



Royston Rugby Club

JUNIOR MEMBERS INFORMATION BOOKLET 2017

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Introduction

Welcome to the 2017/18 season

Welcome to another season of Mini and Youth rugby at Royston Rugby Club. I would like to extend a warm welcome any new players, parents, volunteers and coaches that are joining us for the first time. I hope you will enjoy your rugby here on the heath, it really is a beautiful place to play rugby.

This year we hope to build on the great work of all our players and volunteers as we implemented the first year of **Kids First** rugby last season. The core belief is that the children's wants and needs always come first. There were smiles across the age groups last season and we want to ensure that, first and foremost, the children have fun playing rugby.

The club is extremely grateful to its volunteers, a number of whom have been recognised with nominations for national rugby awards. These are all great people, but we need you too. If you can help the club in any way please contact our volunteer co-ordinator, Charlotte Clarke.

We hope this pack will answer most of your questions, however please do not hesitate to get in touch with your coach, team admin or any of the committee if you have any further queries.

Look out for our social and fundraising activities throughout the season, please support these as it helps to fund the club and keep subscriptions low.

I am honoured to have been appointed Mini and Youth Chairman and I look forward to witnessing the club grow from strength to strength and wish everyone the best of luck for the coming season. Allez les Crows!

Niall Tallis

Mini and Youth Chairman



Club Officials 2017/18

Chairman

Steve Westcott

chairman@roystonrugbyclub.co.uk

Vice Chairman

Jamie Green

President

Godfrey Everett

president@roystonrugbyclub.co.uk

Secretary

Beth Tobutt

secretary@roystonrugbyclub.co.uk

Mini and Youth Chairman

Niall Tallis

Youth@roystonrugbyclub.co.uk

Director of Rugby

Robert Turner

dor@roystonrugbyclub.co.uk

Senior Coach

Jamie Green / Hannah Gallagher

senior.coach@roystonrugbyclub.co.uk

Treasurer

Vicky Green

treasurer@roystonrugbyclub.co.uk

Fixtures Secretary

Godfrey Everett (senior)/ James Tanton (M+J)

fixtures@roystonrugbyclub.co.uk

Coaching Coordinator

Sallie Bracewell

ccc@roystonrugbyclub.co.uk

Junior/Mini Membership Secretary

Nicola Howes

membership@roystonrugbyclub.co.uk

Sponsorship Officer

Mick Clarke

sponsorship@roystonrugbyclub.co.uk

Volunteering Co-ordinator

Charlotte Clarke

volunteer@roystonrugbyclub.co.uk

Safeguarding Officer

Erika Bosman

safeguarding@roystonrugbyclub.co.uk

Press Officer

press.officer@roystonrugbyclub.co.uk

1st XV Captain

Ben Ritsema

1st.tc@roystonrugbyclub.co.uk

2nd XV Captain

Scott Easy

2nd.tc@roystonrugbyclub.co.uk

Ellgia Development/ Vets

Greg McKinnell

dev@roystonrugbyclub.co.uk

Touch Rugby

Hugh Murfitt

touch@roystonrugbyclub.co.uk

Ladies Captain

Laura McGillivray

women@roystonrugbyclub.co.uk

Girls Rugby U13 and u15

Lee Fleming

girls.coach@roystonrugbyclub.co.uk

Age Groups at Royston Rugby Club



We are proud to be able to field teams in all the age groups this season reflecting the excellent work the younger age groups have done in recent years to attract and retain players.

Each age group has a number of coaches to give your child the best training and playing experience possible and to ensure the safety of your child. Below is an initial contact for each age group.

The email address will send an e mail to **all** involved in your child's age group including team administrations.

