

Tunbridge Wells Rugby Football Club Limited

(RFU, KCRFU, KSRFUR, MCRFU)



Youth Section Policies 2017/18 Season

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1. General Rules & Codes of Conduct

(reviewed June 2014)

Tunbridge Wells RFC Youth Section wishes to ensure that all who are involved with the club get the most out of their time with us and most importantly get great enjoyment out of playing rugby by fully developing skills, stamina and playing ability. In order to achieve this, all who join the club must be aware of TWRFC general rules and codes of conduct.

Tunbridge Wells RFC Youth Section is successful because it has an all-inclusive approach. We are not afraid to say that we aim to be successful and want to win but this it is not the overriding dictate. Our ethos, which we want all to ascribe to, is to have fun while fulfilling everyone's potential by working hard and developing both as a team as well an individual.

This can only be achieved by everyone having the same set of values and playing/training in a safe, friendly environment hence the need for the following general rules and codes of conduct.

Both the enjoyment of our rugby and the reputation of the Club depend on everybody (players of all ages, officials, spectators and parents) following the rules set out in our published Codes of Conduct. Any infringements will in the first instance be reported to the relevant disciplinary committee of the Club, and may lead to suspension from playing for or attending at the Club. It is also likely that infringements will lead to sanctions being imposed by the County, which has power not only to penalise any individual concerned but also to impose financial and playing sanctions on the Club.

Please read these general rules and codes of conduct with your child to ensure that there is no confusion on what is expected and that everyone is able to get the best out of their time while at Tunbridge Wells RFC.

Should you have any questions raise them either with your coach or a club official.

Players' Code

At TWRFC we aim to give all players a safe and enjoyable environment in order to develop as an individual, rugby player and ambassador of the club. All players must adhere to the RFU Continuum (displayed in the club) but can be summarised as follows:

- Participate and have fun whilst learning and playing rugby.
- Play within the Laws of the Game and accept the Referee's decision as final with good grace.
- Recognise good play by the opposition as well as your own team.
- Co-operate with all coaches and officials.
- Work hard on skills and teamwork.
- Control your aggression and temper – loss of control will not be tolerated.
- Be a sportsman - win with dignity or lose with good grace and applaud the opposition.
- PLAY HARD & WELL, BUT MOST OF ALL HAVE FUN.

Parents' Code

Parents are an integral part of the partnership between the club and young players. TWRFC wishes to ensure that all players gain the most out of their time at the club in terms of enjoyment, development and fun. In order to achieve this all parents are required to support the club as requested, ensuring that their children adhere to the players' code of conduct and adhering to the parents' and spectators' code of conduct themselves. Remember you are role models to your children, other players as well as being ambassadors of TWRFC, please adhere to the following rules of conduct:

- Acknowledge and support the values set out by the Coaches, Club and RFU.
- Support the Club by providing assistance with activities such as helping behind the bar and kitchen.
- Share any concerns with club officials should they arise.
- Be familiar with coaching, training and match arrangements, so that your child is able to fully participate, and ensure that your child has all appropriate clothing and equipment. This includes changes of clothing and warm/ wet weather gear
- Support your child in understanding the rules and codes of conduct and more importantly the ethos behind them.
- Demonstrate respect to all Referee's/Officials and accept their decision with good grace.
- Recognise good play by all players be they the opposition or your own team.
- Encourage your child to always pay attention during training and to work hard on skills, teamwork and self-control.
- Emphasize sportsmanship - win with dignity but lose with good grace, always applauding the opposition.
- Focus on playing hard, development but most of all enjoyment of the sport.

Spectators' Code

All young players are impressionable and will be influenced by what they are told, see and hear. We all want to win and be the best. TWRFC is no different but we do not believe that this is the only thing that counts. TWRFC welcome spectators to celebrate the fun, skills, enjoyment and rewards of our players/teams as long as the spectators' code of conduct is followed:

- Be a positive role model to all young players and spectators at all times.
- Acknowledge and support the values set out by the Coaches and Officials who are volunteers and are freely giving up their own time for the benefit of the players.
- Understanding the clubs rules and codes of conduct and more importantly the ethos behind them.
- Respect all Referee's/Officials and accept their decision with good grace.
- Applaud good play by all players be they the opposition or your own team.
- Encourage all, irrespective of skill level, never ridiculing or criticizing any individual player.
- Promote good sportsmanship - win with dignity but lose with good grace and always applaud the opposition.

