

Cranbrook Rugby Football Club

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Family Welcome & Induction Pack

GIVE US A TRY



**THIS IS
RUGBY.**

2017-18

Teamwork Respect Enjoyment Discipline Sportsmanship

Cranbrook Rugby Football Club



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CODE OF RUGBY

Everyone involved in rugby in England, whether as a player, coach, referee, administrator, parent or spectator is expected to uphold the Core Values of our sport.

Core Values

Teamwork • Respect • Enjoyment Discipline • Sportsmanship

□
Play to win - but not at all cost.

□
Win with dignity, lose with grace.

□
Observe the Laws and regulations of the game.

□
Respect opponents, referees and all participants.

□
Reject cheating, racism, violence and drugs.

□
Value volunteers and paid officials alike.

□
Enjoy the game

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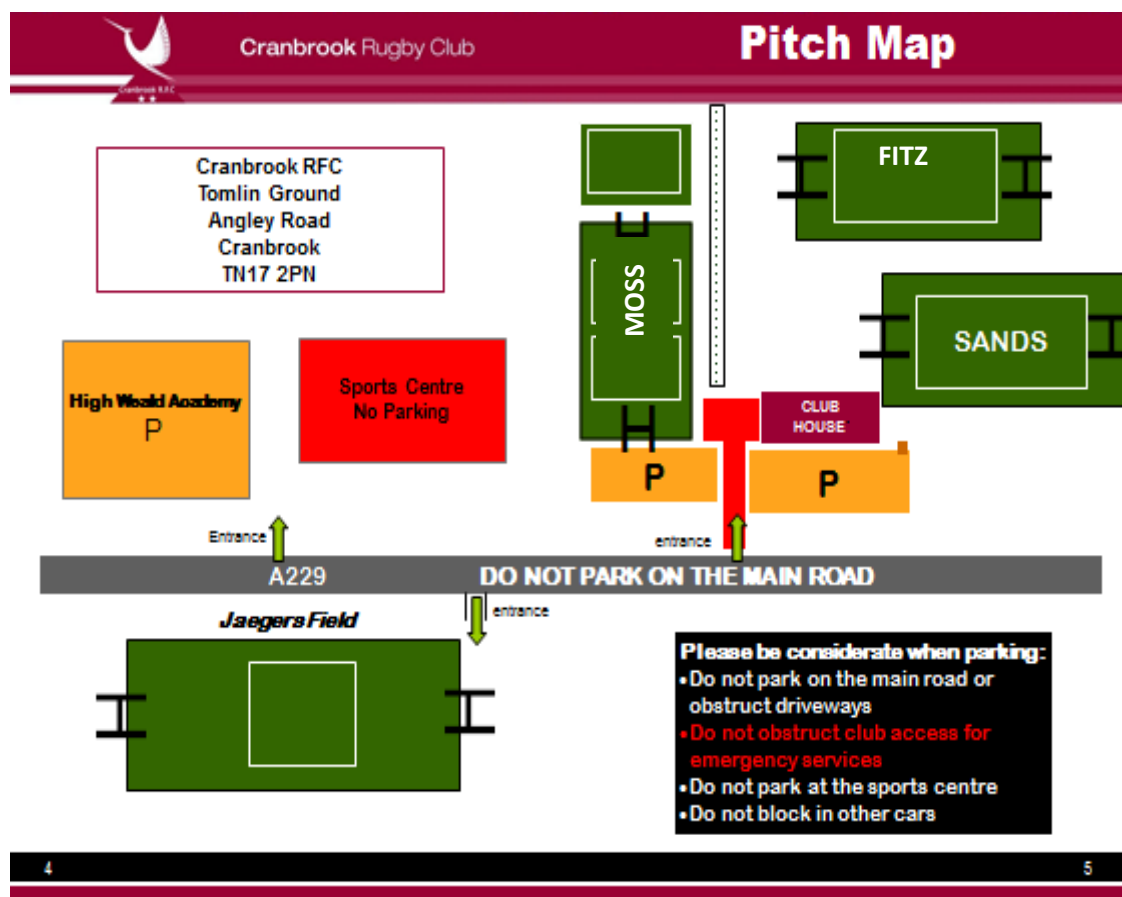
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1. Introduction

Welcome to Cranbrook Rugby Football Club. Involvement in rugby union can be a powerful and positive influence whether it is playing or in a supporting role and playing/participating in rugby or any sport from a young age can provide the foundation for a lifetimes enjoyment. Young people are the future of Cranbrook Rugby Football Club (CRFC). All players who participate in rugby at Cranbrook must do so in a safe and enjoyable environment. **CRFC** places the highest priority on the safety and enjoyment of all players and recognises that it has a duty of care towards young people within the sport of rugby.

