate other club members to help publicise the club, its events and members through the media.
- Ensure articles, language and photographs reflect a fair and positive representation of all club members and the community in line with current RFU guidelines.
- Coordinate reports for the club for forwarding to the local press.
- Provide the Club Webmaster with match reports and other articles of interest for publication on the Club website.

Note: The role of Publicity Member will be the responsibility of the Safeguarding Officer/ Assistant Safeguarding Officer for any press releases where the theme is the Mini and Youth Section, who are to ensure that all aspects of Safeguarding and confidentiality are maintained at all times.

Club Volunteer Coordinator

Role: Be responsible for the recruitment, training and retention of the volunteers within BRFC.

Duties:

- Assess the personal needs of the Club on an annual basis, taking into account regular duties as well as special duties.
- Develop a recruiting plan that identifies all possible recruiting sources.
- Understand the nature of volunteering and what motivates people to volunteer.
- Recruit volunteers and, where possible, place them in roles that suit their backgrounds, skills or wishes.
- Organise initial orientation and if necessary, ongoing training.
- Keep all volunteers informed of all club activities and events.
- Ensure individual volunteers are given the appropriate support and guidance to maintain their enthusiasm.

- Ensure the appropriate recognition of volunteers, including nominations for RFU recognition awards.
- Ensure that a policy of open recruitment is implemented when advertising and appointing volunteers.

Coaching Coordinator

Role: To provide the RFU with a contact at the club to promote and advertise courses or to communicate changes and updates in coaching practice. Ensure that the club members are kept up to date and directed towards courses and conferences

Duties:

- To recognise, promote and manage the personal development for all coaches.
- To have a clear understanding of the RFU Coaching structure and available courses
- To actively promote all RFU courses (Foundation, Award and CPD Courses)
- Identify potential coaches to fill coaching posts within the club.
- Promote the RFU Code of Conduct for Coaches.
- To identify needs and liaise with Community Rugby Coach and Club Coach Developer for the delivery of specific Foundation & CPD courses at the club
- Ensure the Club is fully represented at the D&W Coaching Forum

Fundraising and Sponsorship Member

Role: To identify opportunities for sponsorship and fundraising opportunities for the club, its activities and events.

Duties:

- Organise fundraising functions and activities for the club.
- Ensure all materials required for fundraising are obtained and available.
- Supervise the collection of all monies raised and arrange payment to the Treasurer.
- Prepare submissions and all supporting material and present proposals to interested parties.
- Ensure all commitments are provided according to the terms of the respective sponsorship agreements.
- Maintain accurate details of all sponsorship, fundraising and donations received.

Webmaster

Role: Work together with members of the club to improve communication and the profile of the section via Information Technology.

Duties:

- To maintain all pages on the BRFC Website for the benefit of all players, their families and to enable visitors to the site to be made

aware of information and activities of the club by liaising with all BRFC committee members to ensure the swift delivery of valuable and timely information.

- To use the website as a tool to promote the club within the community, with other clubs and potential new members.
- Ensure the content of the website does not disclose any personal information about a child to members of the general viewing audience.
- Ensure that no inappropriate content is included within the website pages. This includes any material which could be defined as bullying or does not portray rugby in accordance with the current RFU guidelines.
- To ensure that any external sites which have links on the BRFC Website do not contain any inappropriate material. Any site which changes their content and commence displaying inappropriate material will have the link from the BRFC site removed immediately

Head of Mini and Youth

Role: There are two distinct functions assigned to the Head of Mini and Youth, the Executive role and the Ambassadorial role. To chair meetings and act as principal sub-committee officer throughout the year by making decisions whenever the need arises in consultation with other officers when appropriate. The incumbent should attend meetings in a neutral and uncommitted capacity to enable members of Mini and Youth sub- committee to have discussions with a neutral person in the Chair.

Duties:

- Provide direction for the Mini and Youth sub-committee by providing effective leadership and management.
- Monitor and evaluate the progress of agreed actions both short term and strategic.
- Ensure that succession and forward planning are integral within the section.
- Manage other Mini and Youth Officers to ensure the delivery of their responsibilities.
- Ensure that the sub-committee structure and management are transparent and available to all members of the club.
- Chair meetings of the Mini and Youth sub- Committee.
- Provide the Club Webmaster with any relevant information for publication on the Club website.
- Ensure all members of the Mini and Youth are familiar with the core values of the RFU
- Represent the Mini and Youth sub-committee at full club meetings.

Mini and Youth Secretary

Role: The main purpose of this role is that of principal administrator of the Mini and Youth section. The Secretary carries out all the administrative duties that enable the section and its members to function effectively. It is a pivotal role within the section with a close involvement in the general running of the section.

Duties:

- Provide an open communication link between the Mini and Youth sub-committees, its members and other clubs.
- Record, manage and ensure action on all inward and outward correspondence including legal and insurance matters and acknowledge where necessary.
- Ensure all relevant forms and publications are distributed to the responsible officers and are available to members where applicable.
- Organise the Sub-Committee meetings, prepare agendas, reports and associated papers and take minutes. Produce clear and accurate minutes of all Sub-Committee Meetings within two weeks of the meeting and distribute to all committee members and administrative staff.
- Communicate all matters of importance from the CB/RFU and other rugby organisations to the sub-committee, section members; maintaining a sound knowledge of current RFU rules and regulations.

Youth Membership

Role: To distribute registration documentation for young players in the club, maintaining key relationships with the CB Youth Registrar and Mini and Youth sub-committee. The Youth Membership member is to pass all initial registrations and any update registration information to the Club Registrar to ensure entries on GMS are maintained. The incumbent should also have a range of skills and attributes including IT skills, attention to detail, resilience and dedication. In return, the appointed individual will receive ongoing support from the CB Youth Registrar, the Club Registrar and other committee members in the form of training, visits, guidance and regular communications.

Duties:

- Ensure all youth players details are passed to the Club Registrar for recording on the RFU Registration database and on the Club membership pages of Game Management System.
- Be visible and approachable to all players parents, coaches and Team Managers by ensuring that their contact details are available to all players, parents of young players and club personnel and that these details are posted on club notice boards, the club website and registered on Game Management System
- In conjunction with the CB Youth Registrar and Club Registrar, develop an effective registration processing system within the club to ensure that all youth players are qualified to play for BRFC Mini and Youth Section by virtue of payment of subscriptions and accurate recording of data on the appropriate areas of the RFU database – Game Management System (GMS).
- Ensure that all irregularities are reported to the BRFC Mini and Youth sub-committee at the earliest opportunity.
- To ensure that the club's handbook is issued together with new members application forms.
- Collect annual Mini and Youth subscriptions and pass to the Club Treasurer at the earliest opportunity.
- Liaise with the CB Youth Registrar and/or Club Registrar on Youth Registration matters.

- Request details from Team Coaches and Managers and expect responses
- Produce and distribute to the parents and carers of all members of the Mini and Youth Section the Pre Start Season Pack.
- Any other tasks to ensure the smooth running of the Mini and Youth Section
- Provide all Age Group coaches with a pack containing players contact details, medical information, photographic consent forms and blank Reportable Injury forms. This pack is to be updated on regular intervals.

Age Group Administrators/ Team Managers

Role: To represent the age group team at Mini and Youth sub-committee meetings and ensure that all team members and their parents are kept up to date with BRFC Mini and Youth section requirements.

Duties:

- Ensure that all players within the age group are registered with Club and the RFU.
- Liaise with the Youth Registrar to ensure that all appropriate information has been provided to players and their parents and/or guardians.
- Collect subscriptions and registration forms and pass to Youth Registrar at the earliest opportunity.
- Ensure the Club Safeguarding Policy is adhered to within the Age Group, liaising with Club Safeguarding Officer as required
- Act as primary channel for the flow of Club information to Parents and Coaches
- Provide feedback and communication between Parents and Coaches, liaising with other Club officials as required
- Ensure coaches and helpers provide the appropriate information to enable the submission of e-DBS forms to be undertaken by the Safeguarding Officer or Assistant Safeguarding Officer.
- Maintain an attendance register of players within age group
- Act as coordinator for tasks which are allocated to age groups
- Adhere to and ensure everyone associated with the Age-Group follows the Club Codes of Practice.
- Ensure all players parents in the Age Group return the documentation in the Pre Season Start pack, issued by the Youth Registrar.
- Ensure in conjunction with the Age Group Lead Coach that the team's first aid kit is available at all times and there is a suitable means of contacting the emergency services.
- Arrange a rota of parent volunteers within the Age Group to assist with the catering and match day tasks i.e. Teas and Coffee, or the cleaning of the playing strip when it is the responsibility of the Age Group to undertake the role.

Mini and Youth Section Volunteer Coordinator

Role: Be responsible for the recruitment, training and retention of the volunteers within the Mini and Youth Section of BRFC.

Duties:

- Assess the personal needs of the Mini and Youth Section on an annual basis, taking into account regular duties as well as special duties.
- Develop a recruiting plan that identifies all possible recruiting sources.
- Understand the nature of volunteering and what motivates people to volunteer.
- Recruit volunteers and, where possible, place them in roles that suit their backgrounds, skills or wishes.
- Organise initial orientation and if necessary, ongoing training.
- Keep all section volunteers informed of all club activities and events.
- Ensure individual volunteers are given the appropriate support and guidance to maintain their enthusiasm.
- Ensure the appropriate recognition of volunteers, including nominations for RFU recognition awards.

Ensure that a policy of open recruitment is implemented when advertising and appointing volunteers.

Schools Liaison Member

Role: Create and develop links within the local schools to promote junior rugby by providing individual schools with details of rugby courses, events and other rugby related information as it becomes available.

Duties:

- Develop points of contact in all local schools.
- Arrange with individual schools training sessions for children who wish to take part in rugby.
- Identify suitably qualified coaches who are available to provide schools with rugby training sessions.

Mini and Youth Fixtures Secretary

Role: To ensure that fixtures are arranged, establish a fixture list for the whole season for the Mini and Youth Section and confirm or re-arrange fixtures during the season.

Pre-Season Duties:

- Arrange matches with other clubs in the appropriate age groups.
- Contact coaches regarding fixtures and tournaments.
- Produce a fixture list for the season.
- Provide the Club Webmaster with details of all Mini and Youth Section Fixtures for publication on the club website, including any amendments or alterations.

In-Season Duties:

- To confirm upcoming fixtures with scheduled opposition.
- Inform Mini and Youth Section coaches and officials if any changes in the schedule occur.

- Ensure that an up to date fixture list is displayed at the Pavilion and a copy is provided to the Webmaster to enable the Website to be amended as necessary.
- Arrange for a suitably qualified referee to be available for matches as required by the RFU regulations i.e. County Cup matches.

Mini and Youth Age Group Lead Coaches

Role: To provide rugby coaching for their respective age group in accordance with the regulations set out in the RFU Continuum and RFU Regulations.

Duties:

- Lead the Coaching team for the age group in accordance with the RFU continuum of Rugby and Club Policies
- Provide a suitable level of Rugby Coaching to Children, ensuring fair play, Safety and fairness at all times
- Hold a suitable RFU Coaching Certificate. Copies of all coaching certificates are to be passed to the Safeguarding Officer.
- Make individual learning and team selection decisions in liaison with assistant coaches
- Ensure assistants provide the coaching practices and team direction appropriate to the age of children
- Ensure all assistants are properly qualified and cleared to work with children, liaising with the Team Manager as required
- Referee practice games and inter-club fixtures
- Ensure that children within their age group are supervised at all times, especially when using any training aids e.g. The Scrummage Machine.
- Adhere to and ensure all players, coaches and spectators follow the Club Codes of Practice and Conduct.
- Liaise with the Age Group Team Manager to ensure that all children in the age group have registered and paid their subscriptions.

Mini and Youth Assistant Coaches

Role: To assist in the provision of rugby coaching for their respective age group in accordance with the regulations set out in the RFU Continuum and RFU Regulations.

Duties:

- Under the direction of the Lead Coach, assist in coaching activities
- Under the supervision of the Lead Coach, organise and run coaching sessions
- Referee practice games and inter-club fixtures
- Adhere to and ensure others follow the Club Codes of Practice and Conduct.
- Attend a suitable RFU coaching course and work toward a suitable RFU Coaching Certificate. Copies of certificates from these courses are to be provided to the Safeguarding Officer.

First Aiders (Whole Club)

Role: To provide initial First Aid treatment to players in the event of an accident or injury. All BRFC First Aiders must hold a current HSE approved qualification.

Duties:

- In conjunction with the Club Honorary Secretary review by the process of risk assessment the appropriate level of first aid provision required for training and home matches. (Note: It is the responsibility of the home side to determine the level of first aid requirements.)
- Provide prompt and timely first aid during any incidents.
- Ensure that when required the emergency services are required they are promptly called and directed to the incident.
- Ensure that all first aid kits are stocked and replenished as required.
- Complete incident/injury reports as required under the BRFC Policy documentation, maintaining the confidentiality of any young person.
- Promote any RFU and club policies for the welfare of all members.

General Members

- Attend committee meetings and undertake activities as delegated by the Chairman.
- Assist other committee members on an ad hoc basis

NOTE: The role and duties of First Aiders and General Committee Members are common all areas of BRFC.

BLANDFORD RUGBY FOOTBALL CLUB HEALTH AND SAFETY POLICY

Introduction

The aim of this policy is to ensure the Health & Safety of all member of Blandford Rugby Football Club (BRFC), visiting members of other clubs and all who use the facilities of BRFC. This policy provides guidance to coaches, players parents and all other club members and sets out the requirement for all club members to comply with this policy and any directions or other requirements as implemented by the committee.

Aim

The aim of this document is to prevent accidents and provide adequate control measures to prevent ill health to all members of BRFC or others. All members of BRFC are to comply with the measures set out within this document.

To ensure the implementation and successful management of this document together with all identified control measures the club committee has been appointed to undertake the daily management of this policy.

Compliance with Blandford Rugby Football Club Health and Safety Policy

All the laid down procedures contained in the Health and Safety policy produced by the club are to be complied with at all times.

Parents of Mini and Youth Section players are to ensure that their children do not interfere with anything provided for their safety or the safety of others. All users of the clubhouse are to comply with any fire precautions and where necessary any planned or unplanned fire evacuation procedures.

New Members

All members of the committee are to ensure that all new members are welcomed to the club and provided with an overview of all the current policies and procedures which are currently in place.

The Club Registrar/Membership Secretary is to explain the registration system, currently employed by the Rugby Football Union and Blandford Rugby Football Club. It is essential that all new players and other types of membership complete and returned to the Club Registrar/Membership Secretary at the earliest opportunity all documentation associated with player registration and/or club membership. This includes the registration form, together with any other required paperwork and the appropriate subscription fee. All forms must be completed in legible handwriting and signed by the player as indicated on individual forms. Without this documentation it is impossible for a player to be registered and participation in any games. It is the responsibility of the Mini and Youth Registrar to ensure all parents are fully briefed on these requirements as detailed later within this documentation.

Younger players will not be permitted to play out of their age group or in positions if their age prohibits under current RFU regulations. Dorset & Wilts RFU have developed based

on Regulation 15 of the current RFU regulations directions on when it is permissible for a youth player to play out of age grade. It is the responsibility of the Head of the Mini and Youth Section with the relevant coach utilising the guidance notes at Appendix E together with the assessment form to conduct the assessment to determine if the young player is eligible to play out of age grade. Completed documentation must be forwarded to the Youth Registrar as per the guidance notes and a copy provided for club records to the Club Honorary Secretary. Parents /carers of children are also to be involved in the process as per the directions issued by D&W RFU.

All relevant documentation to become a member of the club is available from the Clubhouse or can be downloaded from the Club Website (www.blandfordrfc.com). Cancellations or amendments to both fixtures and training will also be displayed on the Club Website

New Mini and Youth Members

A coach, team manager or member of the administrative staff will welcome all new Mini and Youth players and their parents/guardians. The welcoming club representative shall where possible introduce the new player and their parents/guardians to the age group coach.