Under 5s TBA- u5@roystonrugbyclub.co.uk

Under 6s Mac Tuncer- u6@roystonrugbyclub.co.uk

Under 7s Dan Fox- u7@roystonrugbyclub.co.uk

Under 8s David Woolley- u8@roystonrugbyclub.co.uk

Under 9s Niall Tallis- u9@roystonrugbyclub.co.uk

Under 10s Alex Day Small - u10@roystonrugbyclub.co.uk

Under 11s Russ Webster- u11@roystonrugbyclub.co.uk

Under 12s Jamie Green- u12@roystonrugbyclub.co.uk

Under 13s Brett Weimann- u13@roystonrugbyclub.co.uk

Under 14s Dafydd Hudd- u14@roystonrugbyclub.co.uk

Under 15s Stuart Habergham - u15@roystonrugbyclub.co.uk

Under 17s Simon Rees - u17@roystonrugbyclub.co.uk

Under 13/Under 15 Girls Lee Fleming girls.coach@roystonrugbyclub.co.uk

PLEASE NOTE; So all concerns or incidents can be investigated independently, all safeguarding concerns should be address to the appropriate form to safeguarding@roystonrugbyclub.co.uk, not to the age group concerned.



Registration

If your child has played for Royston Rugby Club in previous seasons you simply need to fill in the photo consent form at the end of this pack and hand to your team admin. Please then follow the instructions below to pay your subscription.

If you are new to the club, please complete all three forms, Royston Membership, Photo Consent and RFU Registration form. Please hand these forms to either your team admin or Nicola Howes. After a 3 week trial period you will be able to follow the instructions below to pay your subscriptions.

Payments for 2017/18 Season

The subscription below covers all training, tournament entry and match shirts to wear during matches.

| | Under 5s and Under 6s | Under 7s upwards |
|----------------------------------|----------------------------------|-----------------------------|
| First Child | £45 | £65 |
| Each Child Thereafter | £45 | £50 |

Subscriptions should where possible be paid through the website. To do this your child needs to be registered with Royston Rugby Club.

If your child has played in previous seasons please go to www.roystonrugbyclub.co.uk, click on the Payments tab, choose the product you wish to purchase and select the child(ren) you are paying for, this will then update the records to show the subscription as being received.

If this is your child's first season please complete the forms at the back of this pack. Once completed please hand to Nicola Howes or Vicky Green. Once your child has been added to the system you will be able to follow the instructions above to pay.

If you have any difficulty using this system please contact Vicky Green treasurer@roystonrugbyclub.co.uk or 07411100336

Financial Difficulty – If you are experiencing financial difficulty or need to spread the payment of subscriptions over a period of time please do not hesitate to contact Vicky Green in confidence.

treasurer@roystonrugbyclub.co.uk or 07411100336



Supervision of Children During Training and Matches

The coaches are there to coach the children to play Rugby. You remain responsible for your child at all times. If you are not at the training session/match please inform coaches as to who is responsible for your child.

Kit

We do not require you to purchase Royston Rugby Club kit. Every child playing in a match will be supplied with a shirt to wear during the matches.

We ask for these shirts to be handed in at the end of the matches and volunteers from each age group to share the cleaning of the age group's shirts.

If you do wish to purchase kit please go to <http://www.tylers-sportswear.co.uk/Catalogue/Sports-Webshops/Rugby-Clubs/Royston-RFC>. Please be aware the Canterbury shirts are usually smaller than stated. We will have sample sizes of everything for your child to try on before you go online to buy. Please see the desk outside of the changing rooms.

We will hold a selection of club socks to purchase on Sundays at £6 per pair.

We will hold a number of second hand kit sales through the season. If you have any second hand kit you no longer require it is gratefully received.



Matches

Dates of fixtures are published in the following pages. Up to date fixtures will be posted on the club website. Fixtures are subject to change so please refer to the website which is always the most up to date source on information. Please keep an eye on this for any changes/updates.

Coaches will liaise with parents as to where they need to be and meet times

Weather

We will train in all weathers, unless it is not safe to do so. In the event of bad weather a pitch inspection will be carried out and if training/matches are cancelled, this will be posted on the website and Facebook. If there are no posts training will be on.

Fundraising/Sponsorship

We welcome any fundraising and sponsorship ideas. These do need to be coordinated centrally so please pass on any ideas/contacts to the Sponsorship Officer, please contact sponsorship@roystonrugbyclub.co.uk

Minis Tour

In 2018 we will be going on tour to **CHICHESTER!!!** 5th - 6th May 2018 for Age Groups Under 7 to Under 12.

Tour has been the highlight of the past few seasons and this year's trip to Chichester promises to be another weekend to remember.

Please see separate document at the end of the booklet

Youth tours will be organised at age group level.