2. Rugby Pitch locations



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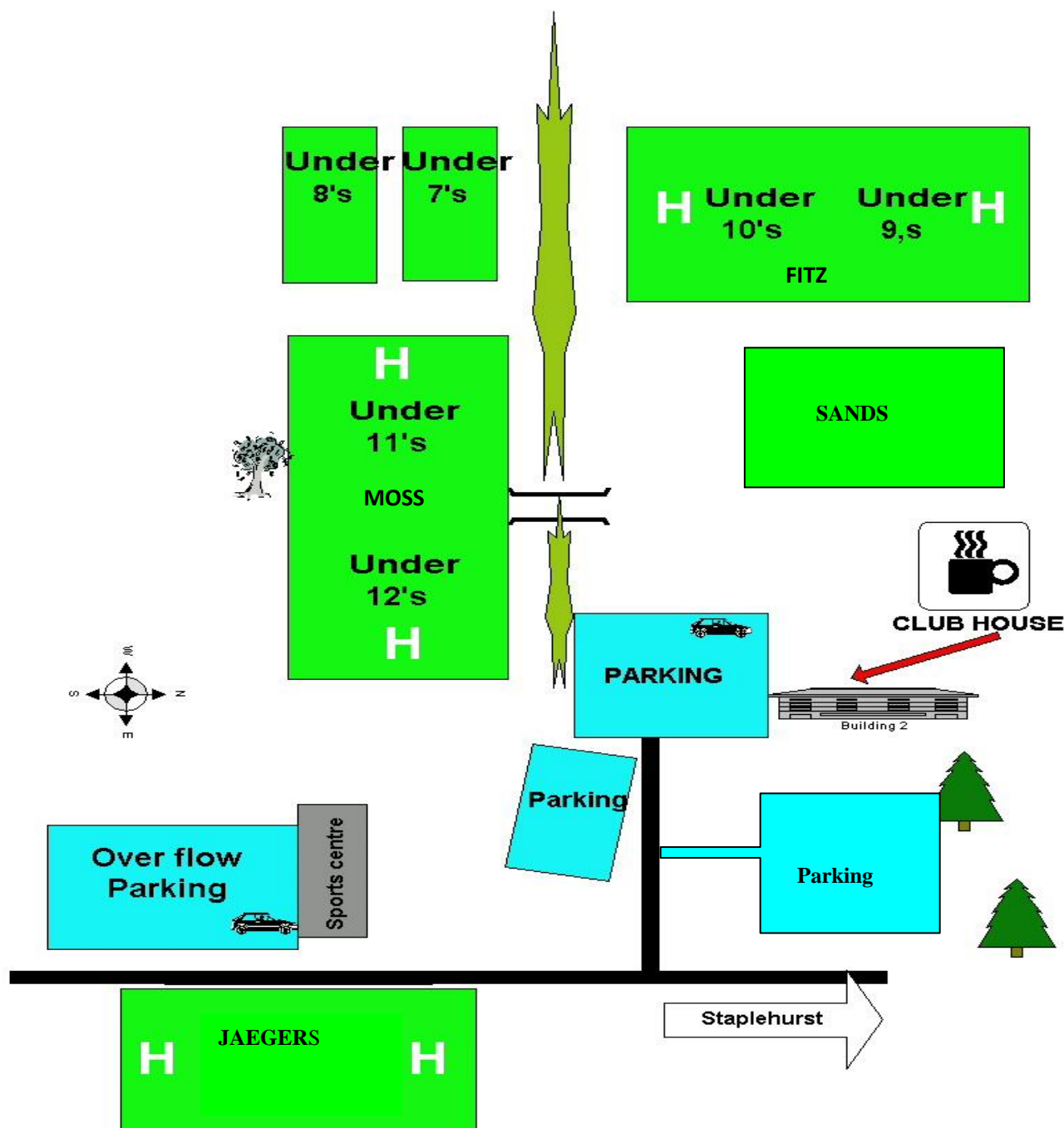
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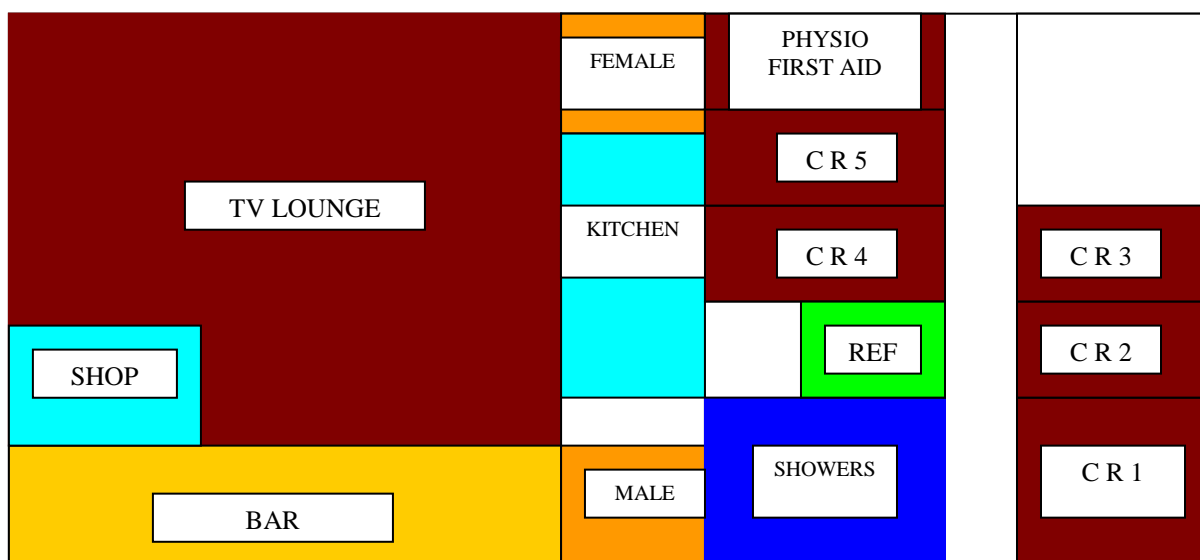


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3. Club House Facilities



- Male & Female toilets
- First Aid
- Bar and refreshments
- Changing room
- Showers
- Club shop

4. Age Group and Basic Rules

The rules of the game for Mini and Junior rugby change as the children move up the age groups from under 7 until they eventually reach full Rugby when they transfer to the senior club.