The Youth Membership member is to explain the registration system, currently employed by the Rugby Football Union and the Mini and Youth Section of BRFC. It is essential that the parent/guardian completes and returns to the Youth Membership member at the earliest opportunity all documentation associated with player registration. This includes the registration form, together with the required number of passport size photographs, the annual subscription fee, Medical/Emergency Contact details and Photographic Image Permission form (Appendix A). All forms must be completed in legible handwriting and signed by both player and parent/guardian as indicated on individual forms. Without this documentation it is impossible for all notifications of fixture changes, emergency contact in the event of an accident or indeed limited insurance cover to be implemented

Young players will be divided into recognised age groups. Each age group will be coached in accordance with the guidelines issued by the RFU

The coaches and administrative staff are to provide guidance to the parents/guardians of young players on the provision of suitable clothing and drinks whilst undertaking training or matches. It is important that younger players have enough layers of clothing to keep them warm during colder days.

Younger players should be delivered and collected from training and/or home matches and escorted by their parents/guardians to away fixtures. Parents of children in the younger age groups must remain at the training ground for the duration of the training session. In inclement weather it is advisable that parents/guardians check with their child's coach if training sessions are to take place or cease earlier than normal. Decisions on match days concerning the playing of matches will again be the responsibility of the appropriate coach. For away matches the decision will rest with the hosting club. Cancellations or amendments to both fixtures and training will also be displayed on the Club Website at the earliest opportunity. The Club Website address is www.blandfordrfc.com

First Aid and Accident Reporting

BRFC will ensure that provision is made for the players and coaches to have access to emergency first aid kits when either training or on match days.

The club encourages both coaches and administrative staff to attend appropriate first aid courses to provide emergency treatment. For home match day's additional cover if required is to be arranged with either a holder of an HSE Approved First Aid at Work qualification or a similarly qualified individual e.g. Doctor. The level of First Aid cover required is to be based on the guidelines set out in the HSE publication "A Safety Guide for Public Events". In all cases where an injury occurs, advice must be sought from qualified first aiders. When the first aider believes that the extent of the injury is beyond their level of competence the emergency services are to be contacted.

Should the injured player be admitted to hospital following their initial treatment then notification of this must be sent to the RFU using the Reportable Injuries Form (available from the website). The Form should be passed to the Honorary Secretary at the earliest opportunity for onward transmission to the RFU.

The Youth Registrar is to provide all age group coaches with a pack containing contact details for all registered players, medical information forms, photographic consent forms and blank Reportable Injury forms. This pack is to be updated at regular intervals throughout the season.

All injuries are to be notified to the BRFC Safeguarding Officer in order that action to record the injury can be taken. A review of the accident book is to be undertaken quarterly by the committee so that any trends or recurring injuries may be identified and investigated. In order that parents/carers can be immediately contact in the event of an injury and first aid provide for young players, a Medical Information authorisation form is to be completed for all junior players. A copy of this form is at Appendix A. If the injury to a player meets the conditions set out by the RFU as a reportable Injury then the Injury Report Form found at Appendix B must also be completed by the Honorary Secretary and forwarded to the RFU.

A Reportable Injury is defined as an injury which:

- a. Results in a player being admitted to a hospital (this does not include attendance at an Accident and Emergency Department).
- b. A player dies during or within 6 hours of a game or training session finishing.

In the event of an injury occurring which meets the above definition the BRFC Honorary Secretary is to be contacted immediately. The BRFC Honorary Secretary is to instigate the Reportable Injury Event Protocol. A copy of this protocol is held by the Honorary Secretary

All injuries or accidents which are not deemed to fall under the category of a reportable injury are to be recorded by coaches on the Medical Occurrence Form, and submitted to the BRFC Safeguarding Officer. A copy of this form is at Appendix D. All Accident/Injury Reports are to be reviewed by the Committee to identify any trends or poor coaching practices.

Advice from medical professionals should be taken before playing, especially before returning to training and matches following an injury. This is particularly vital when a player is returning after being diagnosed with concussion. No player will be allowed to

resume either training or playing unless declared fit to do so by a competent medical practitioner.

BRFC will follow the current documentation and advice issued by the RFU on Concussion. There is extensive reading available via the RFU website on this subject and all coaches, Team Managers, first aiders and parents are recommended to read and be familiar with these guidelines, especially regarding returning to play. (RFU Concussion guidance -

http://www.englandrugby.com/mm/Document/MyRugby/Headcase/01/30/49/22/returntoplayafterconcussion_Neutral.pdf)

When attending away fixtures it is the responsibility of the hosting team to provide if they deem necessary any additional first aid cover. Coaches of both Sections will ensure that their players have access to first aid kits. Any injuries received at away fixtures are to be notified to the BRFC Safeguarding Officer.

Any items, which are used from a first aid kit, are to be replaced at the earliest opportunity.

All coaches and administrative staff are to be conversant with the method of calling the emergency services when required. It is essential that a clearly defined access route is maintained to enable any emergency services vehicles attending an incident to approach as close as possible to the incident. This access route is to be communicated to all players, parents/guardians, coaches and administrative staff of BRFC. The provision of the access route is also to be briefed to all clubs who will be attending any arranged matches at the site. An aide memoire is available on the correct procedures on the club website.

Note: The Minor Injuries Unit at Blandford Hospital is not open after 1800 on weekdays and is available between 1000 and 1600 at weekends. This facility is Nurse led and attendance at this facility may lead to an injured person being referred to an NHS Hospital with A&E facilities. The nearest hospital for those who are capable of being taken there by another member of the club or parent with an A&E Department is either Poole or Dorchester.

Should there be the requirement for emergency medical assistance at the pitches the method for contacting them is by mobile phone. There is no land line available. When calling the postcode which should be quoted is **DT11 7LU**. The correct location to quote is Larksmead Recreational Ground. A responsible member of the club should be delegated to meet the emergency services on the road.

Remember that access to the pitches is limited and the grounds conditions should be made clear to the driver on arrival. If the ambulance becomes stuck the club has no means of assisting the vehicle to get back onto a solid area. The preferred option is for the medical staff to walk onto the grass, assess the situation and determine the best way forward.

Code of Conduct and Behaviour

It is important that all those who are concerned with BRFC remember that when training or playing a match, they are all ambassadors for the game of rugby and BRFC. To promote good conduct and behaviour there are simple guidelines which should be followed by players, the administrative staff (including coaches), parents and spectators.

The RFU has produced the Core Values pack detailing the 5 main topics; Teamwork, Respect, Discipline, Enjoyment and Sportsmanship. All members of BRFC are to comply with the requirements of these codes to maintain the ethos of rugby.

The RFU has in accordance with legal requirements produce a Safeguarding document which has been incorporated into this policy documentation. BRFC have produced in accordance with this documentation a Safeguarding Vulnerable People Policy and The Codes of Conduct and Behaviour for Players, Coaches Parents and Spectators are set out in Appendix. BRFC have also produced an Anti-Bullying Policy. A simplified version of these Codes of Conduct and Behaviour can be found in the BRFC Handbook which is available to download from the Club Website. All coaches and administrative staff will be on request, issued with a hard copy of the handbook. Copies will also be provided to all parents/guardians of Mini and Youth Players on request.

Risk Assessments

To ensure that all risks are identified full Risk Assessments will be conducted to identify all hazards that could harm any players, coaches, administration staff, parents and spectators. These assessments are to be reviewed at the commencement of each season. If conditions require then adjustments to the assessments are to be made at the pitch or the clubhouse. Included at Appendix C are copies of the current risk assessments. All coaches are responsible for conducting an inspection of their individual training/match areas prior to the commencement of any session to ensure that there are no hazards present. To ensure the safety of all who use the Clubhouse a suitable and sufficient risk assessment of the risks and hazards and control measures has also been undertaken.

Risk assessments for any events or functions are also to be undertaken by a competent person and recorded.

Job Descriptions

All key club officials have simple job descriptions, which define the role and duties they undertake for the club. Not only is it important for everybody to understand their own role and responsibility, but it is also important for them to see how they fit into the whole picture – what everybody does and where jobs interact together. Some roles are vested in the same club member.

The BRFC Job Descriptions are set out in Annex A to the BRFC Chairman's Statement.

Pitch Regulations

The Blandford Rugby Football Club Pitches are located Larksmead Recreational Ground. Whilst this area is under the control of the Club under the terms of the Lease with the Blandford Forum Town Council there are certain requirements with which the club must conform.

The Town Council Policy is that on all recreational grounds there is a strict rule of **no dogs** being allowed on site, this **includes the Pavilion**, unless assistance dogs. All coaches and administrative staff are to ensure that this ruling is fully briefed to all players' parents and carers on a regular basis throughout the season. The Fixtures Secretaries are to ensure that when arranging or confirming fixtures that this policy is communicated to all clubs who will be visiting. The Fixtures Secretaries are to remind visiting teams of this regulation when confirming all home matches.

Any person bringing a dog to "pitch side" is to be politely informed of the Town Council policy and asked to remove their dog from the site immediately. If the person bringing the dog to the site is from a visiting team they should be informed of the areas from which dogs are precluded. Dogs may be exercised outside the green boundary fence.

Parents of BRFC Mini and Youth Members who are under the age of 10 are to ensure that they arrange with another adult cover if they need to leave the site whilst their child is attending. The age group coach is to be informed of who is the point of contact whilst they are away. No coach will assume this role.

Tour Guidelines

All coaches and/or club members who are planning to organise a tour are to comply with the RFU Tour Guidelines, a copy of which can be obtained from the Safeguarding Officer or downloaded from the RFU Website.

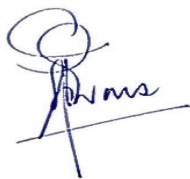
All coaches and/or club members must produce in advance of the tour all the documentation which is required by these guidelines. This includes the production of the Financial Planning Sheet detailing all costs of the tour including transport, accommodation insurances and any additional entertainment costs. It must also detail the required financial payments required from each participant. Details of any sponsorship or fundraising must also be included.

The Committee shall be presented all documentation prior to any age group being informed of a tour for their consent to the tour proceeding. The final decision on the tour proceeding will be taken by the Chairman, Vice-Chairman and Safeguarding Officer once all documentation has been presented. Any age group which does not produce or amend as requested any part of the required documentation will not be permitted to undertake a tour.

All Tours organised for senior players are to be in accordance with current RFU Guidelines and the appropriate insurance cover arranged.

Approval if required from another union and the Constituted Body of Dorset and Wilts RFU must also be sought if the tour is to another home nation or abroad. This approval must be in place at least one month prior to the commencement of the tour in order for the tour organiser to apply for the appropriate level of insurance for the tour. The RFU Insurers

have developed a comprehensive package to cover tours for all players and travelling supporters. This insurance must be in place prior to the commencement of the tour.

A handwritten signature in blue ink, appearing to read 'S Evans', with a horizontal line drawn underneath the text.

S Evans
Chairman
Blandford Rugby Football Club
Dated August 2016

BLANDFORD RFC MINI AND YOUTH
 MEDICAL INFORMATION/CONTACT DETAILS PROFORMA

Player Details:

Name:	Date of Birth:
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Parent/Guardian Contact Details:

Surname		First Name	
Home Phone No:	Mobile No:	E-Mail:	
Date of Birth:		This allows the GMS to identify duplicate entries and merge automatically.	

Alternative (emergency) Contact Details

Surname		First Name	
Home Phone No:	Work Phone No:	Mobile No:	

Players Medical Details

Information:	Notes/Comments:
Allergies:	
Conditions & Medication required:	

I do/do not give permission for tape/sticky plaster to be applied to the player's skin if deemed necessary.

I certify that the information that I have given is accurate and complete and that I will inform Blandford RFC Safeguarding Officer of any changes.

Name (in capitals)..... Signed:

Note: 2 copies of this form will be held by officials of Blandford RFC. Details of the distribution are set out in the Club Policies.

PARENT/GUARDIAN AND YOUNG PERSONS PERMISSION FORM
 FOR THE TAKING AND USE OF PHOTOGRAPHS AND RECORDED IMAGES

I _____(insert parent/guardian full name) consent / do not consent to the photographing/videoing and publication of images of _____(insert name of young person) under the Blandford RFC Photographic Images Guidelines and I confirm that I am legally entitled to give this consent.

Signature:_____ Date: _____

I _____(insert name of young person) consent / do not consent to the photographing/videoing and publication of images of myself under the Blandford RFC Photographic Images Guidelines.

Signature:_____ Date: _____

Note: Parents of very young children may sign on behalf of their child after explaining the Photographic Codes to them.

TRAVEL TO AND FROM TRAINING

My child will:

- * Be brought and collected from training by myself
- * Walk to and home from training on their own
- * On occasions when I am unable to bring and/or collect my child I will notify coaches how is appointed to act as guardian on my behalf
- * Delete as applicable

RFU REPORTABLE INJURY EVENT REPORT

Please use this form to report any injuries that occur whilst playing rugby or taking part in organised rugby squad training sessions that fit any of the following definitions:

1. An individual who sustains an injury which results in their being **admitted** to a hospital. This does not include those taken to an Accident or Emergency Department and allowed home from there.
2. Deaths occurring during or within 6 hours of the game finishing.

Date of report: _____ Time of report: _____

Date of injury: _____ Time of injury: _____

Player's name: _____ DOB or Age: _____

Club/School: _____ Team: _____

Game: Training:
Grass Pitch: Artificial Grass Pitch: Other Surface:

Nature of suspected injury: _____

Category:

1. An injury which results in admission to a hospital.
2. A death which occurred during or within 6 hours of a game finishing.

Game Injuries Only

Opposition Club: _____ Team: _____

Venue: _____

Name of Referee: _____

Injured Player Contact Details:

Address: _____

Phone No: _____ Mobile: _____

Next of Kin: _____ Relationship: _____

Phone No: _____ Mobile: _____

Name of reporting person: _____

Position within Club/School: _____

Contact Telephone Numbers: _____

Once completed, please send this form to the RFU Sports Injuries Administrator:

Email: sportsinjuriesadmin@therfu.com Fax: 020 8831 7684, Tel: 0800 298 0102

Post: Sports Injuries Administrator, Rugby Football Union, Rugby House, Rugby Rd, Twickenham, TW1 1DS.
The RFU uses this data for contacting individuals and/or their clubs who are identified as requiring support in the case of a serious injury. Information regarding the method and type of injury is used anonymously to monitor injuries throughout the game

BLANDFORD RFC RISK ASSESSMENT

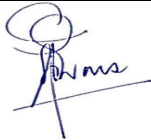
Organisation	Blandford Rugby Football Club	Assessment No:	RA/001	Assessment Date:	01/08/2016
Location	Sports Pitches at Larksmead Recreational Ground	Assessment Type (Delete as appropriate; see Note 1)			
		Specific	Generic	Record of Dynamic Assessment	
Activity/Process:					
<p>This Risk Assessment encompasses all activities which will form the Coaching, Training and Playing of Rugby. This includes all administrative functions which are required to ensure the correct management of BRFC which are undertaken in the Pavilion. The Pavilion will be utilised for the sale of alcohol between the hours of 1200 (noon) and 1800 hrs on Saturday and Sunday and will also be used to provide refreshments during and after Mini and Youth training and fixtures..</p> <p>.Note: This risk assessment does not cover any matches played at this location by members of 11th (Royal School of Signals) Signal Regiment or the Royal Corps of Signals Rugby Teams, who are responsible for the production of their own assessments.</p>					
Assessor			Manager		
Name:	J Pentney		Name:	S Evans	
Title:	Club Secretary		Title:	Chairman	
Signature:			Signature:		