- Do not be over enthusiastic; focus the players skills and enjoyment of the game not just the result.

Coaches' and Volunteers' code

Tunbridge Wells Rugby Club coaches and volunteers involved in sport for children and young people have a great opportunity to be a positive role model and help build an individual's confidence.

Coaches and volunteers are expected to:

- Ensure the safety of all children by careful supervision, proper pre-planning of coaching sessions, using safe methods at all times.
- Consider the wellbeing and safety of participants before the development of performance.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all young people equally and ensure they feel valued. Have no favourites.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Appreciate the efforts of all young people and not over-train the young people. Never exert undue influence over performers to obtain personal benefit or reward.
- Be positive, approachable and offer praise to promote the objectives of the club at all times.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care.
- Ensure the rights and responsibilities of youth members are enforced.
- Not abuse members physically, emotionally or sexually.
- Not engage in a sexual relationship with a young person for whom they are responsible
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people.
- Take time to explain coaching techniques to ensure they are clearly understood.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
- Never condone rule violations, rough play or the use of prohibited substances.
- Not spending excessive amounts of time alone with children excluded in exceptional circumstances
- Never taking children to their home
- Not administering First Aid involving the removing of children's clothing unless in the presence of others.
- Hold appropriate valid qualifications and insurance cover.
- Make the sport/activity fun.

2. Medical Consent

(reviewed June 2014)

By returning the completed Membership form, I agree to my son/my daughter/the child in my care, taking part in the activities of the club. I understand that I will be kept informed of these activities – for example timing and transport details.

Mini/Midi Section (Under 5 – Under 11)

I agree that my child will attend with suitable warm and waterproof clothing to both play in and to change into and that a named responsible adult or I will return ready to collect my son/ my daughter/the child in my care by 11.15am on each day of Mini/Midi training. **Note: a parent or named responsible person must remain with all children under the age of 8.** In addition, whilst my son/my daughter is at the club training, a named responsible adult or I can be contacted on one of the numbers held by the Head or deputy coach for the age group in question.

In the event of any such injury or illness whilst I realise every effort will be made to contact me or any other given contacts, I provide consent for my son/ my daughter/the child in my care to be given whatever treatment is deemed necessary by the medical staff caring for him/her and if necessary to include the administering of a general anaesthetic.

Junior Section (Under 12 – Under 17)

I agree that whilst my son/my daughter/ the child in my care is at the club training, a named responsible adult or I can be contacted on one of the numbers held by the Head or deputy coach for the age group in question. I understand that in the event of any injury or illness all reasonable steps will be taken to contact me, and to deal with that injury/illness appropriately.

In the event of any such injury or illness whilst I realise every effort will be made to contact me or any other given contacts, I provide consent for my son/ my daughter/the child in my care to be given whatever treatment is deemed necessary by the medical staff caring for him/her and if necessary to include the administering of a general anaesthetic.

Concussion

Concussion is a temporary impairment of brain function usually caused by a blow that has shaken the brain within the skull. Failure to assess, evaluate and manage a player with a concussion can have serious adverse consequences, particularly if a player with concussion is allowed to continue playing, or returns too early to training or playing.

Players with suspected concussion must be removed from the field of play (and not return). Players with suspected concussion must go through a graded Return to Play Protocol with medical practitioner clearance before a return to play.

For youth players, this applies to all club/school sides a player belongs to and it is his or her parents' responsibility to advise TWRFC/schools of the concussion and to obtain the necessary medical clearance before the player returns to training/playing.

3. Member Responsibilities

I also understand that the club runs as a volunteer organisation and that to ensure that the club runs smoothly that I will offer during the season to assist, as requested by the Head Coach/Team Manager, to make sure that we as a club can provide refreshments by way of food and drink to our own players and opposition.