The idea is to introduce young players to the concepts and the rough & tumble of the game in a gradual process. They start at under 7 with four a-side tag rugby moving on to 9 a-side transitional contact rugby at under 9. To help parents get to grips with what rules are being applied at each age group a brief outline of the rules can be found here showing the major changes in the game as kids move through the age groups. Girls may train and play with boys up to and including u12 from which point there are specific regulations applicable to Girls rugby for the u13 to u18 age groups.

You might also want to read [The Beginners Guide to Rugby Union](#)

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Age Grade Rugby Guide

Structure		Get started			Tackle	Scrum		Lineout		Contest for the ball		Kicking	
Age Group	School Year	Max numbers	Max Pitch size	Ball Size		Max Numbers	Contest	Max Numbers	Contest	Ruck	Maul	From hand	At goal
U7	2	4	20x12	3	No - Tag only	N/A	N/A	N/A - free pass	N/A - free pass	N/A	N/A	No	No
U8	3	6	45x22	3	No - Tag only	N/A	N/A	N/A - free pass	N/A - free pass	N/A	N/A	No	No
U9	4	7	60x30	3	Yes - inc 'hold'	N/A	N/A	N/A - free pass	N/A - free pass	No	No	No	No
U10	5	8	60x35	4	Yes	Nearest 3	Uncontested	N/A - free pass	N/A - free pass	Yes - limit of 1 supporting player	Yes - limit of 1 supporting player	No	No
U11	6	9	60x43	4	Yes	Nearest 3	Strike only, no push	N/A - free pass	N/A - free pass	Yes - limit of 2 supporting players	Yes - limit of 2 supporting players	Yes - 'fly hack' not permitted	No
U12	7	12	60x43	4	Yes	Nearest 5	Strike only, no push	N/A - free pass	N/A - free pass	Yes	Yes	Yes - 'fly hack' not permitted	No
U13	8	13	90x60	4	Yes	6 - trained and willing	Strike and push	N/A - free pass	N/A - free pass	Yes	Yes	Yes	No
U14	9	15	100x70	4	Yes	8 - trained and willing	Strike and push	13	Uncontested	Yes	Yes	Yes	Yes

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If you wish to look at the latest detailed laws laid down by the Rugby Football Union, they can be found at the following website [RFU - Governance](#).

Links to the various age grade regulations are listed below-when accessing from your computer.

[RFU Regulation 15: Age Grade Rugby](#)

[RFU Regulation 15 - Guidelines](#)

[Appendix 1 A - New rules Under 7 and Under 8](#)

[Appendix 1 B - New rules Under 9](#)

[Appendix 1C - New rules Under 10](#)

[Appendix 1D - New rules Under 11](#)

[Appendix 1E - New Rules Under 12](#)

[Appendix 2 - Boys Under 13 to Under 18 Variations to World Rugby Laws](#)

[Appendix 3 - Girls Under 13 to Under 18 Variations to World Rugby Laws](#)

If you ever have any questions always feel free to ask the coaches in your age group and they will explain what it's all about!

The club provides the incoming U7 coach with a tent/marquee to take to Festivals at the start of their journey in the mini's section. It is the responsibility of that age group to then look after the tent/marquee but should this be damaged in any way it will not be replaced. Most age groups raise money through their own fund raising to supplement or replace their tent/marquee.

4.1 Player Registration

Registration for all youth players is mandatory. RFU Youth registration forms must be completed for all mini and junior players and returned to the Club Youth Registrar. Team Managers may be required to produce for inspection, registration numbers for each player when participating in fixtures and festivals.

CRFC encourages parents to complete the annual **CRFC** subscription form and the RFU registration in the first 4 weeks of the season.

4.2 Safety

If a player appears injured, the referee must stop play immediately. He/she must not wait for the ball to go dead, or for anything else. The whistle must be blown at once. It's better to be safe than sorry! Obviously the referee must use judgement – players don't want to stop for every knock – but it is usually possible to tell when a child is hurt. Take no chances **act fast** – but act with caution. An injured player must not be moved. Essentially other people/players must be stopped from rushing in and hauling the player to his/her feet. They may mean well, but they could make the damage worse. If you find yourself in this situation concentrate on the vital things. If there is difficulty in breathing, **remove the mouth** guard to aid breathing and ensure the player has not swallowed their tongue. If they have **hook it out** at once. Is there bleeding leave the field for treatment but still do not move the player. Instead invite him/her to get up. If it still hurts them to move, let them stay where they are and send for

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expert help. If they seem stunned they may have been concussed – if so they cannot continue to play and must **leave the field** and have a medical examination. Please refer to the RFU Concussion guidelines [Headcase - Prevent Concussion in Rugby](#).