Where to get further information

Please visit the website at www.roystonrugbyclub.co.uk and search for us on Twitter and Facebook



ROYSTON
RUGBY CLUB

Fixtures

| | MINIS Under 7 to u12 | Notes/ Exceptions |
|--------|---|---|
| Sep-03 | Training | |
| 10 | Training | |
| 17 | Training | |
| 24 | Training | |
| Oct-01 | Cambs Fest | Possibly N.Herts Fest Letchworth U10, U11, U12 |
| 8 | N.Herts Fest U7, U8, U9 | |
| 15 | Wendens Ambo | A u12 at Huntingdon |
| 22 | Training | |
| 29 | Hertford/Letchworth | A U9 and 11 Letchworth, rest Hertford |
| Nov-05 | Training | |
| 12 | Game TBC | |
| 19 | Cambridge | H U11 at Cambridge |
| 26 | Training | |
| Dec-03 | Game TBC | |
| 10 | Training | |
| 17 | U7 at Cambridge, U8 Royston, U9 S.Walden, U10 Huntingdon, U11 Shelford, U12 Ely/W.Ambo | |
| 24 | Christmas | No rugby |
| 31 | New Year | No rugby |
| Jan-07 | Training | |
| 14 | Shelford | H U10 at Wenden Ambo |
| 21 | Training | |
| 28 | Cheshunt and Luton | H |
| Feb-04 | Game TBC | |
| 11 | Training | |
| 18 | Saffron Walden | A U9 at Royston |
| 25 | Training | |
| Mar-04 | Wendens Ambo, Ely | H U8 at Shelford |
| 11 | Cambs Cup | |
| 18 | Wendens Ambo Fest | A |
| 25 | Herts contact | A U9 and 10 Sat/Sunday |
| Apr-01 | Easter | No rugby |
| 8 | Huntingdon | A U7 at S.Walden |
| 15 | Training | |
| 22 | Herts Tag and contact U9 and U10 Herts festival Hemel Hempstead U11 and U12 Barnet | A U11/12 Sat/Sunday |
| 29 | Herts Festival U7 and U8 Hertford | |



| UNDER 13 | | | |
|--|-------------------------------|------|----------|
| Sep-03 | Training | | |
| 10 | Training | | |
| 17 | Training | | |
| 24 | Pool - London Welsh | Home | 11:00 AM |
| Oct-01 | Training | | |
| 8 | Pool - Hammersmith & Fulham B | Home | 11:00 AM |
| 15 | Braintree | Away | |
| 22 | Hitchin | Home | 11:00 AM |
| 29 | Training | | |
| Nov-05 | Training | | |
| 12 | Training | | |
| 19 | Luton | Home | 11:00 AM |
| 26 | Training | | |
| Dec-03 | Pool - Cheshunt | Home | 11:00 AM |
| 10 | Datchworth | Away | |
| 17 | Training | | |
| 24 | Christmas | | |
| 31 | Training | | |
| Jan-07 | Training | | |
| 14 | Pool - Letchworth | Away | 11:00 AM |
| 21 | Training | | |
| 28 | Training | | |
| Feb-04 | Cambridge | Away | |
| 11 | Training | DPP | |
| 18 | Training | | |
| 25 | Training | DPP | |
| Mar-04 | Pool - Chess Valley | Away | 11:00 AM |
| 11 | Shelford | Away | |
| 18 | Training | | |
| 25 | Braintree | Home | 11:00 AM |
| Apr-01 | Easter | DPP | |
| 8 | Training | DPP | |
| 15 | Pool - Saracens B | Away | 11:00 AM |
| 22 | Herts Tournament | | |
| 29 | Training | | |
| DPP - Developing Player Programme; dates may change! | | | |