Hazards (Include Hazard Survey Number where applicable)	Risks	Who is at Risk?
1. Fire in any tentage or building	Smoke inhalation, burns or impact/crush injuries from structural collapse	All attendees
2. Contact with unsafe electrical equipment.	Electric shock and/or electrical burns	All attendees
3. Slips, trips and/or falls from uneven ground, spilt food, drinks glasses, other items left on the ground by attendees and /or incorrect playing footwear.	Cuts, grazes, soft tissues injuries and/or broken limbs	All attendees
4. Crush injuries to spectators and/or players in an emergency situation or structure collapse	Cuts, grazes, soft tissues injuries and/or broken limbs	All attendees
5. Manual Handling Injuries to coaching staff during the setting up of training equipment. Injuries to players from employing incorrect techniques during training.	Cuts, grazes, soft tissues injuries and/or broken limbs	All attendees
6. Involvement in Traffic Incident	Cuts, grazes, soft tissues injuries and/or broken limbs	All attendees
7. Involvement of compressed gas cylinders in a fire or damage to a cylinder	Explosion resulting in cuts, grazes, soft tissues injuries, broken limbs and/or building collapse	Bar Staff and attendees
8. Ingestion of contaminated food	Food poisoning including sickness and diarrhoea	All attendees
9. Broken cutlery and/or glassware	Cuts, grazes, injection injuries and/or soft tissues injuries	All attendees
10. Impact and/or crush injuries from playing	Cuts, grazes and/or soft tissues injuries	All players
11. Contact with hot surfaces or liquids	Burns and or scalds	All attendees
12. Alcohol related incidents due to the consumption excessive amounts of alcohol	Cuts, grazes, soft tissues injuries, broken limbs, alcohol induce sickness, unconsciousness and/or alcohol poisoning	All attendees
13. Physical or violent abuse from any member of the club who is intoxicated.	Distress and or cuts, grazes, soft tissues injuries and/or broken limbs	All attendees
14. Violence or inappropriate behaviour to players, coaches' administrative staff, supporters or parents	Distress and or cuts, grazes, soft tissues injuries and/or broken limbs	All attendees
15. Exposure to bodily fluids	Contamination through infectious bacteria or viruses entering the body	Other players or coaching staff
16. Exposure to climatic extremes	Hot Weather: Dehydration or heat exhaustion Cold Weather: Hypothermia	Players and coaches

Control Measures (Specific existing Control Measures)	Risk Rating (Likelihood X Consequence) (See Note 3)
1. All tentage/buildings are designated as No Smoking. Suitable receptacles for spent smoking materials have been provided. Suitable Fire Equipment has been deployed in the pavilion.	1 x 2 = 2
2. All Portable Electrical Equipment will be checked prior to being installed in the pavilion to ensure it is	1 x 2 = 2

<p style="text-align: center;">Control Measures (Specific existing Control Measures)</p>	<p style="text-align: center;">Risk Rating (Likelihood X Consequence) (See Note 3)</p>
serviceable.	
3. The Pavilion and grounds will be subjected to a Pre-start site inspection by the Members of the club to identify any hazards. Appropriate control measures to deal with identified hazards will be implemented. All parents have been briefed on becoming members of the club that it is their responsibility to supervise their children whilst attending training or during home fixtures.	1 x 1 = 1
4. All club members involved with the set up and dismantling equipment required for training techniques have received the appropriate Manual Handling Training.	1 x 1 = 1
5. The Car Park at Larksmead is open to both club members and members of the public. Adults are to be aware of the requirements to park correctly and parents are required to supervise their children when in the car park area.	1 x 2 = 2
6. Refreshment will be provided by club members who have received the appropriate training in food hygiene and handling.	1 x 1 = 1
7. The Pavilion is a designated no smoking area and the correct close down procedures for the bar area will be employed at the cessation of opening hours.	1 x 1 = 1
8. Club members who undertake cooking activities at the event have received the appropriate training and are aware of the actions to take in the event of contact with a hot surface or hot liquids. Club members who are not cooking will not be allowed into the designated cooking areas.	
9. All club members are aware of the need to swiftly clear away any breakages. Paper/plastic plates and cups/glasses will be provided for use by attendees. No bottles or can will be served to attendees for consumption outside the Pavilion.	1 x 1 = 1
10. All players if believed to have suffered concussion will be required to attend a medical facility for assessment and if a professional diagnosis of concussion is confirmed players will be required to have a phased return to training/playing as set out in the RFU Concussion guidelines. No players will be permitted to return to training/playing until the required lay off periods have been completed.	1 x 1 = 1
11. Only designated members of the club will be permitted in the kitchen/bar areas. No children are to enter these areas when the Pavilion is open.	1 x 1 = 1
12. All Club Members are aware of the requirement to be self-policing in their behaviour and that they are responsible for their guests. Alcohol will not be served to any persons who appears to have either consumed an excess of alcohol or is under the legal age limit to consume alcohol. Any club member or a guest who is deemed to be under the influence of alcohol or becomes abusive will be asked to leave	1 x 1 = 1
13. A number of club members are trained in varying levels of First Aid and a First Aid Kit is available which includes disposable gloves to prevent cross infection between injured party and first aider. If in the opinion of club first aiders any attendee requires professional treatment the emergency services will be contacted.	1 x 1 = 1
14. Coaches will ensure that all players and/or parents have been fully briefed when joining the club of the requirements to wear the appropriate clothing and to ensure they are suitably hydrated during matches and training. Water will be available during matches for all players.	1 x 1 = 1

Line Manager Responsible for Activity or Process	Action to be Taken
Additional Control Measures Agreed (Y, N, N/A) - if yes detail action to be taken and by whom	1. Any additional control measures identified during the season are also to be identified in the review section of this assessment. 2. This assessment is to be reviewed on an annual basis

Target Date		Prior to the commencement of the Blandford Rugby Club 2016/76 season
Completion Date		All control measures to be implemented prior to the commencement of the Blandford Rugby Club season 2016/17 season
Name:	Evans	
Appointment:	Chairman	
Signature:		

Notes:

1. If using a 'Generic' risk assessment, Assessors and Line Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.

2. Line Managers are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.

3.

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Risk Matrix Likelihood X Consequence			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, Major injury or illness.
			Low	Medium	High

When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.

High	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management/Command chain.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures and review if there are any changes.

4. Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level; record Likelihood and Consequence scores.

5. Risk Assessments are to be reviewed:

- Annually.
- If there is reason to doubt the effectiveness of the assessment.
- Following an accident or near miss.
- Following significant changes to the task, process, procedure or Line Management.
- Following the introduction of more vulnerable personnel.

If "Generic" prior to use.

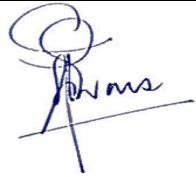
Organisation	Blandford Rugby Football Club	Assessment No:	RA/002	Assessment Date:	01/08/2016
Location	Blandford Rugby Football Club Clubhouse located at 53 East Street Blandford Forum	Assessment Type (Delete as appropriate; see Note 1)			
		Specific	Generic	Record of Dynamic Assessment	
Activity/Process:					
<p>This Risk Assessment encompasses all activities which will be provided at the Clubhouse, including rugby training courses, social events including using the facility for a number of skittles teams as their home venue.</p> <p>Note: Where appropriate a separate Risk Assessment will be produced for specific events.</p>					
Assessor			Manager		
Name:	J Pentney		Name:	S Evans	
Title:	Club Secretary		Title:	Chairman	
Signature:			Signature:		

Hazards (Include Hazard Survey Number where applicable)	Risks	Who is at Risk?
1. Fire in building	Smoke inhalation, burns or impact/crush injuries from structural collapse	All attendees
2. Contact with unsafe electrical equipment.	Electric shock and/or electrical burns	All attendees
3. Slips, trips and/or falls from uneven ground, spilt food, drinks glasses, other items left on the ground by attendees and /or incorrect playing footwear.	Cuts, grazes, soft tissues injuries and/or broken limbs	All attendees
4. Crush injuries to attendees in an emergency situation or structure collapse	Cuts, grazes, soft tissues injuries and/or broken limbs	All attendees
5. Manual Handling Injuries to employees during the setting up of the clubhouse of events.	Cuts, grazes, soft tissues injuries and/or broken limbs	All employees
6. Involvement in Traffic Incident	Cuts, grazes, soft tissues injuries and/or broken limbs	All attendees
7. Involvement of compressed gas cylinders in a fire or damage to a cylinder	Explosion resulting in cuts, grazes, soft tissues injuries, broken limbs and/or building collapse	Bar Staff and attendees
8. Ingestion of contaminated food	Food poisoning including sickness and diarrhoea	All attendees
9. Broken cutlery and/or glassware	Cuts, grazes, injection injuries and/or soft tissues injuries	All attendees
10. Contact with hot surfaces or liquids	Burns and or scalds	All attendees
11. Alcohol related incidents due to the consumption excessive amounts of alcohol	Cuts, grazes, soft tissues injuries, broken limbs, alcohol induce sickness, unconsciousness and/or alcohol poisoning	All attendees
12. Physical or violent abuse from any member of the club who is intoxicated.	Distress and or cuts, grazes, soft tissues injuries and/or broken limbs	All attendees
13. Exposure to bodily fluids	Contamination through infectious bacteria or viruses entering the body	Bar Staff and attendees

Control Measures (Specific existing Control Measures)	Risk Rating (Likelihood X Consequence) (See Note 3)
1. The Clubhouse is designated as No Smoking. Suitable receptacles for spent smoking materials have been provided. Suitable Fire Equipment has been deployed in the pavilion.	1 x 2 = 2
2. All Portable Electrical Equipment will be checked prior to being installed in the Clubhouse to ensure it is serviceable.	1 x 2 = 2
3. The Clubhouse will be subjected to a Pre-start site inspection by the Members of the club to identify any hazards. Appropriate control measures to deal with identified hazards will be implemented. All parents have been briefed on becoming members of the club that it is their responsibility to supervise their children whilst attending training or during home fixtures.	1 x 1 = 1
4. All club members involved with the set up and dismantling equipment required for training or other social events have received the appropriate Manual Handling Training.	1 x 1 = 1

Control Measures (Specific existing Control Measures)	Risk Rating (Likelihood X Consequence) (See Note 3)
5. The Car Park at the Clubhouse is open to all club members. Adults are to be aware of the requirements to park correctly and parents are required to supervise their children when in the car park area.	1 x 2 = 2
6. Refreshment will be provided by club members who have received the appropriate training in food hygiene and handling.	1 x 1 = 1
7. The Clubhouse is a designated no smoking area and the correct close down procedures for the bar area will be employed at the cessation of opening hours.	1 x 1 = 1
8. Club members who undertake cooking activities at the event have received the appropriate training and are aware of the actions to take in the event of contact with a hot surface or hot liquids. Club members who are not cooking will not be allowed into the designated cooking areas.	
9. All club members are aware of the need to swiftly clear away any breakages. For large social events Paper/plastic plates and cups/glasses will be provided for use by attendees.	1 x 1 = 1
10. Only designated members of the club will be permitted in the kitchen/bar areas. No children are to enter these areas when the Clubhouse is open.	1 x 1 = 1
11. All Club Members are aware of the requirement to be self policing in their behaviour and that they are responsible for their guests. Alcohol will not be served to any persons who appears to have either consumed an excess of alcohol or is under the legal age limit to consume alcohol. Any club member or a guest who is deemed to be under the influence of alcohol or becomes abusive will be asked to leave	1 x 1 = 1
12. A number of club members are trained in varying levels of First Aid and a First Aid Kit is available which includes disposable gloves to prevent cross infection between injured party and first aider. If in the opinion of club first aiders any attendee requires professional treatment the emergency services will be contacted.	1 x 1 = 1

Line Manager Responsible for Activity or Process	Action to be Taken
Additional Control Measures Agreed (Y, N, N/A) - if yes detail action to be taken and by whom	1. Any additional control measures identified during the season are also to be identified in the review section of this assessment. 2. This assessment is to be reviewed on an annual basis

Target Date		Prior to the commencement of the Blandford Rugby Club 2016/17 season
Completion Date		All control measures to be implemented prior to the commencement of the Blandford Rugby Club season 2016/17 season
Name:	Evans	
Appointment:	Chairman	
Signature:		

Notes:

1. If using a 'Generic' risk assessment, Assessors and Line Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
2. Line Managers are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.
- 3.

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Risk Matrix Likelihood X Consequence			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, Major injury or illness.
			Low	Medium	High

When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.

High	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management/Command chain.
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Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures and review if there are any changes.

4. Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level; record Likelihood and Consequence scores.
5. Risk Assessments are to be reviewed:
 - Annually.
 - If there is reason to doubt the effectiveness of the assessment.
 - Following an accident or near miss.
 - Following significant changes to the task, process, procedure or Line Management.
 - Following the introduction of more vulnerable personnel.
 - If "Generic" prior to use.

BRFC
ACCIDENT/INJURY OCCURRENCE REPORT

Type of Incident: (Please select)	Accident	Near Miss	
Surname:	Forename	Date of Birth	
Home Address:			
Contact Number			
E-Mail Address:			
Incident Date		Incident Time	
Incident Location:			
Principle Condition		Body Part Affected	
Given First Aid		Given Professional Medical Treatment	
Taken to Hospital		Hospital Name	
Admitted to Hospital		COMPLETE REPORTABLE INJURY FORM	
Summary of Incident/Accident			
How			
What			
Why			

Once completed this form is to be handed to the BRFC Honorary Secretary.



DORSET & WILTSHIRE

RUGBY FOOTBALL UNION

PLAYING OUT OF AGE GRADE – MINI M IDI & YOUTH PLAYERS
(Regulation 15.3 to 15.6 refers)

The RFU has stated that the decision to allow a youth year old to play out of age grade (including U17 at Adult level) lies with the person in the best position to assess all the relevant circumstances in accordance with the relevant Regulations and they must obtain permission from the player's parent, guardian or head teacher. Advice may be sought from CRC, RDO or CB Safeguarding team.

Further advice and guidance can be obtained from David Wookey Tel: 01980 625018 or e-mail: dwrfu.youthadmin@ntlworld.com

Regulation 15 as issued can be confirm by visiting the webpage:

<http://www.englandrugby.com/governance/regulations/>

It is recommended that the form and assessment set out below are utilised to confirm the validity of allowing any player to play out of their respective age grade. A copy must be sent to David Wookey for approval/verification as appropriate.

dwrfu.youthadmin@ntlworld.com or by post to 3 Westland Close, Amesbury, SP4 7QS,

PLAYING OUT OF AGE GRADE APPLICATION FORM

Club:

Full Name:	
Date of Birth:	RFU ID:
Age Grade:	Proposed Age Grade:
Playing Position:	

Please set out what the permission is to be granted for: (e.g Training, Friendly matches only, Full season playing etc)

Reason to play out of age grade:

Proposed by:	
Role in relation to Player	

Declaration:

We certify that all the information on this form is correct and agree to play the above player out of age grade in accordance with RFU Regulations 15

Signature of Coach	Signature of Parent/Guardian or Head Teacher
Date	Date

It is a requirement of RFU Regulation 15 and of Dorset and Wilts RFU that this form is duly completed and signed and retained as a record of consent.