4.3 Dangerous Play

Dangerous play can cause injury. Coaches and referees must be particularly vigilant to prevent it.

- (a) High tackling (level with or above the arm pit) is dangerous – penalise it.
- (b) Collapsing a ruck or maul is dangerous – penalise it.
- (c) Sloppy scrummaging leads to collapsed scrums – keep the heads no lower than the hips.
- (d) Hands off and fend offs are dangerous (u7-u12) – penalise it
- (e) Tripping with the foot is dangerous – penalise it.
- (f) Hanging on to the ball while lying on the ground is dangerous (to the holder) – penalise it
- (g) There will always be knocks and bumps in Mini/Midi Rugby, but if dangerous play is eliminated, then many serious injuries will never happen. After a stoppage for injury, restart play with a free pass or a scrum to the team who had possession of the ball immediately prior to the stoppage.

4.4 Medical Provision

CRFC has first aiders in all age groups. If parents have similar training please volunteer to be the 1st Aider for your child's age group and get yourself added to the club's list of first aiders.

4.5 Discipline

If the referee decides to send a player off, he/she must stop the match, call the individual player aside from the other players and invite the coach of that player onto the field. The referee must explain to the coach and the player why he/she feels that the player's behaviour is unacceptable, and instruct the coach to provide a substitute. The player is to take no further action in that match or festival. It is the responsibility of the coach to speak to and educate the player as to why he/she was sent off.

4.6 Kit and Protective Equipment

The safety of the player is paramount. **Zips are not permitted on any clothing whilst training or playing.**

It is important that children have adequate clothing to keep warm and dry at both training sessions and matches. A tracksuit or sweatshirt, hat, gloves and a waterproof jacket are recommended.

CRFC recognises that the wearing of protective equipment by players of all ages is an individual decision.

However, for youth players (those under 18 years of age) the Club as a minimum strongly recommends that a good well fitted mouth guard is worn along with head guards and shin pads at all training sessions and matches. The wearing of other types of protective equipment by any player i.e. shoulder pads, forearm protector, mittens etc is a personal preference. Whatever protective equipment is worn it **MUST** be IRB approved (displaying the label of proof) and be the correct size and fitting for the player who is wearing it.

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5.0 Roles and Responsibility.

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

5.1 The CRFC Good Coaches Code

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

FUN - ENJOYMENT - SKILL DEVELOPMENT

- a) Recognise the importance of fun and enjoyment when coaching young people. Most learning is achieved through doing.
- b) Appreciate the need of the players before the needs of the sport
- c) Be a positive role model.
- d) Keep winning and losing in perspective – encourage young people to behave with dignity in all circumstances.
- e) Respect all referees and the decisions they make and ensure that all the players recognise that they must do the same.
- f) Provide positive feedback in a constructive and encouraging manner to all young people, both during coaching sessions and games.
- g) Provide experiences which are matched to the young players' ages and ability as well as their physical and mental development.
- h) Ensure all youngsters are coached in a safe environment, with adequate first aid readily to hand.
- i) Avoid the overplaying of the best players by using a squad system which gives everybody a satisfactory amount of playing time.
- j) Never allow a player to train or play when injured.
- k) Ensure good supervision of young players, both on and off the field.
- l) Recognise that young players should never be exposed to extremes of heat, cold, or unacceptable risk of injury.
- m) Develop an awareness of nutrition as part of an overall education in life style management. Recognise that it is illegal for young players under 18 to drink alcohol.
- n) Ensure that their knowledge and coaching strategies are up to date and in line with RFU philosophy.
- o) Be aware of, and abide by, the RFU recommended procedure for taking young people on residential tours at home and abroad.
- p) Be aware of and abide by the policies outlined in the RFU child protection guidance.

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5.2 The CRFC Good Parent's Code

In Rugby Union coaches and administrators both fully acknowledge that parents are an integral part of the partnership, which ensures that young players enjoy their involvement in the sport and experience an environment in which they can flourish. **No child makes mistakes on purpose.**

Parents are encouraged to:

- a) Be familiar with the coaching and training programme in order that you can ensure that your child is fully involved and the coaches are aware of their availability.
- b) Be familiar with the teaching and coaching methods used by observing the sessions in which your child participates.
- c) Be aware that the club has a duty of care and therefore, where appropriate assist coaches with the supervision of the young players, particularly where numbers are large and there is a need to transport youngsters to away games.
- d) Be involved with club activities and share your expertise.
- e) Share your concerns, if you have them with club officials.
- f) Be familiar with the "Good Coach's Code" in particular
 - a. Coaches should recognise the importance of fun and enjoyment when coaching young players.
 - b. Coaches should keep winning and losing in perspective, encouraging young players to behave with dignity in all circumstances.
- g) It is important that parents support coaches in instilling these virtues.