| Under 14 | | | | |
|---|----------------------|------|-----------|---------------|
| Sep-03 | | | | |
| 10 | | | | |
| 17 | | | | |
| 24 | Bishop's Stortford B | Away | Pool | |
| Oct-01 | | | | |
| 8 | Dunstablians | H | Pool | |
| 15 | Braintree | H | | |
| 22 | | | | |
| 29 | Datchworth | H | Friendly | |
| Nov-05 | Huntingdon | H | Cambs Cup | |
| 12 | Enfield | A | Pool | Cambridge* A |
| 19 | DPP | | | |
| 26 | Saffron Walden | H | Cambs Cup | |
| Dec-03 | | | | |
| 10 | Peterborough | H | Cambs Cup | |
| 17 | St.Ives | A | Cambs Cup | |
| 24 | Christmas | | | |
| 31 | | | | |
| Jan-07 | | | | |
| 14 | Ruislip B | H | Pool | |
| 21 | | | | |
| 28 | Luton | A | | |
| Feb-04 | | | | |
| 11 | | | | |
| 18 | DPP | | | |
| 25 | Cambs Cup Finals | | | |
| Mar-04 | Hitchin B | A | Pool | |
| 11 | DPP | | | |
| 18 | Peterborough | A | DPP | |
| 25 | Shelford | H | | |
| Apr-01 | Easter | | | |
| 8 | | | | |
| 15 | Saracens B | H | Pool | Braintree** A |
| 22 | | | | |
| 29 | ECRU Finals | | Herts Cup | |
| * Cambs cup fixture to be rearranged, awaiting feedback from clubs | | | | |
| ** Friendly to be rearranged / cancelled awaiting feedback from Braintree | | | | |



| UNDER 15 | | | | |
|-----------------|-----------------|---|-----------------|----------------------|
| Sep-03 | | | | |
| 10 | Letchworth | H | | |
| 17 | Staines | A | League | 11:00 AM kick off |
| 24 | Datchworth | H | League | TBA |
| Oct-01 | | | | DPP |
| 8 | Peterborough | A | Cup | |
| 15 | Cambridge | A | Cup | DPP |
| 22 | | | | |
| 29 | | | | |
| Nov-05 | Ruislip | A | League | |
| 12 | Grasshoppers | A | League | |
| 19 | Luton | A | | DPP |
| 26 | | | | |
| Dec-03 | Saffron Walden | A | Cup | DPP Fest |
| 10 | Ealing B | H | League | 11:00 |
| 17 | Shelford | H | Cup | |
| 24 | Christmas | | | DPP Fest (Weds 20th) |
| 31 | | | | |
| Jan-07 | Fulham | H | League | |
| 14 | | | | |
| 21 | | | Herts Cup | DPP |
| 28 | Saracens B | H | | |
| Feb-04 | Datchworth | A | | |
| 11 | | | | |
| 18 | Hitchin | H | | |
| 25 | Cambs Cup Final | A | | |
| Mar-04 | | | Herts Cup | |
| 11 | Shelford | H | | DPP |
| 18 | Braintree | H | | |
| 25 | | | | |
| Apr-01 | | | | DPP Fest |
| 8 | Tour | | | |
| 15 | Biggleswade | H | League | 11:00 AM |
| 22 | Harlequins | H | League | 11:00 AM |
| 29 | | | Herts Cup final | |



| <i>Under 17</i> | | | |
|------------------------|-------------------|------|------------------|
| Sep-03 | | | |
| 10 | | | |
| 17 | | | |
| 24 | Saracens B | Home | League |
| Oct-01 | | | |
| 8 | Fullerians | Away | League |
| 15 | | | |
| 22 | Braintree | Home | |
| 29 | Holt ?????? | Away | TBC |
| Nov-05 | Shelford | Home | |
| 12 | Dunstablians | Home | League |
| 19 | | | |
| 26 | Harpenden | Home | |
| Dec-03 | Wasps | Away | League |
| 10 | | | |
| 17 | Harrow | Home | League |
| 24 | Christmas | | |
| 31 | | | |
| Jan-07 | Hitchin | Away | TBC |
| 14 | Bishops Stordford | Away | |
| 21 | | | Herts Cup |
| 28 | | | |
| Feb-04 | Ruislip | Away | League |
| 11 | | | Herts Cup |
| 18 | Fullerians | Away | |
| 25 | Shelford | Away | |
| Mar-04 | Finchley | Home | League |
| 11 | | | |
| 18 | | | |
| 25 | Dunstablians | Away | |
| Apr-01 | | | |
| 8 | Braintree | Away | |
| 15 | | | |
| 22 | | | |
| 29 | | | Herts Cup Finals |

Core Values



Royston Rugby Club has signed up to the Core Values as defined by the RFU

TEAMWORK

Teamwork is essential to our sport. We welcome all new team members and include all because working as a team enriches our lives. We play selflessly: working for the team, not for ourselves alone, both on and off the field. We take pride in our team, rely on one another and understand that each player has a part to play. We speak out if our team or sport is threatened by inappropriate words or actions.