For playing UP in accordance with RFU Regulation15, this form does not require verification by D&W RFU

D&W Assessment form for playing out of age grade – referenced from Guidelines to Regulation 15

1. Social and Personal Development of the player		
	<p>You should consider the following: Maturity, Confidence, ability to relate to others of the proposed playing age grade, Academic year, date of birth in relation to 1 September, SEN, coachability, courage of play, Tenacity.</p>	Justification
2. Physical development in relation to rest of team		
	<p>You should consider the following: Physical size, in relation to current and proposed age grade, Strength and power in relation to other players. Any physical or mental disability should be noted here.</p>	Justification

3. Skill level (Playing up)		
Not appropriate for playing down as this is a coaching issue.	You should consider whether the players skill level is well above correct age grade, provide examples of impact on current age grade	Justification
4. Playing Position of player (Playing up)		
Note: Playing position should not be fixed below U15. This would not be a reason for playing down in isolation	You should consider if a pack player at U13/14 is too strong for current age grade as this could be dangerous. For a back this would need exceptional reasons backed up by RDO or RDO delegated person.	Justification
5. Level of playing		
	Summary of points above should be placed here. Paint a pen picture	Justification

6. Impact on others in team and opposition		
	<p>You should consider the following: Does age grade become overloaded, will it affect numbers of player in proposed age grade. Will it prevent other players getting sufficient game time.</p>	<p>Justification</p>

BLANDFORD RUGBY FOOTBALL CLUB

SAFEGUARDING VULNERABLE PEOPLE POLICY

1. Blandford Rugby Football Club (BRFC) acknowledges its responsibility to safeguard the welfare of all children and vulnerable adults involved in Blandford Rugby Football Club from harm.
2. BRFC confirms that it adheres to the Rugby Football Union's (RFU) Safeguarding Policy and the procedures, practices and guidelines and endorse and adopt the Policy Statement contained in that document.
3. A child is deemed to be anyone under the age of 18 engaged in any rugby union activity. However, where a 17 year old male player is playing in the adult game it is essential that every reasonable precaution is taken to ensure his safety and wellbeing are protected.
4. The Key Principles of the RFU Safeguarding Vulnerable People Policy are that:
 - The welfare of the child or vulnerable adult (as appropriate) is, and must always be, paramount to any other considerations.
 - All participants regardless of age, gender, ability or disability, race, faith, culture, size, shape, language or sexual identity have the right to protection from abuse or harm.
 - All allegations or suspicions of abuse, neglect, harm and/or poor practice will be taken seriously and responded to swiftly, fairly and appropriately.
 - Working in partnership with other organisations, statutory agencies, parents, carers, children and young people is essential for the welfare of children and young people.
 - Children and young people have a right to expect support, and personal and social development delivered by an appropriately recruited, vetted coach and managed in relation to their participation in rugby union, whether they are playing, volunteering or officiating in the community or professional areas of the sport.
5. BRFC recognises that all children and young people have the right to participate in sport in a safe, positive and enjoyable environment whilst at the same time being protected from abuse, neglect, harm and poor practice. Blandford RFC recognises that this is the responsibility of everyone involved, in whatever capacity, at the club. In depth guidance on safeguarding are provided at Appendix 1.

6. BRFC will implement and comply with the RFU Code of Conduct and the Codes of Conduct for Coaches, Spectators and Officials as appropriate. Blandford RFC will ensure its spectators, parents, members and officials are all aware of and have accepted the club Photographic Policy as set out in this documentation and on the website.

7. BRFC will endeavour to comply with the Guidance for Websites as set out on the RFU website and appended to this document at Appendix 2.

8. The Club Safeguarding Officer is Mrs Joy Pentney. Her contact details are Telephone: 01258 473858 Mobile Phone: 07999 723813 or e-mail: joypentney@outlook.com. The Club Assistant Safeguarding Officers are Mr John Sterck. His contact details are Telephone: 01258 452460, or e-mail: : jonathansterck@hotmail.com or Mrs Kerri Spence-Grime. Her contact details are Mobile phone 07841 620641 or e-mail: kerrispence@hdh.co.uk; If you witness or are aware of an incident where the welfare of a child or vulnerable adult has been put at risk you must in the first instance inform the Club Safeguarding Officer. They will then inform the CB Safeguarding Manager and the RFU Safeguarding Executive. If an incident involves the Club Safeguarding Officer or Assistant Safeguarding Officer you should inform the Club Chairman and either the CB Safeguarding Manager or the RFU Safeguarding Executive.

9. All members of BRFC who have a regular supervisory contact with children or a management responsibility for those working with children must undertake an RFU Enhanced Criminal Records Bureau disclosure in accordance with RFU Policy. The Mini and Youth Section Officer responsible for the management of e-DBS clearance is Mr John Sterck. His contact details are Telephone: 01258 452460, e-mail: jonathansterck@hotmail.com


10. BRFC will ensure that all its members, whether they are coaches, parents, players or officials will comply with the Best Practice Guidance as issued by the RFU. In summary, the following are **NOT** acceptable and will be treated seriously by the club and may result in disciplinary action being taken by the club, the CB or the RFU:

- Working alone with a child, children, vulnerable adult, or adults.
- Consuming alcohol whilst responsible for children or vulnerable adults.
- Providing alcohol to children or allowing its supply.
- Smoking in the presence of children.
- Humiliating children or vulnerable adults.
- Inappropriate or unnecessary physical contact with a child or vulnerable adult.
- Participating in, or allowing, contact or physical games with children or vulnerable adults.
- Having an intimate or sexual relationship with any child or vulnerable adult developed as a result of being in a 'position of trust.'
- Making sexually explicit comments or sharing sexually explicit material.

11. BRFC manages the changing facilities and arranges for them to be supervised by two adults (RFU DBS checked) of the appropriate gender for the young players using the facilities. BRFC ensures that all its coaches, parents, officials and spectators are aware that adults must not change at the same time, using the same facilities as children or vulnerable adults.

12. BRFC will ensure that coaches and team managers in the Mini and Youth Section will receive the support and training considered appropriate to their position and role. The RFU "Managing Challenging Behaviour" Policy has been adopted and circulated amongst the club workforce both, voluntary and paid. A copy of this document is attached at Appendix 3.

13. Any events held on BRFC premises must comply with this Policy and if appropriate a Safeguarding Plan should be discussed and circulated to those affected. Any tours, overseas or domestic, undertaken by the Mini and Youth Section BRFC must comply with the relevant RFU Regulations and Guidance relating to tours.

A handwritten signature in blue ink, appearing to read 'S Evans', written over a horizontal line.

Signed

S Evans
Chairman

Date August 2016

BLANDFORD RUGBY FOOTBALL CLUB **ANTI BULLYING POLICY**

Bullying of any kind is not acceptable within Blandford Rugby Football Club (BRFC) and in particular the Mini and Youth Section. The RFU/RFUW are a “telling” culture where bullying is concerned. BRFC Mini and Youth Section has adopted this culture in line with the guide lines laid down by the RFU/RFUW on Bullying.

BRFC Mini and Youth Section expects anyone be they adult or young person who knows that bullying is happening to report it to the BRFC Safeguarding Officer. The BRFC Safeguarding Officer will comply with the guidance contained within this policy.

Reports of bullying will be taken seriously and responded to promptly. It is the responsibility of all adults with the Mini and Youth Section of BRFC to ensure that all young people within the club are able to enjoy the sport of rugby in a safe enjoyable environment.

What is Bullying?

In order that instances of bullying can be identified and promptly reported the term “Bullying” must be clearly defined so all know what is and is not acceptable.

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional – being unfriendly, excluding (emotionally and physically), tormenting (e.g. hiding a person’s rugby kit, threatening gestures including the sending of threatening text messages).
- Physical – pushing, kicking, hitting, punching or any use of violence.
- Racist – racial taunts graffiti or gestures.
- Sexual – unwanted physically contact or sexually abusive comments.
- Homophobic – because of or focussing on the issue of sexuality.
- Verbal – name-calling, sarcasm, spreading rumours or teasing.

The BRFC Anti Bullying Policy is to be brought to the attention of all coaches, administrative staff, parents/guardians and all young players. The meaning of the term “Bullying” should also be explained clearly to everyone connected with

BRFC Mini and Youth Section.

Everyone connected with BRFC Mini and Youth Section are to be made aware of the RFU/RFUW Policy and that the BRFC Anti Bullying Policy is based on this document. Where a case of bullying is reported action will be instigated in accordance with this document.

All parents/guardians and young players should be assured that the committee of BRFC Mini and Youth Section will give them their support when bullying is reported.

BRFC will not tolerate bullying.

Signs and symptoms

A child may indicate by signs and symptoms or behaviour that they are being bullied. Children and young people have previously described bullying as:

- Being called names.
- Being teased.
- Being hit, pushed, pulled pinched or kicked.
- Having their bag, mobile or other possessions taken.
- Receiving abusive text messages.
- Being forced to hand over money to another child.
- Being forced to do things that they do not want to do.
- Being ignored or left out.
- Being attacked because of religion, gender, sexuality, disability, appearance or ethnic or racial origin.

Other signs and symptoms

A child or young person:

- Does not want to attend training or other club activities.
- Changes their usual routine.
- Begins to be disruptive during sessions.
- Becomes withdrawn, anxious or appears to lack confidence

- Becomes aggressive towards others, disruptive or unreasonable.
- Has possessions going missing
- Starts to stammer.
- Has unexplained cuts or bruises.
- Start to bully other children.
- Stops eating.
- Is frightened to say what is wrong.

Whilst these signs and symptoms may constitute bullying they may be symptoms of other problems. All members of BRFC Mini and Youth Committee should also be aware of these signs and symptoms and if they are concerned must report the fact to the Safeguarding Officer.

Procedures and management of bullying

Any incidents of bullying are to be reported to the BRFC Safeguarding Officer. Details of the report are to be recorded on the RFU Incident Report Form (Appendix 6). If the incident is an adult bullying a young person the BRFC Safeguarding Officer is to immediately report the incident to the CB Safeguarding Manager and request that the incident is reported to the RFU Safeguarding Team. If the incident involves a young person bullying another young person then BRFC are permitted by the RFU to investigate the incident themselves. Assistance and guidance are available from the CB Safeguarding Manager and the RFU Safeguarding Team at any stage of the investigation.

Parents/Guardians may be informed and invited to attend a meeting to discuss this problem.

If necessary and appropriate the police and Social Services will be consulted.

If attempts at mediation fail to resolve the situation and the bullying is seen to continue BRFC will initiate disciplinary action under the guidance of the CB Safeguarding Manager and/or RFU Safeguarding Team.

It is important that this Anti Bullying Policy is implemented and all who are connected with the Mini and Youth Section of BRFC are made aware of its existence and content.

Awareness of this policy will be included within the club development plan to ensure that not only current members are aware that this policy is to be enforced by BRFC, but any future members are also made aware.

A handwritten signature in blue ink, appearing to read 'S Evans', with a horizontal line drawn underneath the signature.

S Evans
Chairman

Dated August 2016

BLANDFORD RUGBY FOOTBALL CLUB EQUITY POLICY

Statement of Intent

The RFU/RFUW has clearly stated the importance of affording equity, equal opportunity and fair treatment to all RFU/RFUW members. Blandford Rugby Football Club (BRFC) in turn will follow and adhere to any Equity Policy issued by the RFU/RFUW.

BRFC aims to ensure that all members of the club irrespective of their age, gender, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation have a genuine and equal opportunity to participate in rugby. This aim covers all young persons, coaches, administrative staff, match officials or spectators.

It is the aim of BRFC not to disadvantage any individual by imposing any conditions or requirements which cannot be justified.

Advice and training will be sought from the appropriate RFU departments for all members of BRFC.

Direct Discrimination

Direct discrimination is defined as treating a person less favourably than others are or would be treated in the same or similar circumstances.

Indirect Discrimination

Indirect Discrimination occurs when a requirement or condition is applied which whether intentional or not, adversely affects a considerably larger proportion of people of one race, sex or marital status than another and cannot be justified on grounds other than race, sex or marital status.

Objectives

The objectives of BRFC Equity Policy are:

- To adopt a planned approach to eliminating perceived barriers which discriminate against particular groups. This will include widening the traditional approach to include communities who are experiencing disadvantage, poverty or health inequalities.
- To ensure that no coach or member of BRFC receives less favourable treatment on the grounds outlined in this policy statement.
- To obtain from the RFU clear guidance for any member of BRFC on any Equity matters.

- To ensure that all members of BRFC at all levels and roles receive fair and equitable treatment.
- To ensure that the format of any competitions or assessments organised by BRFC provide equity for all, except where specific situations and conditions properly or reasonably prevent this.
- To ensure that all advertising or BRFC documentation which is distributed promote a clear image of the profile of those who are part of BRFC.

Implementation

BRFC will seek to promote equity and equality through:

- Monitor all practices, procedures and data relating to the operation of BRFC. This will also include any recruitment drives.
- Conduct regular reviews of all existing rules and regulations to ensure that it does not prohibit people from groups who may suffer discrimination from joining BRFC.
- Develop collaboration with other external organisations to ensure equity, fair and consistent treatment of all Junior Section members.
- Identify and provide appropriate training for all to raise the awareness of both collective and individual responsibilities.

BRFC will in pursuance of this policy will adopt any special measures or positive actions implemented by the RFU/RFUW in favour of any group who is under represented within its membership.

BRFC will recognise the legal obligations which are set out in the RFU/RFU Equity Policy. These legal obligations are based on the following acts of Parliament:

- Race Relations Act 1976 (amendment 2000)
- Equal Pay Act 1970
- Sex Discrimination Acts 1975, 1986 and 1999
- Disability Discrimination Act 1975
- Rehabilitation of Offenders Act 1974
- Human Rights Act 1998

Monitoring

The Equity and Ethics Manager of the RFU is responsible for providing the RFU with data for monitoring the effectiveness of the RFU Equity Policy. The Equity and Ethics Manager is also tasked with providing clubs with appropriate information concerning the RFU Equity Policy.

The RFU/RFUW will work with key equity partners and accountable officers within these organisations to ensure that all programmes and initiatives are inclusive.

BRFC will when requested provide the Equity and Ethics Manager any information to assist the appointee in fulfilling this objective.

Exemptions

BRFC will seek advice from the RFU Equity and Ethics Manager where appropriate to ensure that the correct procedures are implemented when it is necessary to limit competitions organised by the Mini and Youth Section to persons of a specific age, gender or disability group to ensure equitable, safe and equal competition.

Responsibility

BRFC expects members of the club to adhere to this policy.

In pursuance of this policy and compliance with RFU guidelines BRFC reserves the right to instigate disciplinary action to any member who practices any form of discrimination on the grounds of a person's age, gender, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation.

A handwritten signature in blue ink, appearing to read 'S Evans', written over a horizontal line.

S Evans
Chairman

Dated August 2016

BLANDFORD RUGBY FOOTBALL CLUB DISCIPLINE POLICY

Introduction

Blandford Rugby Football Club (BRFC) as a member club of both the Rugby Football Union (RFU) and Dorset and Wiltshire Rugby Football Union fully supports and ensures that its members adhere to the regulations issued by the RFU.

BRFC Disciplinary Committee will investigate and deal with all breaches of the regulations, procedures and rules set out by the RFU, Dorset and Wilts RFU and those of BRFC. All disciplinary hearings held by BRFC will follow the procedures set out by these regulations.

Discipline procedures for Youth Rugby (those under 18 years of age at the time of the offence, playing youth rugby) will follow the same conventions unless otherwise stated. Guidance will be sought Dorset and Wilts and /or RFU rules in place at the time of the offence. The Disciplinary Committee will impose sanctions both independently, upon the recommendation of Dorset and Wilts and/or the RFU and prior to any player or club member appearing before the Dorset and Wilts and/or the RFU on any matter. In matters relating to safeguarding rules and policies if required the club will issue a Temporary Suspension Order whilst the issue is investigated.

Referrals Procedure

Sending Offs:

Referees responsibilities (Society or Club): In all cases where a Referee has sent a player off the Referee shall within 48 hours after the end of the match send a completed copy of the sending off report to the Disciplinary panel to which the player's club is affiliated or allocated to and the Discipline Secretary of Dorset and Wilts RFU.

Captain/Senior Team Manager responsibilities: The Captain and/or Team Manager must report the name of the player sent off and the relevant details to the Honorary Secretary on completion of the game. The Honorary Secretary is to notify the Dorset and Wilts RFU Disciplinary Panel Chairman and/or Secretary within 24 hours of the offence occurring.

Yellow Cards

All adult teams are must report any individuals who have been sin-binned within 48 hours of the completion of the game to the Honorary Secretary. Any player who is deemed to have an irregular frequency of yellow cards will be requested to appear in front of the Club Disciplinary Committee to explain the reason for the irregularities. To monitor levels across the club the Honorary Secretary will keep a record on a seasonal basis of all yellow cards received by

players.

Youth Rugby

In the case of a Youth player either being sent off or receiving a yellow card the coach or team manager must report the name and age of the player to the Mini and Youth Chairman and the Honorary Secretary within 24 hours of the completion of the game.

Other

Undetected acts of foul play: BRFC actively encourage all players and club representatives to report any incidences of foul play to the Chairman and Honorary Secretary which has otherwise been undetected by the match officials. This reporting must be in writing providing the name of the player(s) involved and the nature of the incident. BRFC Disciplinary Committee will review the report and if appropriate raise the incident with the Club or body from which the complaint was instigated.