Parents should:

- a) Be responsible for your child once coaching has finished.
- b) Dress your child for the appropriate weather conditions and have spare warm clothing.
- c) Protection – gum shields and studs which are approved by the RFU (optional are shin guards and head protection).
- d) Ensure that your child has drinks and food available for between games or breaks in coaching.
- e) Remember that young people play rugby for their own enjoyment not that of their parents.
- f) Encourage young people to play – do not force.
- g) Focus on young peoples' efforts, rather than winning or losing.
- h) Be realistic about the young players' abilities; do not push them towards a level that they are not capable of achieving.
- i) Provide positive verbal feedback both in training and during the game.
- j) Remember that persistent, negative messages will adversely affect the players' and referee's performance and attitude.
- k) Always support **CRFC** in its effort to eradicate loud, coarse and abusive behaviour from the game. Remember young people learn much by example.
- l) Always show appreciation of good play by all youngsters both from **CRFC** and the opposition.
- m) Respect decisions made by the match officials and encourage the young players to do likewise.
- n) Ensure all guests conform to the good spectator's code.

No child makes mistakes on purpose. AVOID the negative, APPLAUD the positive.

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5.3 CRFC Good Players Code

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

Players are encouraged to:

- a) Recognise and appreciate the efforts made by **CRFC** coaches, parents, match officials and administrators in providing the opportunity for you to play the game and enjoy the rugby environment.
- b) Understand the values of loyalty and commitment to team mates.
- c) Recognise that every young player has a right to expect their involvement in rugby to be safe and free from all types of abuse.
- d) Understand that if an individual or group of young players feel that they are not being treated in a manner that is acceptable, then you have a right to tell an adult either at the club or outside of the game.
- e) Play because you want to, not to please coaches or parents.
- f) Remember that skill development, fun and enjoyment are the most important parts of the game.
- g) Be attentive at all training and coaching sessions.
- h) Work equally hard for yourself and your team.
- i) Recognise good play by all players on your team and by your opponents.
- j) Be sporting win or lose.
- k) Play to the laws of the game and accept without question all referees decisions.
- l) Control your emotions. Verbal or physical abuse of team mates, opponents, or match officials is not acceptable.
- m) Treat all players, as you would like to be treated. Do not interfere with, bully, retaliate or take advantage of any player.

5.4 The CRFC Good Spectators Code

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

Spectators are encouraged to:

- a) Act as positive role models to all young players.
- b) Be familiar with, and abide by, the RFU Child Protection Guidance in relation to verbal and emotional abuse.
- c) Respect the Rugby Club policy with regard to spectator behaviour.
- d) Spectators should remember children play sport for their enjoyment not that of the spectators.
- e) Acknowledge good individual and team performance from ALL youngsters irrespective of which team they play for.
- f) Respect match officials decisions. REMEMBER, they are volunteers providing an opportunity for youngsters to play rugby.
- g) NEVER VERBALLY ABUSE YOUNG PLAYERS, MATCH OFFICIALS, FELLOW SPECTATORS OR COACHES. Such behaviour can create a negative environment for young players and their behaviour will often reflect this.
- h) Acknowledge effort and good performance rather than the 'win at all costs' ethic.

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- i) Verbally encourage all youngsters in a positive way. If you do want to shout make sure it is 'for' not 'at' the players.
- j) Condemn bad language, rude behaviour and violence.

5.5 CRFC Anti bullying Policy

This is an extract of the CRFC Anti bullying Policy. The full policy can be found at www.cranbrookrugby.com. Bullying of any kind is not acceptable at **CRFC**. The RFU/and CRFC are a "telling" culture where bullying is concerned. **CRFC** Mini/Junior rugby Section has adopted this culture in line with the guide lines laid down by the RFU on Bullying. **CRFC** Mini/Junior rugby Section expects anyone be they adult or young person who knows that bullying is happening to report it to the **Club Safeguarding Officer, Michelle Forknall**

It is the responsibility of all adults with the Mini/ Junior Section of **Cranbrook Rugby Football Club** to ensure that all young people within the club are able to enjoy the sport of rugby in a safe enjoyable environment.

Main signs and symptoms of bullying

A child may indicate by signs and symptoms of 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

BULLYING WILL NOT BE TOLERATED UNDER ANY CIRCUMSTANCE.

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6.0 Child Protection

The latest Safeguarding Policy is posted on the Club notice board and on the Club Policies page of the website www.cranbrookrugby.com

A MESSAGE FROM YOUR SAFEGUARDING TEAM

Dear Members/Parents/Guardians:

As you are probably aware, the RFU requires that all Rugby Clubs have appointed Safeguarding Officers and put in place a Safeguarding Policy. We would like to take this opportunity to introduce you to both, and go over some basic rules that we hope will ensure that you and your child(ren)'s experience at CRFC is as safe, fun and rewarding as possible.

The role of the Safeguarding Officer is to act as a point of contact within the club with regard to all issues relating to the welfare and safeguarding of young people and to ensure that all appropriate documentation is completed in accordance with the RFU Policy and Procedures for the Welfare of Young People in Rugby Union. This includes ensuring that we have up-to-date Policies and Codes of Conduct and that all of our volunteers have completed the necessary documentation.

These Policies and Codes have been designed to protect your child(ren), yourself and our volunteers. As well as the Safeguarding Policy, there are Codes of Conduct for coaches, parents, players, spectators and match officials. All of these (and more!) are available to view on the Club website and are posted on the notice board in the clubhouse. Please do take the time to familiarise yourself with them.