RESPECT

Mutual respect forms the basis of our sport. We hold in high esteem our sport, its values and traditions and earn the respect of others in the way we behave. We respect our match officials and accept our decisions. We respect opposition players and supporters. We value our coaches and those who run our clubs and treat clubhouses with consideration.

ENJOYMENT

Enjoyment is the reason we play and support rugby union. We encourage players to enjoy training and playing. We use our sport to adopt a healthy lifestyle and build life skills. We safeguard our young players and help them have fun. We enjoy being part of a team and part of the rugby family.

DISCIPLINE

Strong discipline underpins our sport. We ensure that our sport is one of controlled physical endeavour and that we are honest and fair. We obey the laws of the game which ensure an inclusive and exciting global sport. We support our disciplinary system, which protects our sport and upholds its values. We observe the sport's laws and regulations and report serious breaches.

SPORTSMANSHIP

Sportsmanship is the foundation upon which rugby union is built. We uphold the rugby tradition of camaraderie with teammates and opposition. We observe fair play both on and off the pitch and are generous in victory and dignified in defeat. We play to win but not at all costs and recognise both endeavour and achievement. We ensure that the wellbeing and development of individual players is central to all rugby activity.

Code of Conduct



The player's code

Players should be encouraged to:

- Recognise and appreciate the efforts made by coaches, parents, match officials and administration in providing the opportunity to play the game and enjoy the rugby environment.
- Understand the values of loyalty and commitment to adults and team mates.
- Recognise that every player has a right to expect their involvement in rugby to be safe and free from all types of abuse.
- Understand that if an individual or group of players feel they are not being treated in a manner that is acceptable, then they should tell an adult either at the Club or School or outside of the game.
- Play because they want to do so, not to please coaches or parent.
- Remember that skill development, fun and enjoyment are the most important parts of the game.
- Be attentive at all training and coaching sessions.
- Work equally hard for themselves and their team - both will then benefit.
- Recognise good play by all players on their team and by their opponents.
- Be a sportsman - win with dignity, lose with grace.
- Play to the IRB Laws of the Game and accept, without question, all referees' decision even if they appear to make a mistake.
- Control their emotions. Verbal or physical abuse of team mates, opponents, coaches, match officials or spectators is not acceptable.
- Treat all players, as they would like to be treated themselves. Do not interfere with, bully or take advantage of any player.

Coaches Code



Coaches of players should:

- Recognise the importance of fun and enjoyment when coaching players.
- Understand that most learning is achieved through doing.
- Appreciate the needs of the players before the needs of the sport.
- Be a positive role model - think what this implies.
- Keep winning and losing in perspective - encourage players to behave with dignity in all circumstances.
- Respect all referees and the decisions they make, even if they appear to make a mistake, (remember it could be you refereeing next week) and ensure that the players recognise that they must do the same.
- Provide positive verbal feedback in a constructive and encouraging manner to all players, both during coaching sessions and matches.
- Provide rugby experiences which are matched to the players' ages and abilities, as well as their physical and behavioural development.
- Ensure all players are coached in a safe environment, with adequate first aid readily to hand.
- Avoid the overplaying of the best players by using a squad system which gives everybody a satisfactory amount of playing time.
- Never allow a player to train or play when injured.
- Ensure good supervision of players, both on and off the field.
- Recognise that players should never be exposed to extremes of heat, cold or unacceptable risk of injury.
- Develop an awareness of nutrition as part of an overall education in lifestyle management.
- Recognise that it is illegal for players under 18 to drink alcohol or for those under 16 to smoke. Coaches should actively discourage both.
- Ensure that their knowledge and coaching strategies are up to date and in line with RFU philosophy.
- Be aware of, and abide by, the RFU recommended procedures for taking young people on residential tours at home and abroad.
- Be aware of and abide by the policies and procedures outlined in the Policy and Procedures for the Welfare of Young People in Rugby Union.
- Coach to the rules laid down in the Rugby Continuum and keep themselves updated on rule changes.