Unseemly behaviour: BRFC actively encourage all individuals to report any observed acts of unseemly behaviour by any other member of the club to the Chairman and the Honorary Secretary. This includes that of spectators and/or parents of youth players.

Breaches of Club Rules: BRFC requires its members to adhere to the club rules set out within the policy documentation at all times. Referrals to the Discipline Committee will be made where a club member has failed to comply.

Disciplinary Procedures

Disciplinary Panel: All instances of negative behaviour and/or breaches of RFU, Dorset and Wilts RFU and Club policies, procedures and/or rules will be dealt with by the Disciplinary Panel. The Panel will comprise of the Club President, Club Chairman, Vice Chairman and Honorary Secretary. For disciplinary matters involving a youth player either the Safeguarding Officer or the Assistant Safeguarding Officer will also be consulted and may be requested to be present at the hearing. These members are charged with maintaining the standards of discipline within the whole club.

Procedures

Hearings: The key function of the panel is to establish the facts relating to the incident and the circumstances leading up to the offence prior to making any decisions. Witness statements will be gathered when required and if deemed necessary the witnesses will be asked to attend the hearing. The age of the individual will be taken into account in the manner in which the hearing is conducted. It is the role of the Safeguarding Officer or the Assistant Safeguarding Officer in youth matters is to ensure that the welfare of the child is catered for at all times. The hearing must be attended by the individual involved

and/or an appropriate representative. In cases involving a youth player one of their parents/guardians may attend. Notification of these additional or representative attendees must be made to the Honorary Secretary prior to the hearing.

Before the hearing: The Honorary Secretary will set a date for the hearing within 5 working days of the reporting of the alleged incident. Notification of the hearing must be in a written format and sent formally to the individual involved advising them of the proposed date and time of the hearing. If this date is not suitable an alternative date must be agreed within 24 hours. All the required information relating to the hearing will be circulated by the Honorary Secretary at least 24 hours prior to the hearing to all panel members.

Procedures at the Hearing: The following actions will be undertaken at the hearing

- The Disciplinary Panel are to make the individual as comfortable as possible.
- The Club Chairman will read out the alleged offence and ask the individual for admission or denial of the offence.
- The individual or their representative will be given the opportunity to explain what happened in their own words.
- Any witness statements will be read out and the panel will ask questions of the individual to ascertain the facts relating to the alleged incident.
- If a representative is present to support the individual the panel will ask them for any mitigating or supporting comments.
- The Honorary Secretary will take written notes of the proceedings and produce a true and accurate record of the hearing.
- Prior to discussing the evidence set before them the panel will request the individual and his representative to withdraw whilst the submitted evidence is discussed and any required sanctions are agreed.

Sanctions

The BRFC Disciplinary panel will have the powers to carry out the following

Make sanctions and/or restrictions in membership in accordance with the recommended sanctions of the RFU as contained in the RFU Handbook.

Make sanctions as in accordance with the Youth Rugby guidelines of the RFU Handbook

Take no further action and record the decision.

Take no action at club level but refer the case to Dorset and Wilts RFU Discipline Sub-Committee.

Suspend any individual from all privileges appropriate to their membership for an agreed period of time. This can include exclusion from attending the club house.

Terminate the individual's membership.

Any other penalties or sanctions as deemed suitable to the offence committed.

Appeals

All individuals will be given the option to appeal against any imposed sanctions. The appellant shall serve notice of appeal in writing, stating the grounds for the appeal; the formal written appeal is to be sent to the Honorary Secretary. On notification of the received appeal the Honorary Secretary is to notify the Club Chairman, who is to appoint two officers of the club to serve on the Disciplinary panel. The two club members selected are not to have been members of the original panel. The appellant is to be notified following the selection of the new panel members in writing by the Honorary Secretary of the date of the appeal hearing. This hearing is to be no more than 14 days after the initial hearing. A member of the original panel is to be in attendance should the need to clarify any point from the original hearing. The Honorary Secretary shall be in attendance to ensure that a true and accurate record of the hearing is taken, but will not contribute to any of the questions or discussions which from the appeal hearing.

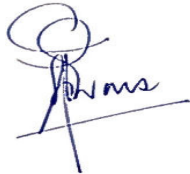
The Appeal panel has the power to quash the findings of the original panel and any sanctions imposed by the members. It also has the power to substitute an alternative finding and/or reduce or increase the original sanction awarded. There shall be no further right of appeal from this appeal. Any sanction imposed at the original hearing will remain in force until the outcome of an appeal.

Appearing before Dorset and Wilts Disciplinary Panel

Any player(s) who is called to appear before the Dorset and Wilts Disciplinary Panel is to be accompanied by the Honorary Secretary. Any fines imposed by the panel as a result of a player(s) appearing before the panel will be the sole responsibility of the player(s) to pay and not the club. Guidance on the format of Dorset and Wilts RFU Disciplinary hearing can be found in the Dorset and Wilts RFU Handbook. A copy of this document is held in the clubhouse or can be viewed on line at <http://www.dorsetandwiltsrfu.com/> .

Payment of Fines

Any player(s) appearing before and/or being fined by the Dorset and Wilts RFU will be solely responsible for the payment of any fine imposed. The player(s) will also be responsible for meeting any costs/charges in relation to an appeal or representation against a fine and/or judgement awarded by Dorset and Wilts RFU Disciplinary panel.

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S Evans
Senior Section Chairman
Dated August 2016

GUIDANCE OF SAFEGUARDING MATTERS

At Blandford Rugby Football Club (BRFC) we believe that taking part in our sport should be a positive and enjoyable part of children's lives.

We want to make sure that children are protected and kept safe from physical, sexual and emotional harm while they are with the Club's coaches, helpers and other volunteers.

It is the aim of BRFC to ensure that the practices and procedures, which we implement, will comply with the principles contained within UK and international legislation. The following legislation is to be taken into consideration:

- The Children Act 1989 and 2004
- The Protection of Children Act 1999
- Working Together to Safeguard Children and Young People DOH 2006
- "Caring for the Young and Vulnerable" – Home Office Guidance for Preventing the Abuse of Trust 1999
- The Criminal Justice and Court Services Act 2000
- The UN Convention on the Rights of the Child
- Sexual Offences Act
- The Human Rights Act 1998
- "What to do if you are worried a child may be being abused" – DOH 2003

RECOGNISING ABUSE IN RUGBY

Abuse is a powerful and emotive term. It is a term used to describe ways in which children are harassed, usually by individuals and often by those they know and trust. Coaches and others working with young people hold this trust and may be at risk of misusing their power over the young players.

In order to provide young people with the best possible experiences and opportunities in rugby, it is imperative that everyone operates within the accepted framework and demonstrates exemplary behaviour. This not only ensures that members of BRFC makes a positive contribution to the development of young players and safeguards their welfare, but also protects all personnel from false allegations of abuse or poor practice.

The four main types of abuse are:

Emotional Abuse

In general terms, emotional abuse occurs when adults or even other young persons persistently fail to show children due care, love or affection, where a child may be constantly shouted at, threatened or taunted, or be subjected to sarcasm and unrealistic pressures. There may also be over-protection,

preventing children from socialising, or bullying to perform to high expectations. The child may lose self-confidence and may become withdrawn and nervous.

In a coaching situation, emotional abuse may occur when coaches volunteers or parents:

- Provide repeated negative feedback
- Repeatedly ignore a young player's efforts to progress
- Repeatedly demand performance levels above those of which the young player is capable
- Over emphasise the winning ethic

Neglect

In general terms neglect as a form of abuse occurs when a child's essential needs for food, warmth and care fail to be met. Failing to or refusing to provide love and affection could also be deemed as neglect.

In a coaching situation, neglect may occur when:

- Young players are left alone without proper supervision.
- A young player is exposed to unnecessary heat or cold without fluids or protection.
- A young player is exposed to an unacceptable risk of injury

Physical Abuse

In general terms, this occurs when adults, or even children, deliberately inflict injuries on a child, or knowingly do not prevent injuries. It includes injuries caused by hitting, shaking, squeezing, biting or using excessive force. It also occurs when an adult gives children alcohol, or inappropriate drugs, or fails to supervise their access to these substances.

In a coaching situation, physical abuse may occur when:

- Coaches expose young players to exercise/training, which disregards the capacity of the player's immature and growing body.
- Coaches expose young players to injury due to overplaying, over-training or fatigue.
- Coaches expose young players to alcohol, or give them the opportunity to drink alcohol below the legal age.
- Coaches expose young players to performance enhancing drugs and recommend that they take them.

Sexual Abuse

Young persons can be abused by adults (both male and female) or other young people. This may include encouraging or forcing a child or young person to take part in sexual activity.

In a rugby situation sexual abuse may occur when:

- An adult uses the context of a training session to touch a young person in an inappropriate sexual way.
- Coaches, managers or volunteers use their position of power and authority to coerce young players into a sexual relationship.
- Coaches or other adult members of the club imply better progression of a player in return for sexual favours.

BULLYING

Bullying is not always easy to define and will not always be an adult abusing a young person. It is often that the bully is a young person. All coaches and personnel working within BRFC must be familiar with the different types of bullying.

There are three main types of bullying Physical, Verbal and Emotional

In a rugby situation bullying may occur when:

- A coach adopts a win-at-all-costs philosophy.
- A player intimidates others.
- An official is over officious

It is of paramount importance that all BRFC Coaches, Support personnel, players and their parents/guardians are aware of the club Anti Bullying Policy.

POOR PRACTICE

All coaches and personnel who undertake any role within the BRFC should be aware that any behaviour that contravenes any of the following codes of behaviour could be deemed to be poor practice.

The Codes of Practice are:

- RFU Fair Play Codes
- RFU/RFUW Coaches' Code of Ethics
- RFU/RFUW Equity Policy

- RFU/RFUW Good Practice in the Rugby Setting
- RFU/RFUW Policy and Procedures for the Welfare Young People in Rugby Union
- RFU/RFUW Anti Bullying Policy
- RFU/RFUW Tour/Children and Young People Away from Home Policy
- RFU/RFUW Event Co-ordinator Pack (the guidelines in this pack must be followed for all tournaments and competitions)
- RFU/RFUW Parent Guide

The procedures for dealing with a case of poor practice are set out in the appropriate Appendices within this documentation pack.

PROCEDURES TO MANAGE ALLEGATIONS

As members of BRFC Mini and Youth Section the following guidelines should be followed where there is a concern relating to the welfare of a young person:

- If the young person is in immediate danger or has been physically injured, ensure that they are safe and contact the police and social services.
- If the young person is not in immediate danger but you have concerns either:
 - discuss the concerns with the BRFC Safeguarding Officer or the BRFC Chairman who will advise on the correct procedure for referring your concern appropriately

OR

- Contact the RFU Child Protection Helpline
- Make a note of what you have seen or heard but do not delay in passing on the information. Complete the BRFC Incident Record Form as soon as possible.

Please remember that it is not your responsibility to decide if abuse is occurring but it is your responsibility to act on any concerns that you have.

RESPONDING TO SUSPICIONS

Any member of the BRFC Mini and Youth Section who becomes aware of anything which causes them to feel uncomfortable **must** discuss it with the Club Safeguarding Officer.

This means that all coaches and committee members of the BRFC and in particular members of the Mini and Youth Section being aware of the attitudes and the interactions between children and all other coaches and administrative staff and each other.

If the behaviour is contrary to this welfare policy and procedures and young people are at risk then action must be taken.

All members of the BRFC Mini and Youth Section committee must also be alert to any unusual incidents or activities where another adult is putting young people and themselves in a vulnerable position.

In all cases of reported poor practice/abuse the following principles should be adopted:

DO

- **Stay Calm** – do not rush into inappropriate action. React calmly in order not to alarm the young person.
- **Reassure the child** – that they are not to blame and confirm that you know how difficult it must be to confide.
- **Listen sympathetically** – to what the child says and show that you take them seriously.
- **Keep questions to a minimum** – the law is very strict and child abuse cases have been dismissed where the child has been led or words and ideas have been suggested. Only ask questions to clarify.
- **Ensure you clearly understand what the child has said** – in order that the information can be passed on to the appropriate agencies.
- **Consult** with the Club Safeguarding Office ensuring that all the information is accurate.
- **Maintain Confidentiality** – all incidents will be treated with an open mind and handled in a fair and equitable manner. Information will only be shared on a need to know basis. Confidentiality must be maintained until a case is proved.
- **Ensure the safety of the young person** – if urgent medical attention is required then call an ambulance, inform the doctors of your concerns and ensure that they are aware that this is a child protection issue.

DON'T

- Don't panic – or allow your feelings to be evident.
- Don't make promises you cannot keep – explain that you will need to tell other people.
- Don't make the child repeat the story unnecessarily.

- Don't delay.
- Don't speculate or make assumptions.
- Don't approach the alleged abuser.
- Don't take sole responsibility.

In all cases contact the BRFC Safeguarding Officer and/or BRFC Chairman. In their absence advice can be sought from the RFU Safeguarding Executive who can be contacted on 0208 831 7479 Or 24 Hour Helpline on 0208 831 6655.

TAKING APPROPRIATE ACTION

Concerns about poor practice and possible abuse within the rugby setting

This relates to anyone working within BRFC Mini and Youth Section as a volunteer or a visiting coach, member of a visiting teams administrative staff or adult.

Allegations will often relate to poor practice where an adults behaviour is inappropriate and is the cause for concern.

Poor practice constitutes any behaviour which:

- Contravenes the RFU Codes of Ethics or Codes of Good Practice in the Rugby Setting.
- Infringes an individual's rights.
- Is a failure to fulfil the highest standards of care.

Poor practice is unacceptable within the sport of rugby and is treated as a serious failing by the RFU. BRFC will instigate in accordance with the RFU/RFUW regulations the appropriate actions.

Action to take if a young person informs you that they are concerned about someone's behaviour towards them in the rugby setting.

All coaches and members of BRFC Mini and Youth Section will follow the principles set out within this document if they are informed by a young person of their concerns about someone's behaviour towards them. They must also complete the RFU Incident Record Form (Appendix 7).

Information which is passed to external agencies must be as helpful as possible. It will be necessary to make a detailed report at the time of the disclosure. The report should contain the following details:

- The young person's name, address and date of birth. Also if they have any disability.
- The nature of the allegation.
- A description of any injuries/bruising.
- Any observations about the behaviour/emotional state of the young person.
- Times, location, dates which are relevant.
- The young person's account in their own words of what has happened.
- Actions that you have taken as a result of your concerns.
- Whether the person completing the report is expressing their own concerns or those of a third party.

Remember to:

- Sign and date the report
- Keep a copy.
- Keep a record of the name and designation of the Social Services member of staff or police officer to whom the concerns were passed.

You must not investigate the disclosure yourself. You must:

- Make a full record of what has been said, heard or seen as soon as possible.
- Inform the BRFC Safeguarding Officer or in their absence the BRFC Chairman.

The BRFC Safeguarding Officer will report the matter to the RFU Safeguarding Officer and any other parties as directed by the RFU Safeguarding Team via the CB Safeguarding Manager.

Poor Practice

If following the guidance of the RFU Safeguarding Officer that the issue is deemed as poor practice the BRFC Safeguarding Officer must:

Forward a written report to the CB Safeguarding Manager and the RFU Safeguarding Team.

Abuse

Following a decision by the RFU that the incident is deemed to be investigated as Child Protection/Abuse the BRFC Safeguarding Officer must:

- Refer the allegation to the Police and Social Services. They will give advice concerning who should contact the child's parents/guardians.
- Inform the RFU Safeguarding Executive of the advice given by the Police and Social Services. A written report utilising the Incident form is also to be forwarded to the RFU Child Protection Officer who will report the incident to the RFU Child Protection Referral Management Group.

Non-action is not an option. The welfare of the young person is paramount.

ACTION TO TAKE IF YOU BECOME AWARE THROUGH YOUR OWN OBSERVATIONS OR THROUGH A THIRD PARTY OF POSSIBLE ABUSE IN A SETTING OTHER THAN RUGBY.