There are also some simple rules that will help make life easier for everyone at the club if they are observed:

- Children should never be left alone or dropped off alone at the club. Our coaches have not volunteered to be child-minders! If you cannot be pitch-side, for however short a time, the Head Coach of your age group must be informed and another adult must take responsibility for your child and be aware that they are doing so. This includes having an emergency contact number. It is extremely important that your child and your child's coaches are made aware of who has responsibility in your absence.
- Your child should be adequately dressed for the weather conditions, the Head Coach of your age group will be able to offer good advice in this regard, but some general points are that garments with zips are not allowed (for reasons of safety) and that man-made fabrics are preferable to cotton (there is a good range of sport undergarments ("skins") on the market).
- From U9s upwards, children will not be able to participate without a fitted mouth guard. It may be advisable to have one for U8s as well, once again your Head Coach will advise.
- It is important that your child has water available to drink throughout the session.
- Please always consider the time and dedication put in by our volunteers – coaches, first aiders, committee members and more. Without them we would not have a club at all.

Finally, if you have any queries regarding any of the above issues, please feel free to contact a member of the Safeguarding Team.

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Safeguarding Children Policy

- a) Cranbrook Rugby Football Club acknowledges its responsibility to safeguard the welfare of all children involved in Cranbrook from harm.
- b) Cranbrook RFC confirms that it adheres to the Rugby Football Union's Safeguarding Policy and the procedures, practices and guidelines and endorses and adopts the Policy Statement contained in that document.
- c) A child is 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 that his safety and wellbeing are protected.
- d) The Key Principles of the RFU Safeguarding Children Policy are that:
- e) The welfare of the child is paramount.
- f) All participants regardless of age, gender, ability or disability, race, faith, size, language or sexual identity have the right to protection from abuse or harm.
- g) All allegations or suspicions of abuse, neglect, harm and poor practice will be taken seriously and responded to swiftly, fairly and appropriately.
- h) Working in partnership with other organisations, statutory agencies, parents, carers, children and young people is essential for the welfare, health and development of children and young people.
- i) Children have the right to expect support and personal and social development delivered by an appropriately recruited, vetted and managed individual and that support and development should relate to their participation in rugby union whether as players, volunteers or officials in the community or professional areas of the sport.
- j) Cranbrook RFC recognises that all children have the right to participate in sport in a safe, positive and enjoyable environment whilst at the same time being protected from abuse, neglect, harm and poor practice. Cranbrook RFC recognises that this is the responsibility of everyone involved, in whatever capacity, at the club.
- k) Cranbrook RFC will implement and comply with the RFU Code of Conduct and the Codes of Conduct for Coaches, Spectators and Officials as appropriate. Cranbrook RFC will ensure its spectators, parents, members and officials are all aware of and have accepted the club Photographic Policy as set out on the Club Policies pages of the club website.
- l) Cranbrook RFC will endeavour to comply with the RFU Cyber guidance recommendations.
- m) The Club Safeguarding Officer is:

Michelle Forknall

Pleasant Acres
Brishing Rd
Chart Sutton
ME17 3SW

Tel: 01622 744180/ 07834 131511

E-mail: michellef@uwclub.net



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Safeguarding Children Policy

If you witness or are aware of an incident where the welfare of a child 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 National Safeguarding Team. If an incident involves the Club Safeguarding Officer you should inform the Club Secretary, Caroline Cannar email: carolinecannar@tiscali.co.uk and either the CB Safeguarding Manager or the RFU National Safeguarding Team.

- n) All members of Cranbrook RFC who have a regular supervisory contact with children or a management responsibility for those working with children must apply for a Disclosure and Barring Service Clearance.
- o) Cranbrook RFC 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 or children.
 - Consuming excessive alcohol whilst responsible for children.
 - Providing alcohol to children or allowing its supply.
 - Smoking in the presence of children.
 - Humiliating children.
 - Inappropriate or unnecessary physical contact with a child.
 - Participating in, or allowing, contact or physical games with children.
 - Having an intimate or sexual relationship with any child developed as a result of being in a 'position of trust.'
 - Making sexually explicit comments or sharing sexually explicit material.
- p) Cranbrook RFC manages the changing facilities and arranges for them to be supervised by two adults (RFU DBS checked) of the appropriate gender for the players using the facilities. Cranbrook RFC 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.
- q) Cranbrook RFC will ensure that its coaches and team managers 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 and is appended hereto.
- r) Any events held on Cranbrook RFC 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 Cranbrook RFC must comply with the relevant RFU Regulations and Guidance relating to tours.

Signed
Date

5th September 2017

Club Safeguarding Officer

Cranbrook Rugby Football Club



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Safeguarding Children Policy

Assistant Safeguarding Officers

Karen Carney
49 Slaney Road
Staplehurst
Kent
TN12 0SE

Email: karenannmay@hotmail.com



James Fraser
St Helens
Moor Hill
Hawkhurst
TN18 4NY
Tel: 01580 752488
Email: jmfraser@themoor.net



7.0 How Can You Help

The club encourages parents to take an active role on the field and off, as coaches, refereeing, volunteering to help out in other ways at the club.