The Match Officials Code



Match Officials should:

- Recognise the importance of fun and enjoyment when officiating players.
- Provide positive verbal feedback in a constructive and encouraging manner during games.
- Emphasise the spirit of the game.
- Appreciate the needs of the players before the needs of the sport.
- Understand the physical and behavioural development of players.
- Be a positive role model. Set an example, and as such, comments should be positive and supportive.
- Look to self-improvement e.g. participation in training courses.
- Recognise that the safety of players is paramount.
- Explain decisions - all players are still learning and parents will understand the game better.
- Always penalise foul play.
- Play advantage whenever possible in order to let the game flow.
- Show empathy for the age and ability of players.
- Be consistent and objective.
- Be familiar with the Good Spectator's Code and ensure that verbal abuse from players, coaches or spectators is not tolerated and is dealt with by club officials immediately.
- Be aware of, and abide by, the RFU Child Protection Guidance policies and procedures.
- Officiate to the rules laid down in the Rugby Continuum and keep themselves updated on rule changes.
- Check that the home Club or School has provided a qualified first aider, ambulance access has not been obstructed and that appropriate equipment is available along with someone trained in its use before starting play.
- Before training sessions and matches check that studs and other clothing are in accordance with the IRB Laws of the Game.

Parents Code



Club and Schools should encourage parents and guardians to:

- Be familiar with the coaching and training programme in order that they can ensure 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 and training sessions in which their child participates.
- Be aware that the Club or School has a duty of care to ensure the safety of players and therefore, where appropriate, assist coaches with the supervision of the players, particularly where numbers are large and there is a need to transport players to away games.
- Be involved with Club and School activities and share their expertise.
- Share concerns, if they have them, with Club or School officials.
- Be familiar with the Good Coaches' Code contained 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 the winning and losing in perspective - encourage players to behave with dignity in all circumstances.
- Support coaches in installing these values.
- Remember that young people play rugby for their own enjoyment not that of their parents.
- Encourage young people to play - do not force them.
- Focus on the players' efforts, rather than winning or losing.
- Be realistic about the players' abilities; do not push them towards a level they are not capable of achieving.
- Provide positive verbal feedback both in training and during the game.
- Remember that persistent, negative messages will adversely affect the players' and referee's performance and attitude.
- Always support the Club and School in their efforts to eradicate loud, coarse and abusive behaviour from the game.
- Remember young people learn much by example.
- Always show appreciation of good play by all players both from their own Club or School and the opposition.
- Respect decisions made by the match officials, even if they appear to be a mistake, and encourage players to do likewise.

The Spectators Code



Club and Schools should encourage spectators to:

- Act as positive role models to all players.
- Be familiar with, and abide by, the RFU Child Protection Guidelines in relation to verbal and emotional abuse.
- Respect guidance from the Club or School with regard to spectator behaviour.
- Remember children play sport primarily for their own enjoyment, not for that of spectators.
- Acknowledge good individual and team performance from all players irrespective of the team in which they play.
- Respect match officials' decisions, even if they appear to be a mistake - remember they are volunteers providing an opportunity for players to play rugby.
- Never verbally abuse players, coaches, match officials or fellow spectators: such behaviour can create a negative environment for players and their behaviour will often reflect this.
- Acknowledge effort and good performance rather than 'to win at all costs'.
- Verbally encourage all players in a positive manner, shouting 'for' not 'at' the players.
- Encourage all players irrespective of their ability - never ridicule any individual player, regardless of the team in which they play.

SAFEGUARDING POLICY STATEMENT



1. Royston Rugby Football Club acknowledges its responsibility to safeguard the welfare of all children involved in Royston Rugby Club from harm.
2. Royston RFC confirms that it adheres to the Rugby Football Union's Safeguarding Policy and the procedures, practices and guidelines and endorse and adopt the Policy Statement contained in that document and any successor policy.
3. A child is anyone under the age of 18 engaged in any rugby union activity. However, where a 17 year old player is playing in the adult game it is essential that every reasonable precaution is taken to ensure his safety and well being are protected.
4. The Key Principles of the RFU Safeguarding Policy are that:
 - The welfare of the child 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 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.
5. Children have a right to expect support, and personal and social development delivered by an appropriately recruited, vetted 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.
6. Royston 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. Royston RFC recognises that this is the responsibility of everyone involved, in whatever capacity, at the club.
7. Royston RFC will implement and comply with the RFU Code of Conduct and the Codes of Conduct for Coaches, Spectators and Officials as appropriate.
8. The club recognises its responsibility to:



- Appoint a Club Safeguarding Officer (CSO), as the first point of contact for safeguarding and welfare concerns
- Ensure that the CSO: is a member of, or attends the appropriate club committees making safeguarding issues a priority at the proper level;
- Work in accordance with the RFU's Safeguarding Toolkit
- Develop a safeguarding training plan ensuring that as a minimum: requires the CSO attends an "In Touch" Workshop within six months of taking up the post, all coaches/assistant coaches attended the "Play It Safe" course
- Inform all members, parents and children when a new CSO is appointed
- Publish the club's own safeguarding policy which reinforces the RFU Safeguarding Policy and procedures which reflects unique local circumstances for our club and makes it accessible to all members
- Ensure all club officers and committee members are aware of their safeguarding responsibilities
- Ensure that at any youth disciplinary panel the CSO supports the child and ensures the panel considers the child's emotional wellbeing throughout
- Identify any signs of harm and reports them to the CB Hertfordshire and/or the RFU Safeguarding team
- Ensure that all members of Royston RFC who work with children in Regulated Activity must undertake an RFU Disclosure and Barring Service (DBS) check in accordance with RFU Regulation 21.

The Club Safeguarding Officer is **Erika Bosman** and can be contacted on **safeguarding@roystonrugbyclub.co.uk**. 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 Safeguarding Team. If an incident involves the Club Safeguarding Officer you should inform the **Chairman** (**Youth@roystonrugbyclub.co.uk**) and either the CB Safeguarding Manager or the RFU Safeguarding Team



Forms

SPORTS EQUITY MONITORING

REG FORM CLUB

REG FORM RFU

PHOTO CONSENT FORM

SKILLS AUDIT

TOUR INFO

SPORTS EQUITY MONITORING FORM

We would be grateful if you would complete this **optional** page on sports equity monitoring. Whilst it is not compulsory that this section is completed, the following paragraph explains why it is important.

Sports equity monitoring

Sport can and does play a major role in promoting the inclusion of all groups in society. However, inequalities have traditionally existed within sport, particularly in relation to gender, race and disability. **Sport England** is committed to promoting and developing sports equity, which is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. By monitoring the profile of young people in sports clubs, national governing bodies of sport and **Sport England** can identify any issues relating to under-representation of different groups and can together develop strategies to ensure that all young people have the opportunity in the future to develop and progress in sport.

Ethnicity

In order to help the club monitor its membership, can you please tick one of the following boxes to identify your ethnic group or origin. (Choose one section from A to E and then tick the appropriate box).

A White

- ☐ British
☐ Irish
☐ Any other white background (please specify):

B Mixed

- ☐ White & Black Caribbean
☐ White & Black African
☐ White & Asian
☐ Any other mixed background (please specify):

C Asian or Asian British

- ☐ Indian
☐ Pakistani
☐ Bangladeshi
☐ Any other Asian background (please specify):

D Black or Black British

- ☐ Caribbean
☐ African
☐ Any other Black background (please specify):

E Chinese or other ethnic group

- ☐ Chinese
☐ Any other (please specify):

Disability

The Disability Discrimination Act 1995 defines a disabled person as anyone with '**a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities**'.

Do you consider yourself to have a disability?

☐ Yes ☐ No

If yes, what is the nature of your disability?

- ☐ Visual impairment
☐ Hearing impairment
☐ Physical disability
☐ Learning disability
☐ Multiple disabilities
☐ Other (please specify):

Thank you for your assistance.

If you choose to complete this form, it should be returned to the Club Membership

Co-ordinator: Nicola Howes

(The Equity Monitoring Form will be retained separately from the Membership Form).