If any member of the BRFC Mini and Youth Section committee becomes aware of any possible abuse outside the rugby setting they must:

- Ensure the safety of the young person. If they require immediate medical treatment, call an ambulance, inform the doctors of their concerns and ensure that they are aware that this is a Child Protection issue. If the young person is taken to hospital Social Services must be informed immediately.

The guidelines and procedures within this document should then be followed:

- Report the concerns to the BRFC Safeguarding Officer.
- The BRFC Safeguarding Officer is to comply with this document and seek the advice of the RFU Safeguarding Team, RFU Safeguarding Helpline.
- If there is any delay in receiving advice the Safeguarding Officer is to make contact with the Social Services.
- If the advice given is that the concerns should be dealt with as a formal referral then both the Social Services and Police must be made fully aware that it is a child protection issue.
- All police forces have a dedicated Child Abuse Investigation Team which deals with allegations of abuse within a family environment. If any member of the BRFC Mini and Youth Section believes that a child is in immediate danger or has come to physical harm within the family environment they must immediately contact the police by dialling 999. Then the other action points set out within this section should be

completed.

- Parents/guardians should only be contacted by a member of BRFC Mini and Youth Section Committee is advised to do so by either the police or social services.

Non-action is not an option. The welfare of the young person is paramount to every other consideration. Delay in acting could increase the risk to the child.

GENERAL ADVICE

It is important when dealing with disclosures or observations which cause concerns the following:

It is often difficult for young people to disclose abuse. Previous experiences of prejudice may lead them to believe that those in authority do not really care about their well being.

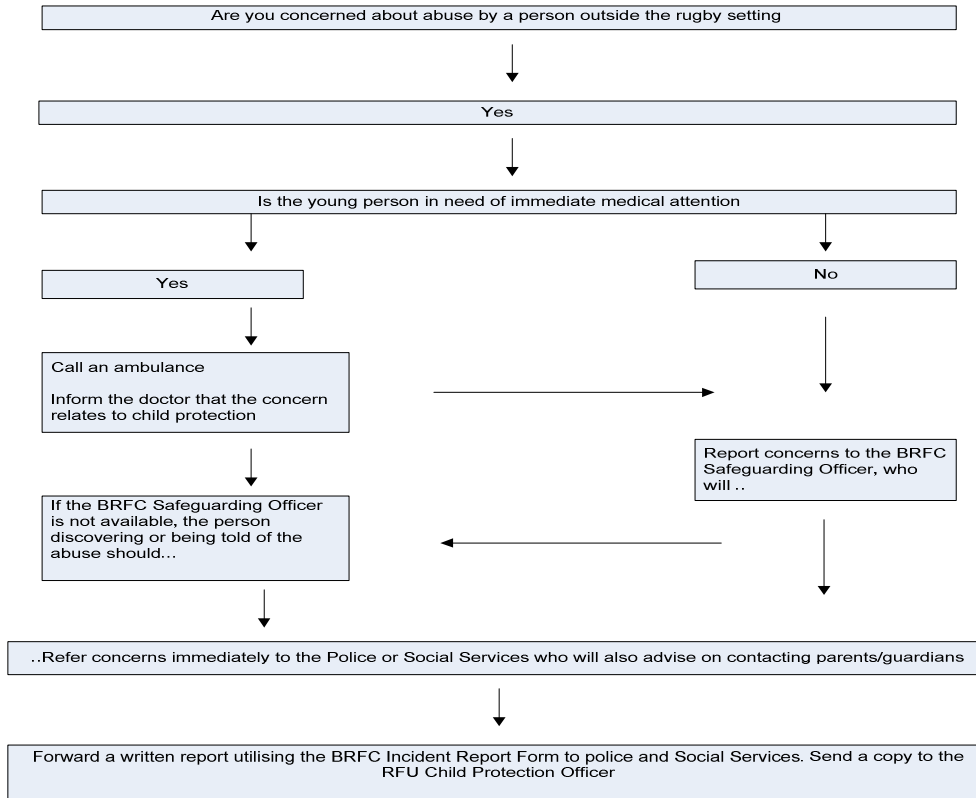
Disabled young people may have to overcome additional barriers before they feel confident to disclose their concerns.

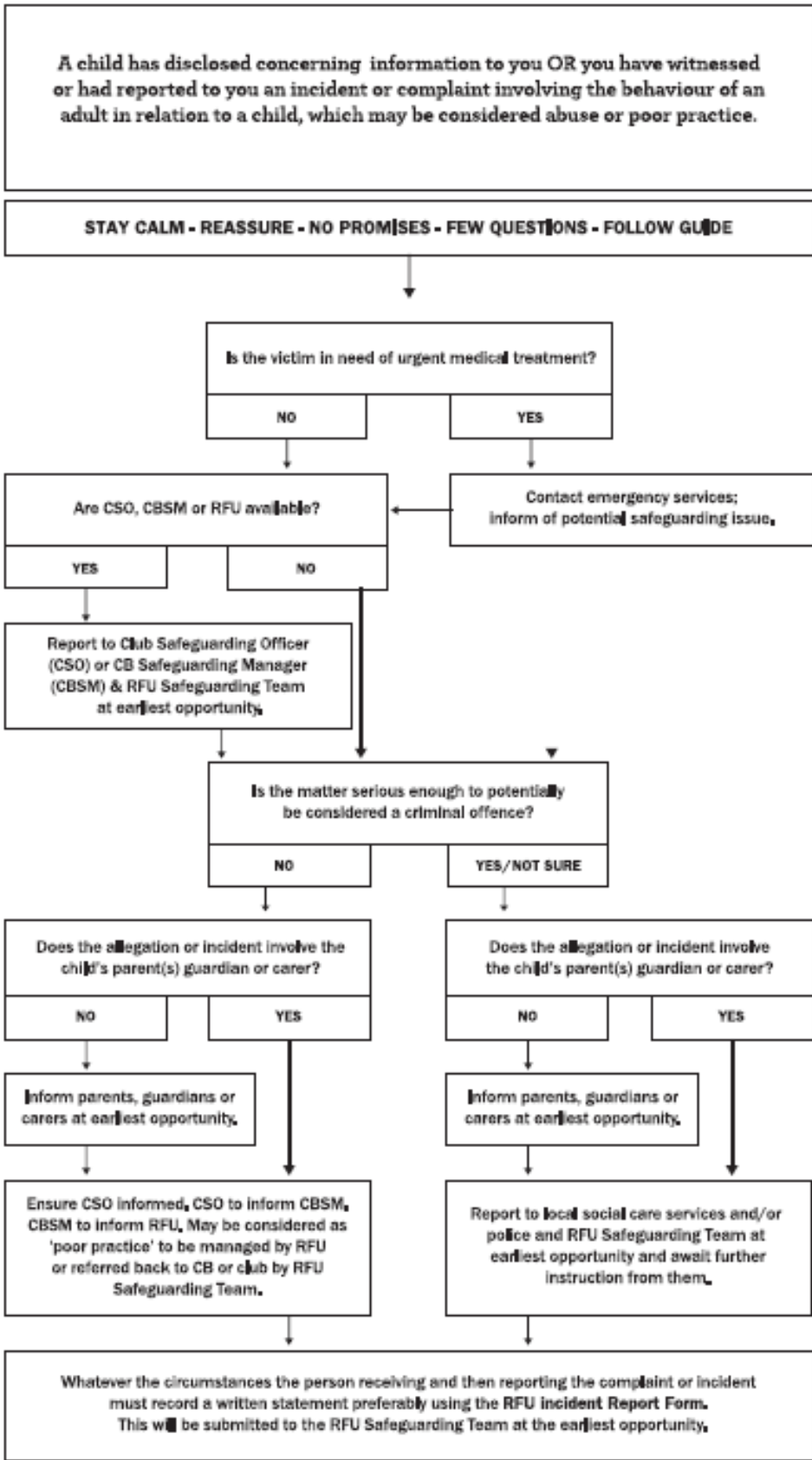
For some young people the abuser may be the only person to provide them with attention and/or affection.

It is vitally important that members of BRFC Mini and Youth Section are vigilant and provide the appropriate levels of support.

Flowcharts detailing the steps to be followed when dealing with abuse within and outside of the rugby setting are set out below.

DEALING WITH POSSIBLE ABUSE OCCURRING OUTSIDE THE RUGBY SETTING





RECRUITING COACHES AND ADMINISTRATIVE STAFF

It is vital when recruiting coaches and volunteers to the Mini and Youth Section of BRFC that they are of the highest calibre and meet all the requirements to work safely with young people. It is crucial that they meet the stringent guidelines set out by the RFU/RFUW to ensure that persons who may pose a threat to young people are not allowed to enter the sport of rugby union.

BRFC Mini and Youth Section recruitment for all coaches and volunteer staff will follow the principles detailed below:

Advertising

When the Mini and Youth Section BRFC advertises to recruit any coaches or administrative staff the advertising will reflect:

- The responsibilities of the role.
- The level of experience or qualifications required, where applicable.
- The BRFC Mini and Youth Section stance on Safeguarding and that of the RFU/RFUW.

Applications

All adults who are in contact with young people will complete an application form (Appendix 8). Once an adult has been offered/accepted a position a Disclosure and Barring Scheme Application must be completed and dispatched by the BRFC Safeguarding Officer through the appropriate RFU Welfare organisation. No adult will be allowed to work unsupervised within BRFC Mini and Youth Section until the BRFC Safeguarding Officer has received details of the Disclosure Certificate. All Disclosure Certificates must be renewed on a 3 yearly basis, in line with current legislation. Any adult who already holds a DBS certificate either for work or in association for another sport will be required to complete an RFU DBS Application form. It is RFU/RFUW Policy that all adults who have contact with young people must hold a valid RFU DB Certificate.

Training

BRFC Mini and Youth Section will ensure that all adults have available to them the opportunity to attend any training courses which will develop and enable them to recognise their responsibilities with regard to their own good practice and the reporting of poor practice or concerns of possible abuse. It is vital that all coaches and administrative staff of BRFC Mini and Youth Section are conversant with player centred techniques and how to work with young people safely and effectively.

BRFC Mini and Youth Section follows the training syllabus recommended by the RFU/RFUW in the Welfare of Young People in Rugby Union Guidance booklet.

Monitoring and appraisal

To enable the Mini and Youth Section coaches and administrative staff access to the appropriate training, the training matrix within the RFU supplied Safeguarding Officer Handbook will be used as a guideline. The Rugby Development Officer will also be contacted at regular intervals to ensure the inclusion of BRFC Mini and Youth Section members on any appropriate training courses or workshops.

GOOD PRACTICE IN THE RUGBY SETTING

It is the aim of BRFC to ensure that all young people enjoy the game in a safe and enjoyable setting. Set out in this section is the good practice procedures that are to be followed by all associated with BRFC:

BRFC will develop and monitor a number of Codes of Conduct to ensure that all children and young people and the individuals who work with them within the rugby setting will enjoy the game in a safe environment. While working with children and young people all BRFC Mini and Youth Section Coaches and Administrative staff will adopt and follow the guidance set out in the Codes of Conduct which form part of this policy. (see Appendices).

To assist coaches and administrative staff who encounter challenging behaviour from a young person the RFU guidance on how to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour a copy of this is attached as Appendix B to the BRFC Safeguarding Policy.

PROCEDURES TO MANAGE CASES OF POOR PRACTICE

Poor practice is defined as any behaviour which contravenes the RFU/RFUW Codes of Conduct (Fair Play Codes) or RFU/RFUW Guidelines for Good Practice.

Once an incident is reported to the Club Safeguarding Officer they are to consult with the RFU Safeguarding Team in order to ascertain whether the allegation is to be investigated/dealt with as poor practice, bullying or abuse.

Once the incident has been identified by the RFU as poor practice and, in consultation with BRFC club officials (Senior Section Chairman, Head of Mini and Youth Section and Honorary Secretary), a decision will be made whether or not to suspend, temporarily, the person accused. Each case will be considered on its merits.

A disciplinary hearing may be called. The panel will be made up of club members with regard to the following criteria:

- No person who has been involved in bringing the case to the disciplinary hearing should sit on the panel.
- Both the Senior and Mini and Youth sections will be represented.
- As the case relates to poor coaching practice then a suitably qualified coach with practical experience must be included on the panel.
- The CB Safeguarding Manager should also be invited to attend.

The accused will be advised of receipt of the report and provided with copies of the report and any witness statements.

The accused will be invited to attend the hearing, which must be convened at a mutually agreed time.

The accused must be given sufficient advanced notification of the hearing.

Once the disciplinary panel has reached a decision it should be communicated to the accused and confirmed in writing and to the parents/guardians of the young person.

A copy of the findings must be sent to the CB Safeguarding Manager and the RFU Safeguarding Team.

Possible outcomes of a disciplinary hearing

A Disciplinary Hearing convened by BRFC will have the following powers:

- Temporary suspension
- Mandate that the accused can only coach under the supervision of another coach.
- Request attendance at the RFU/RFUW Safeguarding and Protecting Young People Course.
- Mandate the coach/accused attends the appropriate RFU/RFUW Coaching courses.

GUIDANCE ON BLANDFORD CLUB WEBSITE, AND MOBILE AND ON-LINE COMMUNICATION WITH CHILDREN

This guidance is important. It is based on current legislation and guidance. It reflects legal duties which Blandford RFC owes its members. Implementing this guidance should help discharge this legal obligations.

Blandford RFC Websites

Websites are a key part of the daily operation of most clubs. They are probably the most flexible way to communicate with members, and to anyone interested in joining a club. They also have the potential to be a very safe way to communicate with children, given their wide accessibility.

However, in the same way that a club has responsibility for the physical safety of a junior member when visiting the club's premises, the club must also ensure that there is nothing on its website which could harm a child, directly or indirectly. The Mini and Youth Section Blandford RFC is responsible for the content of the Mini and Youth page on the club website.

There are 2 key risks to guard against, and which are constant themes in this guidance:

1. Disclosing personal information about a child to people accessing the website. This could be the child's name, address, or any information about a child's life, interests or activities which would help a stranger target a child, or engage that child in conversation.
2. Abusive or inappropriate content (photos, video or text), on the site itself or on linked sites.

Website content generally

There are three main child protection risks associated with content:

1. Inappropriate content (for example violent, sexual or hateful content). Although it is possible to impose restrictions on access, it is overwhelmingly likely that children will be able to access all areas of a club's website. Indeed, most clubs will positively want the website to generate interest among children. The risk applies both to text on the club's website, and on any linked websites.
2. Bullying: This could be material on the site which criticises or humiliates a child. It could also be information which places undue pressure on the child to participate in some aspect of a club's activities.
3. Disclosure of personal information of children. This could lead to grooming.

Blogs

Weblogs (also known as Blogs) are a type of content which is becoming commonplace on websites. The creation of a blog is straightforward. It does not require technical or design expertise, and it can be updated remotely. Blogs present two particular challenges:

1. A central part of the attraction of a blog is that it is updated frequently. However the same risks apply to its content as apply to all other content on the site. A club cannot distance itself from the content of a blog it chooses to include on its site.
2. Blogs often contain a lot of opinion, as opposed to purely factual information.

Currently the Blandford RFC Website does not have the facility for a blog.

Linked sites

Many sites contain links to other sites. This could be for commercial reasons, such as the sites of sponsors or advertisers, or simply to communicate information to be found on other websites. Before creating a link, a club should check thoroughly the content of the other website, both for child protection reasons, and to ensure the content poses no other risk to the club's reputation. Once a link is included on the site, the club should check its content periodically (the frequency of the checks depending on how frequently the content changes), and remove any link immediately if concerns arise.

An additional concern with linked commercial sites is inappropriate advertising or marketing aimed at children. The advertising industry is self-regulating through the Advertising Standards Authority (ASA), and has produced detailed guidelines covering marketing to children.