- **Coaching**

Please talk to your child's lead coach if you are interested in coaching. The RFU is committed to offering a world-leading coaching development service, from helping volunteers who want to coach junior tag rugby on a Sunday morning to assisting people who aim to reach a professional coaching standard. There is a range of practical and theoretical courses to cover these differing aspirations, offered in all parts of the country. See [Coaching Rugby Union](#) at [RFU - Home page](#)

Anyone wishing to undertake training should contact the Club Coaching Coordinator, David Martin
david.f.martin@gmail.com

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• Volunteering

If you feel you would like to help out at the Club please make contact with david.f.martin@gmail.com the CRFC Club Volunteer Coordinator.

CRFC Volunteer Form

Name:

Date:

Phone Number: Home

Mobile

E-Mail Address:

I would like to express an interest to volunteer/ find out more information to help in the following areas:

Category	Tick If Interested
Coaching / Assisting	
Catering on Sunday mornings	
Running Club Kit Shop	
Publicity and Club Communication	
Administration	
Sponsorship	
Fund Raising	

Other activities / tasks that you could assist with:

Previous voluntary roles at other clubs or experience working with/ mentoring children:

Please forward your completed form to David Martin via the Clubhouse or to david.f.martin@gmail.com

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8.0 Communication

- a) Web site www.cranbrookrugby.com
- b) Because of the numbers in each age group, the lead coach / admin parent of each age group will send out a weekly communication via email about each week's activities and other activities happening within the club. If you do not receive these emails please make contact with the lead coach via the Club website.

9.0 Selection Policy

There should be no streaming in competitive games until under 9's when size, positional play and physicality becomes a major issue, except for maybe two or three key festivals where we will be asked to enter A and B and possibly C sides if numbers allow.

There should be NO streaming in training – strong players should mix with those that need developing. It is recommended each group divides its children into squads of equal ability (eg. Tigers / Lions / Panthers) for the entire season. These squads take in turn to represent the age grouping competitive fixtures where we have limited opposition, but at home games **ALL** players must have an opportunity to play against another club.

For an away fixture if the weather is looking doubtful please check your email, texts or Facebook. The group name for the minis/junior section is Cranbrook RFC Youth.

Cranbrook Rugby Football Club

R.F.U.