4. Data Protection

(reviewed June 2014)

Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

We are committed to:

- ensuring that we comply with the eight data protection principles, as listed below
- meeting our legal obligations as laid down by the [Data Protection Act 1998](#)
- ensuring that data is collected and used fairly and lawfully
- processing personal data only in order to meet our operational needs or fulfill legal requirements
- taking steps to ensure that personal data is up to date and accurate
- establishing appropriate retention periods for personal data
- ensuring that data subjects' rights can be appropriately exercised
- providing adequate security measures to protect personal data
- ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues
- ensuring that all club officers are made aware of good practice in data protection
- providing adequate training for all staff responsible for personal data
- ensuring that everyone handling personal data knows where to find further guidance
- ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly
- regularly reviewing data protection procedures and guidelines within the club

Data protection principles

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
4. Personal data shall be accurate and, where necessary, kept up to date
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
6. Personal data shall be processed in accordance with the rights of data subjects under the [Data Protection Act 1998](#)
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

5. Photographic Policy

In accordance with The RFU/RFUW's Best Practice Guidelines for the taking of images, including those taken by mobile telephones.

The Rugby Football Union (RFU) and the Rugby Football Union for Women (RFUW) recognises that publicity and pictures of young people enjoying rugby are essential to promote the sport and a healthy lifestyle. To facilitate this it is therefore essential that the following principles and rules should be observed.

These Best Practice Guidelines have been developed to provide clubs, schools and Constituent Bodies with advice and guidance on the use of images of young people. It is recommended that

this is adopted by clubs and Constituent Bodies and the eight golden rules outlined in these guidelines below are made available to as many people as possible. The whole policy is available at www.rfu.com

Any change to these guidelines will be notified via the RFU/RFUW website and in any relevant publications. Please remember that the safety and enjoyment of young people is paramount in all your activities and the Best Practice Guidelines have been designed to help you in this.

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

The eight golden rules that will ensure compliance with the policy on photographic images are as follows:

- 1.** Ensure parents/guardian/young person have granted their consent for the taking and publication of photographic images. By purchasing Membership of the Club parents agree that photographs or video may be taken in order to promote the club. If you do not want photographs or video to be taken of your child please let us know in writing.
- 2.** All young people must be appropriately dressed for the activity taking place.
- 3.** Photography or recording should focus on the activity rather than a particular young person and personal details which might make a young person vulnerable, such as their exact address, must never be revealed.
- 4.** Where an individual has achieved success in the game (e.g. when selected for representative side or showing triumph over adversity) permission must be gained from parent/guardian and young person to use photographs/recordings and relevant details.
- 5.** Where possible, to reflect the RFU/RFUW Equity Policy, photographs/recordings should represent the diverse range of young people participating in rugby.
- 6.** Anyone taking photographs or recording at any rugby event must have a valid reason for doing so and seek the permission of the organisers/persons in charge.
- 7.** Anyone taking photographs or recording 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.
- 8.** All concerns regarding inappropriate or intrusive photography should be reported in confidence to the RFU Child Protection Manager via the Rugby Club or Constituent Body Welfare Manager.

Policy statement relating to the use of video/photographic images

TWRFC recognises the need to ensure the welfare and safety of all young people in Rugby Union.

As part of our commitment to ensure the safety of young people we will not permit photographs, video or other images including those taken via mobile phones of young people to be taken or used without the consent of the parents/carers and the young person.

TWRFC will follow the RFU/RFUW guidance for the use of images of young people,

TWRFC will take all steps to ensure these images are used solely for the purposes they are intended which is the promotion and celebration of the activities of Rugby.

If you become aware that these images are being used inappropriately you should inform **TWRFC's Welfare Officer**.

The images may be published on the website <http://www.twrfc.com>

If at any time either the parent/carer or the young person wishes the data to be removed from the website, the club welfare officer should be informed.

6. Safeguarding Policy

(Reviewed June 2013)

Tunbridge Wells Rugby Club acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the Rugby Football Union requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio- economic background, all children:

- Have a positive and enjoyable experience of sport at TWRFC in a safe and child centred environment
- Are protected from abuse whilst participating in rugby or outside of the activity.

TWRFC acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our commitment to safeguarding we will:

- Promote and prioritise the safety and wellbeing of children and young people
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- Prevent the employment/deployment of unsuitable individuals
- Ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in TWRFC. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Monitoring

The policy will be reviewed in the following circumstances:

- Changes in legislation and/or government guidance
- As required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and the RFU
- As a result of any other significant change or event.