Recommendations:

- Content must be checked that is it appropriate to be seen by children, and that it does not have the potential to bully, before it is included on the website. Sometimes these decisions can be finely balanced. If there is any doubt, the text should not be included.
- The responsibility for checking content needs to be allocated clearly to individual(s) who understand properly the issues involved. This may well be the individual at the club with responsibility for child protection, but this is not essential. The individual should be familiar with this guidance. The content of the Blandford RFC website will be checked on a regular basis by both the Webmaster and Club Safeguarding Officer.
- In the unusual circumstance that it is possible any content will go onto the website without being checked by someone else (such as a blog) the club must satisfy itself that the author is sufficiently aware of child protection risks, and the

content of this guidance, to be able to self-check effectively.

- Where members of the public can email comments which would then appear on the website (often called a message board, or chatroom, or discussion forum) the content of these emails should be checked before appearing on the website. Publication should not be automatic. This facility is not available on the Blandford RFC website.
- If Blandford RFC receives any complaints about content, it will remove the content in question immediately, and reinstate it only once the complaint has been resolved. The Blandford RFC Webmaster is to react quickly in the event of any complaint.
- Personal information about children over and above the child's name should not feature on the website.
- Links to another website should not be placed on the Blandford RFC website until a check of the site's content has been undertaken and is satisfied that the content is appropriate. It is good practice to discuss any proposed link with the owner of the other website, and obtain the owner's assurance that the linked site is designed to be suitable for children at all times of the day or night (some websites' content is different and more adult during the night). If the linked site has marketing content aimed at children, the club should obtain a further assurance from the other websites owner that it complies with ASA guidelines.
- The content of linked sites should be checked thoroughly at least once every 6 months.
- If Blandford RFC learns of any concerns over the content of the linked site, it should investigate immediately. Unless it is clear that there is no need for concern, the link should be removed immediately, and any decision to restore only made after the concern has been investigated.

Photos and video

Photos and video clips can make any child featured vulnerable to grooming if information about the child (name, address, activities or interests) is also disclosed. Furthermore, posting an image on the website carries a risk that the image could be taken and adapted for an inappropriate use.

Recommendations:

- Use group images, rather than individual images.
- For images of individual children (such as in action shots) where possible use models or illustrations.
- Only use images of children in suitable dress, to minimise the risk of inappropriate adaptation of the image

- If a child is named on the site, an image will not be included (individual or group). If a child features in an image on the site, the child's first name or last name, either in text on the site or in the image file name will not be used.
- Parents (in this guidance, the term "parents" covers whoever cares for the child), and the child if old enough to understand, should be notified of the intended use of an image on the website. The image will not be used if the parents or the child object (a requirement of the Data Protection Act as well as good child protection practice), and the Safeguarding Officer holds positive written consent. As Blandford RFC regularly uses certain types of image, such as team photos or match photos, notification and a consent request should be included in the information is given to junior members and their parents upon joining the club.
- If consent was given initially, but is subsequently withdrawn by parent or child, the image should be removed from the site.

Webcams and live image streams

The use of webcams on websites is becoming increasingly common, with pictures and sound streamed live. It can be a very effective way to portray a club's activities and atmosphere.

However control is difficult. Any live image stream, by its nature, cannot be checked before transmission. Also, depending on the siting of the camera, it may not be possible to limit the people whose image or speech is transmitted. Furthermore there is a risk that images or speech could help identify children, or contain personal information about those children, and the image stream could attract unwelcome interest from potential abusers. There is less risk when streaming a match or training session, compared to a social event. Schools are advised not to have live image streams on publicly available websites.

Risks are lessened if the streamed images are on a part of the website where access is restricted, such as a members section. However such restricted access prevents the images generating interest in the club among members of the public.

Recommendations:

- A club needs to give careful thought to why it wants its website to stream images, what images it intends to capture, and how they will be presented.
- Any transmitted image stream should be pictures only, without sound, unless the removal of sound would not produce a true to life record of the event.
- As far as possible, the images should be of groups of people, not individuals.
- A club should try to notify all visitors (both adults and children) whose image may be caught that a webcam is in operation. Usually this is through the

use of prominent notices placed around all entrances to the area covered by the camera.

NOTE: Blandford RFC does not currently use any webcam or live streaming on their website.

Blandford RFC Facebook and Blandford Mini and Youth Facebook

The club have two dedicated Facebook pages for use by club members. Senior club members may on application to the Facebook Administrator be given the appropriate permissions to view posts and add comments to the page.

The Mini and Youth Section also have a Facebook page. This page only allows for non members to view and like pages. All posts are reviewed prior to being added to the site by the Mini and Youth Facebook Administrator.

Mobile and on-line communication with children

Technology is moving very fast in this area. There are now many different ways for people to communicate. In addition to land-lines, there are mobile phones for voice and text, and most new phones incorporate cameras that take still shots and video. Two-way video calling is set to grow fast. On-line communication can be by email, instant messaging, chatrooms, and social networking sites.

The risks posed by such methods of communication arise from:

- The privacy: It is usually one-to-one (often chatrooms have the facility for individuals to communicate 1:1 within the chatroom).
- The wide range of content that can be transmitted, including content of a violent, sexual or hateful nature.
- The ease with which images can be forwarded onto others.
- The difficulty in knowing truly who you are communicating with. Where grooming happens, it often involves this type of communication.

In sport, there are additional risks:

- Inappropriate pressure can be exerted by adults, particularly coaches, on children (such as to play when injured).
- There can be inappropriate criticism of a child's performance.
- An official position or role within a club, such as Coach, can carry with it a level of authority, and engender a level of trust, that facilitates the control of a child.

Against this background, a club needs to establish rules covering how adults connected with that club communicate with children connected with that club.

Recommendations:

- Blandford RFC Club Officials and Coaches must not communicate with individual children by text or on-line at any time, on any matter, unless there is an immediate risk to the welfare of that child which can be lessened by such contact.
- When communication by phone is needed, where possible Blandford RFC Club Officials and Coaches should speak to the parent of a child.
- Blandford RFC Club Officials and Coaches may speak to individual children on mobile phones provided they have prior consent from the child's parents, and from the child if old enough to understand.
- Communication of club-related information to children by email (such as training or match details), should be by email groups comprising email addresses given by parents. Such emails should only come from specific designated individuals, and children and their parents should know who these designated individuals are. Lists of the individuals within these groups (names only) should be publicised within the club, and easily available. Individuals must consent before they are included in the lists, and must be removed from the list if they wish to leave.

Implementing guidance

The welfare of children at Blandford RFC will only be protected properly if this guidance is implemented effectively.

Recommendations:

- Based on this guidance, Blandford RFC has devised written policies which cover its own particular circumstances, and meet its particular needs, and ensure the policies are followed fully.
- The policies are widely publicised. They also published on the club's website, and on display at the club (such as on notice boards). They are also provided in the Club Handbook which is available to the parents of each child at the club.
- Blandford RFC has clear written procedures that set out how its policies are to be implemented. For example, policies should set out how junior match reports will be checked before being put on the website, and how email groups will be maintained. Procedures do not need to be publicised in the way that policies are. Their focus is internal. They should ensure that individual responsibilities are clearly defined and attributed, and people know precisely what action is expected of them to discharge those responsibilities.
- Blandford RFC has made it easy for children, their parents or any interested individual to raise a child protection concern. This has been achieved by appointing a designated individual with child protection responsibility, and

want concerns to be raised with that person. Details of the Club Safeguarding Officer are available on the club's website.

RFU GUIDANCE FOR DEALING WITH CHALLENGING BEHAVIOUR

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

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

The guidelines will also include the views and suggestions of children.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- All those involved in activities (including children, coaches/volunteers and parents/carers) should be provided with clear guidelines about required standards of conduct, and the organisation/club's process for responding to behaviour that is deemed unacceptable.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- Some children exhibit challenging behaviour as a result of specific circumstances, e.g. a medical or psychological condition, and coaches may therefore require specific or additional guidance. These and any other specific needs the child may have should be discussed with parents/carers and the child in planning for the activity, to ensure that an appropriate approach is agreed and, where necessary, additional support provided e.g. from external agencies, Children's Social Care services etc
- Sport can make a significant contribution to improving the life experience and outcomes for all children and young people. Every child should be supported to participate and, only in exceptional circumstances where the safety of a child or of other children cannot be maintained, should a child be excluded from club activities.

Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of session planning, coaches should consider whether any members of the group have presented in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.

Where staff/volunteers identify potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The planning should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/ volunteers involved.

When children are identified as having additional needs or behaviours that are likely to require additional supervision, specialist expertise or support, this should be discussed with parents/carers and where appropriate young people. The club should seek to work in partnership with parents/carers, and where necessary external agencies, to ensure that a child or young person can be supported to participate safely.

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children, young people and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour (code of conduct) and the range of sanctions which may be applied in response to unacceptable behaviour. This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp.

Issues of behaviour and control should regularly be discussed with staff, volunteers, parents and children in the context of rights and responsibilities. When children are specifically asked, as a group, to draw up a code of conduct that will govern their participation in club activities, experience indicates that they tend to arrive at a very sensible and working set of 'rules' with greater 'buy-in' from participants than those simply imposed by adults within the club. If and when such a code is compiled, every member of the group can be asked to sign it, as can new members as they join.

Managing Challenging Behaviour

In responding to challenging behaviour the response should always be proportionate to the actions, be imposed as soon as is practicable and be fully explained to the child and their parents/carers. In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.

- De-escalation of the situation - talking through with the child.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Sanctions or consequences e.g. missing an outing.
- Seeking additional/specialist support through working in partnership with other agencies to ensure a child's needs are met appropriately e.g. referral for support to Children's Social Care, discussion with the child's key worker if they have one, speaking to the child's school about management strategies (all require parental consent unless the child is felt to be 'at risk' or 'in need of protection').
- Temporary or permanent exclusion

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Staff and volunteers should review the needs of any child for whom sanctions are frequently necessary. This review should involve the child, parents/carers and in some cases others involved in supporting or providing services for the child and his/her family, to ensure an informed decision is made about the child's future or continued participation. As a last resort, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be suspended or barred from the group or club activities.

A policy for managing challenging behaviour

In conclusion, all organisations that have a duty of care to children and young people should develop and implement a policy and procedures on managing challenging behaviour or consider incorporating this into their child protection policy. It should clearly set out the following:

- The standard of conduct expected from staff/volunteers and participants.

- How the organisation will respond to unacceptable behaviours.
- How your organisation will respond to ‘high risk’ behaviours’. This will give children and young people a clear message about when staff may need to get involved to stop a particular form of behaviour, and describe options to avoid confrontation through for example, time out.
- The circumstances in which children will be restrained. A decision to restrain a child should be firmly based on the safety of the child and must **NEVER** be made as a punishment or to get children to comply with instructions.
- The guidance, information or any support and/or training available to staff/volunteers, particularly where they are supporting a child with recognised challenging behaviour to access club activities.
- The circumstances where external agencies will be contacted for support or in response to concerns e.g. – Children’s Social Care services, the Police.
- What will happen after an incident? Your organisation must have in place arrangements to check on the physical and emotional wellbeing of the child and staff, guidance on recording, who should be informed and a system for recording and monitoring.

This document has been developed from “Creating a Safe Environment in Sport, Scottish Governing Bodies Child Protection Guidelines” (SportScotland/Children 1st)

Note: The key points set out in this document are included in the BRFC Child Protection Policy.

PHYSICAL CONTACT WITH YOUNG PEOPLE IN RUGBY

Guidance

There are a number of principles that should be followed within the sport of rugby union when the activity involves physical contact.

Physical contact in rugby should always be intended to meet the child's needs. NOT the adults. Coaches should only use physical contact if their aim is to:

- Develop skills or techniques
- To treat an injury
- To prevent an injury or accident occurring
- To meet the requirements of the game.

Coaches should seek to explain the nature and reason for the physical contact to the child reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should always ask the child for permission.

As part of the welcome of a new player and their parents to BRFC Mini and Youth Section it should be explained about any physical contact that will be required as part of the activities undertaken by their age group. Young people should be encouraged to voice their concerns they have if any physical contact makes them feel uncomfortable or threatened.

Contact should not involve touching genital areas, buttocks, breasts or any other part of the body which might cause the child distress or embarrassment. Physical contact should always take place in an open/public environment and not in secret or out of sight of others.

Specific Situations

Physical Punishment:

Any form of physical punishment of a child or young person is unlawful by any coach or member of the administrative staff of BRFC Mini and Youth Section, as is any form of physical response to misbehaviour unless by way of restraint. It is particularly important that all adults understand this both to protect their own position and the overall reputation of the BRFC Mini and Youth Section in which they are involved.

Contact as part of coaching

There are specific circumstances with the sport of rugby which will require coaches to come into physical contact with the young people within their age group from time to time in the course of teaching them

the skills for their age group. Examples of activities where safe practice is critical e.g. the introduction/development of scrummaging. Coaches should be aware of the limits within which contact should be properly take place, and of the possibility that such contact could be misinterpreted.

It should be recognised that physical contact between an adult and a young person which may occur during legitimate coaching may be misconstrued or misunderstood by other young people, parents/guardians or other adults. Touching young participants, including well intentional informal and formal gestures such as putting a hand on a young person shoulder or arm can if repeated regularly, lead to questions being raised. As a general principle all coaches should not make gratuitous or unnecessary physical actions. Coaches should ensure that their teaching techniques do not include any of these actions.

Responding to distress and success

There may be occasions where a distressed young person needs comfort and reassurance which may include physical comforting such as a caring parent would give. Physical contact may also be required to prevent an accident or injury and this would be wholly appropriate. A young person or coach may wish to mark a success or achievement with a hug or other physical gesture. Coaches and administrative members of BRFC Mini and Youth Section should use their discretion in such cases to ensure that what is (and what is seen by others) normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time. It must also be remembered that what to an adult may seem appropriate may not be viewed in the same light by a young person.

Sports Science and medicine

There may be some roles with rugby where physical contact is and/or a requirement of the role, particularly sports science or medicine. These tasks should only be undertaken by properly trained or qualified practitioners. This guidance does not seek to replace the specific guidance and codes of practice developed for those professionals and reference should be made to the appropriate body for that discipline.

Good Practice Guidance for Match Officials

Any member of Blandford RFC who undertakes the role of a match official or a match official appointed by the county RFU is to abide by the Good Practice Guidance for Match Officials set out in the RFU/RFUW Welfare of Young People in Rugby Union.

When refereeing young players all match officials must:

- Recognise the importance of fun and enjoyment when officiating young players.
- Provide verbal feedback in a positive way during the game, appreciating the needs of the players.
- Be a positive role model and recognise that safety is paramount.
- Explain decisions – most young players are still learning the rules and correct method of play.
- Never tolerate verbal abuse.

All officials will not:

- Change in the same area as players. Shower with players (if showers are available).
- Administer first aid to any player.
- Allow any player to continue playing if you have any doubts about their fitness.
- Tolerate verbal abuse from any player, coaches or spectators.
- Be alone with young players at any time – if a young player enters the changing room which has been provided as your designated changing room either leave immediately or request that another adult to act as a chaperon

REMEMBER: The Welfare of all young people is paramount



RUGBY FOOTBALL UNION

Initial Issue/Concern Reporting Form

Please provide information on this form, if you have a concern or an issue relating to someone or something at your rugby club.

Name of child/adult : Male/Female	Address:
Age/Date of Birth:	Club: Age Grade:
What is the concern? (include details of the person whose behaviour has raised concerns)	
When and where did this concern/incident occur?	
Do you have any other comments?	
Your name:	Club: Club Role:
Address:	Email address: Mobile Phone No:

Use of the Initial Issue/Concern Reporting Form

Please send this form to your Club Safeguarding Officer, your CB Safeguarding Manager and the RFU Safeguarding Team at rmg@therfu.com

June 2014

What should be reported?