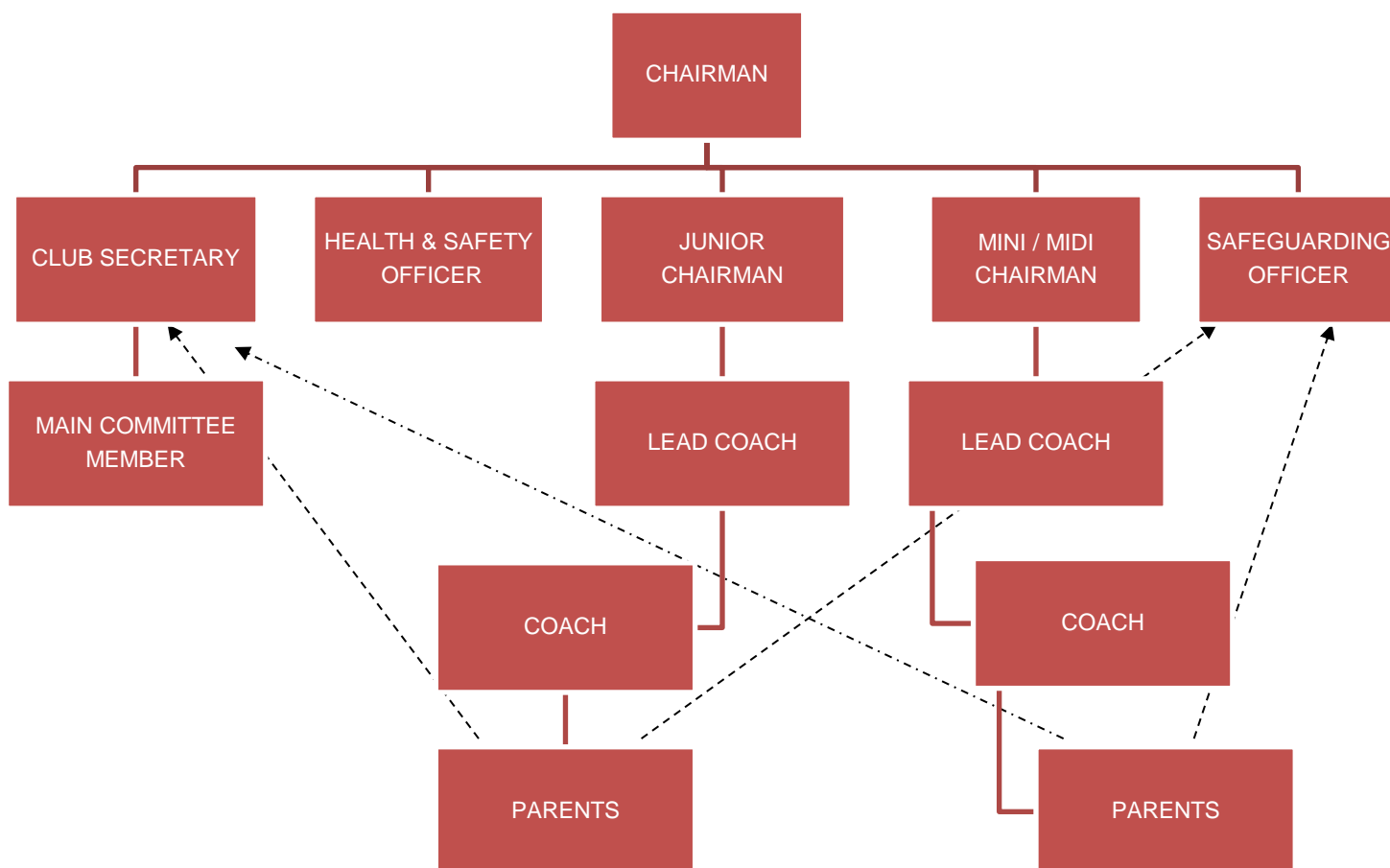


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Family Welcome & Induction Pack

10.0 Club Structure



Cranbrook Rugby Football Club



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11.0 Appendices

11.1 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, eg a medical or psychological condition, and coaches may therefore require specific or additional guidance. These and any other specific needs the child may have should be discussed with parents/carers 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[1]. 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.

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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.

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11.2 Insurance

Public Liability Insurance

All individuals involved with your club, either as administrators, coaches, officials, referees or players, should do everything reasonable to ensure they do not cause injury or financial loss to anyone or damage to anyone's property. If their actions do cause injury, loss or damage and 'negligence' can be proved, they become legally liable to pay compensation.

The RFU has arranged protection with RSA for **all RFU clubs in National League 1 and below, referees and officials**, which embraces a **wide range of activities, including social, fundraising and administrative** activities.

The Public Liability cover provides a limit of indemnity of £25m each and every claim, with an excess of £250 to be paid by your club in respect of property damage claims only. In addition, the cover includes:

- **Products Liability** - £25m limit of indemnity, each and every claim and per policy year
- **Abuse cover** - £15m limit of indemnity, each and every claim and per policy year
- **Legionellosis** - £15m limit of indemnity, each and every claim and per policy year
- **Legal defence costs** - £500,000 each and every claim and per policy year
- **Member to member cover**

Professional Indemnity insurance - cover is now included should a claim for compensation be made against you for **financial loss** allegedly caused by **negligent errors or omissions in advice** that you have provided. This includes **defamation** cover.

This is a summary of the cover provided. For full details please refer to the cover schedule and policy wording.

A copy of the policy wording is available from [Perkins Slade](#).

RFU SUMMARY OF PERSONAL ACCIDENT BENEFITS

Perkins Slade is a trading name of Howden UK Group Limited, part of the Hyperion Insurance Group. Howden UK Group Limited is authorised and regulated by the Financial Conduct Authority in respect of general insurance business. Registered in England and Wales under company registration number 725875. Registered Office: 16 Eastcheap, London EC3M 1BD. Calls may be monitored and recorded for quality assurance purposes.

The RFU arranges personal accident protection at its discretion for and on behalf of affiliated clubs and/or constituent bodies and/or schools and/or referee societies and any other club, team or group which carries the approval of the RFU.

Who is covered and when does cover apply:

Benefit

Age of insured person on date of accident 16 years and over Under 16 years 1. Death £50,000 £20,000

2. Loss of 2 or more limbs or loss of both eyes or one of each or loss of hearing in both ears £250,000 £250,000

3. (a) Loss of one limb or loss of one eye £25,000 £25,000 3. (b) Permanent total loss of speech £25,000 £25,000 3. (c) Loss of hearing in one ear £25,000 £25,000

4. (a) (i) Permanent total disablement from the insured person's usual occupation; or £50,000 Not applicable

4. (a) (ii) Where the insured person has no usual occupation but is not under the age of 25 years and in full-time education - then permanent total disablement shall be from gainful employment for which the insured person is fitted by way of training or experience; or £50,000 Not applicable

Where the insured person is under the age of 25 years and in full-time education, please refer to benefit 4 (b) 4. (b) Permanent total disablement from gainful employment of any and every kind £500,000 £500,000

For further information regarding catastrophic brain or spinal injuries please contact Perkins Slade on 0121 698 8001.

Members of the armed, police, fire or prison services 4. (a) (i) is replaced with the following benefit

4. (a) The injured person has a specialist trade and is unable to perform a similar trade outside the service due to the injury or because the trade is not performed outside the service £50,000

4. (b) When the injured person has no specialist trade within the service and is demoted or medically discharged from the service because of the injury OR when the insured person has a specialist trade and whilst able to carry out the same or similar trade outside the service is discharged from the service because of injury £25,000

A full time member of the armed forces, police, fire or prison service shall mean that the insured person is in such occupation for more than 20 hours per week and is their primary source of remuneration.

What is not covered - temporary injury, loss of earnings, medical expenses, legal expenses or any other type of injury not mentioned above.

This document is a summary only and all protection is subject to detailed terms and conditions of which more details are available on request.

Note: it is most important that anyone who may play rugby union or parents of children who play rugby union understand that this scheme only covers permanent total disability as summarised above. It is recommended that additional personal protection should always be considered which is readily available from the insurance market.

Players, managers, coaches and selectors, medical attendants and physiotherapists, match officials and adjudicators, elected officers, regional representatives and RFU council members

Whilst taking part in any activity approved