The welfare of the child is paramount. In order to assist the RFU and your club in upholding this principle you are asked to complete the form for any issues/concerns or incidents. When completing the form please give full names and their club roles. Concerns may be about the behaviour of any child or adult involved or spectating at your club and *could* include:

- General concerns about a child's welfare
- Concerns related to a safeguarding incident eg bullying or poor practice
- Concerns, Suspicions or allegations of misconduct
- Breaches of the RFU Core Values or your club Code of Conduct
- Allegations of abuse made by or against any child or adult

If you would like further details of what should be reported please refer to the *RFU Safeguarding Policy, Procedures and Guidance* which can be found on Safeguarding pages of the RFU website

To discuss a specific concern or issue please contact your Club Safeguarding Officer or your Constituent Body Safeguarding Manager in the first instance.

Please send this form to your Club Safeguarding Officer, your CB Safeguarding Manager and the RFU Safeguarding Team at rmg@therfu.com

BRFC MINI AND YOUTH VOLUNTEER APPLICATION FORM

Part A

Surname

First Name

Title

Sex:

National Insurance No:

Any previous names by which you have been known:

Address:

Post Code:

Telephone No.

Date of birth:

Place of birth:

Post for which applied:

Relevant experience, qualifications and training

Career involvement in sport with dates:

I confirm that I have read and agree to abide with the Clubs Code of Good Practice and the Safeguarding Policy. I agree to complete a CRB Disclosure Application Form to assess my suitability to work with children.

Signature

Date:

Please supply the names and addresses of two people (not relatives) who will provide you with a reference regarding your experience of and suitability for working with children.

Name:

Name:

Address:

Address

Occupation:

Occupation:

Tel No:

E-Mail;

BRFC PHOTOGRAPHIC IMAGES GUIDELINES

Whilst BRFC recognises that publicity and pictures of young people enjoying rugby are essential to promote the sport and a healthy lifestyle, the following rules should be observed:

- Ensure that parents/guardians/young people have granted their consent for the taking of publication of photographic images and have signed and returned the Parent/Carer and Young Person Permission Form. This form is to be completed on an annual basis when players re-register or join BRFC.
- All young people must be appropriately dressed for the activity taking place.
- Photographic 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, should never be revealed.
- Where an individual has achieved success in the game (e.g. when selected for representative side or showing triumph over adversity), permission must be granted from a parent/carer and the young person to use the photographs/recordings and relevant details.
- Where possible, to reflect the RFU Equity Policy, photographic/recordings should represent the diverse range of young people participating in rugby.
- Anyone taking photographs or recording at any rugby event must have a valid reason for doing so and seek the permission of the organisation/persons in charge.
- They should make themselves known to the event organisers/persons in charge and be able to identify themselves if requested during the course of the event.
- All concerns regarding inappropriate or intrusive photography should be reported in confidence to the RFU Equity and Ethics Manager via the BRFC Safeguarding Officer.
- BRFC will attempt to ensure that any photographs taken will depict youngsters participating safely in rugby.

There has been evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people. While this is rare in rugby BRFC will ensure that their duty of care to young people is met and all media personnel will complete in advance the

appropriate authorisation paperwork. Professional photographers or members of the press will be required to comply with these guidelines.

The photographer/camera person must have a bona fida identification and be able to produce this identification on request. They must also complete the Event Registration Form a copy of this registration form is enclosed within this appendix.

BRFC will ensure that participates and parents are informed that a photographer/camera person will be in attendance at the event and ensure that they are content for both the taking and publication of films or photographs.

BRFC will not allow any unsupervised access to any member of BRFC Mini and Youth Section or any one-to-one photo sessions.

BRFC will not approve any photo session outside the event or at a player's home.

Any parent/carer who is intending to photograph or video at an event should be made aware of these guidelines. Parents/carers should be prepared to identify themselves, if requested, and state their reason for photographing/videoing. Coaches are to remind all parents/carers within their age groups that they must obtain and complete a registration form prior to taking any photographs both at home matches/training sessions and this permission must also be sought from a host club for matches and/or tournaments.

In addition parents/carers should be informed that if they have concerns about inappropriate or intrusive photography/filming these should be reported to the event organiser or official and recorded by the BRFC Safeguarding Officer in the same manner as any other child protection concern.

BRFC Coaches/Administrative staff should approach and challenge any person taking photographs who has not made themselves know to them. The BRFC Safeguarding Officer may have to refer the incident to the local police if the person continues to record images unauthorised.

Images taken by the official BRFC Photographer(s) may be used on the BRFC Website. The BRFC Webmaster will ensure that photographs which are published comply with the guidance set out in Appendix A to the BRFC Safeguarding Policy. All parents are to be informed of this on a regular basis. If any parent/guardian does not wish any photographic images to be placed on the website them must inform the Chairman of this in writing.

Parents/guardians who wish to take photographic images of their children on a regular basis are to be encouraged to apply for a Photographic Permit. An application for a Photographic permit is included in this appendix. Permits will be valid for the current season and must be renewed annually. When children

whose parents hold a current Photographic Permit issued by the Mini and Youth Section BRFC attend any organised competition/tournament they are to check with the event organiser and where required complete an event registration form. A copy of this document is included within this appendix.

Parents who apply for a Photographic Permit are to ensure that they comply with the guidelines set out in this appendix. When parents wish to take photographic images of their children during matches they are to request the age group coach to approach the coach of the other team(s) to enquire if there are any reasons why photographic images may not be taken.

The BRFC Assistant Safeguarding Officer is to compile a register of all parents who hold a current Photographic Permit. Details of register are to be issued to all age group coaches on a regular basis

EVENT REGISTRATION FORM

Event Title:

Date of Event:

Name of Photographer:

Media/Parent/Guardian/Carer (Please indicate):

Address:

Telephone No:

Purpose of Photography/filming:

I wish to take photographs or recorded images at this event. I agree to abide by the event organisers' guidelines and confirm that the photographs or recorded images will only be used appropriately.

Signed:

Please complete this registration form and return it to the event organiser. The authorisation slip will be returned prior to the commencement of the event.

From BRFC

To:

Your request to be permitted to take photographs/record images at (enter event details)
is approved.

Signed on behalf of BRFC

APPLICATION FOR A PHOTGRAPHIC PERMIT

Parent(s) Details	
Name	
Contact No:	
Child Details	
Name:	
Age Group	

I requested that I be provided with a BRFC Mini and Youth Section Photographic Permit.

I understand that I must comply with the guidelines set out in the BRFC Policy Documents and Codes of Conduct and that failure to do so will result in my permit being revoked.

I am aware that this permit is valid for the current season only and should I wish to take photographic images in following seasons I must re-apply.

When attending competitions/tournaments I agree to if required complete any event applications as required by the event organisers and comply with the guidelines set out by them

Signed:

Date:

BRFC CORE VALUES CODES OF CONDUCT

Rugby Union's five core values of Teamwork, Respect, Enjoyment, Discipline and Sportsmanship, commonly known as TREADS clearly define the Blandford RFC ethos and provides guidance on how all our members should behave with each other, both on and off the field. TREADS represents the very qualities which forge the fellowship and sense of fair play that is so essential to the spirit of the game and our Club's ongoing success.

Blandford RFC believes that Rugby Union is far more than a game and that the enjoyment derived from taking part or being a member of the club is far more than winning (particularly at all costs)

As a club we look to all our members to uphold the Core Values both on and off the pitch. Members are encouraged to actively demonstrate these values and encourage others to do the same.

To assist in this Blandford RFC have produced a booklet for all members detailing how to meet the expectations of the Core Values, which are also set out below.:

Players Code

All Club Coaches, Administrative Staff and Parents of Mini & Youth players should encourage all players to:

- Recognise and appreciate the efforts made by all coaches, parents, match officials and administrators in providing the opportunity for them to be able to play rugby and enjoy the rugby environment.
- Understand the values of loyalty and commitment to coaches and fellow team mates.
- Understand that if an individual or group of players feel they are not being treated in a manner that is acceptable, then they should raise their concerns with Club Officials.
- Take part in rugby because they want to do so, not because they want to please coaches, parents or others.
- Remember that skill development, fun and enjoyment are the most important part of the game. Be attentive at all training and coaching sessions.
- Work equally hard for themselves and their fellow team mates, both will then benefit.

- Recognise good play by any players either on their own team or by their opponents.
- Be a good sportsperson – win with dignity, lose with grace. Play to the rules of the game and accept without question, all referee's decisions even if they appear to be incorrect.
- Control their emotions. Verbal or physical abuse of team mates, opponents, coaches, match officials or spectators is not acceptable behaviour.
- Treat all players, as they would be like to be treated themselves. Do not interfere with, bully or take advantage of any player.

Coaches Code

All Coaches involved with the club are to comply with the Coaches Code set out below:

- Be a positive role model and remember what this implies.
- Respect the decision of match officials even if they appear to be incorrect. (Remember it could be you officiating at the next match.) Ensure that all the players they are responsible for also respecting that decision
- Coaches should ensure that their knowledge and coaching strategies are in line with the current RFU philosophy and are up to date.
- All coaches must ensure that they coach to the rules laid down in the Rugby Continuum and ensure that they keep themselves abreast of any rule changes
- Never allow a player to train or play when injured.
- Provide experiences, which are matched to the players age and ability, as well as their physical and mental development.
- Ensure that all players are coached in a safe environment and that there are adequate first aid facilities available.
- All coaches are to ensure that they do not overplay the best players. Within Blandford RFC Mini and Youth Section it is the policy that all within an age group have the opportunity to play matches.
- Ensure that their age group has a suitable number of adults to supervise all activities undertaken.
- Ensure that players are not exposed to extremes of heat, cold or an unacceptable risk of injury. Coaches of younger players should ensure that

their parents/carers are fully briefed on the measures which they should undertake to provide their children with the appropriate clothing and the reasons why a match or coaching session might be curtailed early.

- Keep winning and losing in perspective – encourage players to behave with dignity in all circumstances. This is particularly important in Mini and Youth games.
- Develop an awareness of nutritional needs as part of an overall education in lifestyle education.
- Recognise that it is illegal for players under the respective legal age limits to smoke or drink alcohol. The legal age limit to purchase tobacco is 18 and the legal limit to drink alcohol is also 18. Coaches should actively discourage both smoking and drinking.
- All coaches are to be familiar with the contents of the Club Policy documentation which is available from the club website.

Spectators Code

Spectators will be encouraged to:

- Act as positive role models to all players while you are on the sidelines.
- Be familiar with, and abide by the club and RFU Guidelines in relation to verbal and emotional abuse.
- Respect the rules and guidelines set out by the club.

All spectators should:

- Remember the players and especially children play sport for their enjoyment and not that of the spectators or parents.
- Acknowledge good individual and team performance from all players irrespective of the team for whom they play.
- Respect match officials' decisions. Remember – they are volunteers providing an opportunity to play rugby.
- Never verbally abuse players, match officials, fellow spectators or coaches. Such behaviour can create a negative environment for players and their behaviour will often reflect this.
- Acknowledge effort and good performance rather than the “win at all costs” ethic.

- Verbally encourage all players in a positive way. If you do want to shout, make sure it is “for” and not “at” the players.
- Encourage all players irrespective of their ability – never ridicule any individual player regardless of the team for whom they play.

Parents Code

Blandford RFC encourages Parents/Guardians/Carers to:

- Be familiar with the coaching and match programme in order that they can ensure that their child is fully involved and the coaches are aware of their availability.
- Be familiar with the teaching and coaching methods used by observing the coaching sessions in which their child participates.
- Be aware that Blandford RFC has a Duty of Care to ensure that the safety of players and therefore, where appropriate, assist coaches with the supervision of players, particularly where numbers are large and there is a need to transport players to away fixtures.
- Be involved with Blandford RFC activities and share their expertise, qualifications or skills.
- Share concerns, if they have any, with Blandford RFC officials.
- Be familiar with the Blandford RFC Codes of Conduct contained within this document and the Conduct Guidelines set on in the RFU Continuum. In particular be aware that coaches should recognise the importance of fun and enjoyment when coaching players, and coaches should keep winning and losing in perspective, encouraging players to behave with dignity in all circumstances. Support coaches in instilling these virtues to their children.
- Remember that young people play rugby for their enjoyment – do not force them if they do not want to play.
- Focus on the efforts of the player – not on winning.
- Be realistic about the ability of their child, do not push them towards a level that they are not capable of achieving.
- Provide positive verbal feedback, both in training and during any games.
- Remember that persistent negative messages will adversely affect the players’ and referee’s performance and attitude.

- Always support Blandford RFC in their efforts to eradicate loud, coarse and abusive behaviour from the game.
- Remember that all young people learn much by example.
- Always show appreciation of good play from any player from either Blandford RFC or the opposing team.

Respect any decision made by match officials, even if they appear to be incorrect, and encourage the players to do the same

DEALING WITH MEDIA ENQUIRIES

Child abuse is an issue which will quite correctly generate media interest. The RFU has developed a comprehensive programme to ensure that all who deal with young people are provided with the expertise to undertake their role in a correct and professional manner.

BRFC will ensure that all enquiries from the media are dealt with jointly by the Chairmen, Vice Chairman and the Honorary Secretary and when involving youth players, the Safeguarding Officer. Advice and guidance will be sought from the Regional RFU Press Officer whose contact details are set in the RFU Welfare of Young People in Rugby Union Guidance document which is available from the RFU Website. Contact details are also held by the BRFC Safeguarding Officer.

If the BRFC is aware of an allegation of child abuse, then the Regional Press Officer is to be contacted at the earliest opportunity to ensure that the club is prepared for any approaches from the Press. It is important to remember that any incident could generate a large amount of media coverage no matter how minor the incident may be.

The RFU/RFUW now has a regional media team who can help when dealing with media enquiries. However, we as a club must ensure that the initial enquiry is handled in a way that does not aggravate the situation or generate negative publicity. It is also important to be aware of legislation that prevents the naming of children and young people in the media.

The RFU/RFUW is committed to investigating all allegations, the potential damage the publication of false allegations can do to an individual or club should not be underestimated.

Be Prepared

The Club Chairmen, Vice Chairman and the Honorary Secretary of BRFC have been appointed to handle media enquiries.

If any member of the administrative or coaching staff know of an allegation of child abuse they are to inform the officers named above in order that they can be prepared in advance for potential publicity.

Contact is to be made with the appropriate RFU/RFU Regional Press Officer and give them all the details.

Do not hide anything or pretend the situation is not as serious as it is or might become. The press can put a large headline on even the smallest story and it is important that the RPO is aware of all the details.

What to do when approached or contacted by a journalist

A journalist may hear of an alleged case of abuse from a source or directly from a relative or acquaintance of the alleged victim.

They are likely to try a number of different approach avenues to gain a response. It is worth remembering that a journalist may already have a story mapped out in their own mind so what you say, and how you say it, is important.

If any official of BRFC is approached by a member of the media, they ensure that:

- They clearly hear the name of the reporter. If you are unsure of the name, ask for it to be repeated. These details should be written down for future reference.
- Ensure that you clearly understand the question they are asking. The question(s) should also be recorded.
- Do not respond to any media enquiry by saying NO COMMENT. This response gives the impression that you are being guarded and have something to hide.
- Request that they provide you with a contact number where they can be easily contacted and what the deadline time is on their article.
- Immediately contact the Chairmen, Vice Chairman or Honorary Secretary.
- The Chairmen, Vice Chairman or Honorary Secretary are to notify the RFU Regional Media Officer to discuss the media approach and inform the Safeguarding Officer.

Once the Regional Press officer has been notified they will contact the RFU Child Protection Officer to formulate an appropriate response.

The club will be notified by the RFU Regional Press Officer of the response which is issued.

It is important to remember that stories of child abuse are rarely a one day story and the club as a whole must be prepared for a number of approaches from the media. Therefore, any subsequent media enquiries are to be dealt with in the same manner as the initial enquiry and contact the RFU Regional Press Officer.

It is vital that all concerned with BRFC are aware of a media attempt to gain an “off the record” comment. Journalists use this tool to get more information but with the undertaking that they will not publish what you say. Do not speak

off the record in any situation involving child protection issues. All coaches and administrative staff are to refer any media enquiries to the nominated press officers no matter how many approaches are made.

The flow chart below sets out the correct action when dealing with media enquiries.

DEALING WITH MEDIA ENQUIRIES