RUGBY FOOTBALL UNION

YOUNG PLAYER REGISTRATION FORM

RFU Registration Number (if known):

This form should be completed for all players within the club who have NOT previously registered with the RFU, are re-registering or have data amendments. Please complete each section in BLOCK CAPITALS and return to your Club Registration Officer along with TWO passport size photographs. Please tick where appropriate ☐ New Registration ☐ Re-registration ☐ Data Amendment ☐ Club Transfer

| | | | | | |
|--|---|--|--|-------------|--|
| First Names: | | Surname: | | D.O.B.: | |
| Home Address: | | | | Postcode: | |
| Male/Female | | Home Tel: | | Mobile Tel: | |
| Email address: | | | | | |
| Ethnic Origin (Please tick (✓) where appropriate):- | | | | | |
| <input type="checkbox"/> White: British | <input type="checkbox"/> Mixed: White & Black Caribbean | <input type="checkbox"/> Asian and Asian British: Indian | <input type="checkbox"/> Black or Black British: Caribbean | | |
| <input type="checkbox"/> White: Irish | <input type="checkbox"/> Mixed: White & Black African | <input type="checkbox"/> Asian and Asian British: Pakistan | <input type="checkbox"/> Black or Black British: Africa | | |
| <input type="checkbox"/> White: Other | <input type="checkbox"/> Mixed: White & Asian | <input type="checkbox"/> Asian and Asian British: Bangladesh | <input type="checkbox"/> Black or Black British: Other | | |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Mixed: Other | <input type="checkbox"/> Asian and Asian British: Other | <input type="checkbox"/> Other Ethnic Group | | |
| Previous Rugby Club (if any) | | Representative Playing History (please give dates etc., using a separate sheet if necessary) | | | |
| Playing Position: <input type="checkbox"/> Unspecified <input type="checkbox"/> Front Row <input type="checkbox"/> Forward <input type="checkbox"/> Back Plays at school: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| Medical Conditions/allergies (Asthma, Epilepsy, Allergic to penicillin) Please give full details using separate sheet if necessary: (Completing this section is not obligatory but the RFU in the interests of child safety strongly recommend that you do so). | | | | | |
| Name of Parent/Guardian:- | | | | | |
| Address of Parent/Guardian (if different from above): | | | | | |
| | | | | Postcode: | |
| Contact Telephone Number: | | | Email address: | | |
| School/Education Establishment Name and Address: | | | | | |
| Contact Number: | | | Postcode: | | |
| <p align="center">DATA PROTECTION</p> <p>The RFU will not pass your personal data to any third parties without your consent.</p> <p>The RFU will use the data you have provided for regulatory reasons [and for the purposes of your participation in rugby (and giving you relevant information by post about rugby (including information about community rugby initiatives, coaching courses,)). The RFU may also use your personal data for the following purposes:</p> <ul style="list-style-type: none"> to send you by electronic mail (including email, SMS or image messages etc) other information about tickets (including tickets for the 2015 Rugby World Cup), products, special offers, opportunities and other services provided by the RFU and its group which may be of interest to you. Tick here if you do not want to receive such information. <input type="checkbox"/> to send you by electronic mail (including email, SMS or image messages etc) information about our official sponsors, related organisations and any associated companies and other carefully selected organisations and their products and services which may be of interest to you. Tick here if you want to receive such information. <input type="checkbox"/> <p>I declare that the above is correct. In signing this form I agree that the above named player can be bound by the laws and resolutions of the Rugby Football Union and its constituent body and the rules of:</p> <p align="right">----- Rugby Football Club</p> <p align="center">PLEASE STATE CURRENT CLUB</p> | | | | | |
| The club may wish to take photos or videos of the team or players solely for promotion and celebration of club and RFU activities and training purposes. Please indicate if this is acceptable to you: <input type="checkbox"/> YES <input type="checkbox"/> NO. Please share any additional information with the club Safeguarding Officer. | | | | | |
| Signed (player): | | | Date: | | |
| Signed (parent / guardian): | | | Date: | | |
| Countersigned (Club Official): | | | Date: | | |

Distribution: Please retain a copy of this document, send a copy to your CB Youth Registrar

2013



PHOTOGRAPHIC PERMISSION

**Parent/Guardian and young person permission form for the use
of photographs and recorded images.**

(Insert parent/carer full name)

I _____ consent/do not consent
to the photographing/videoing and publication of images of

(name of young person)

_____ under the RFU's Policy
and Procedures for the Protection of Young People in Rugby Union, and I confirm that
I am legally entitled to give this consent.

(name of young person)

I also confirm that _____
is not the subject of a court order.

(Insert signature)

Date _____

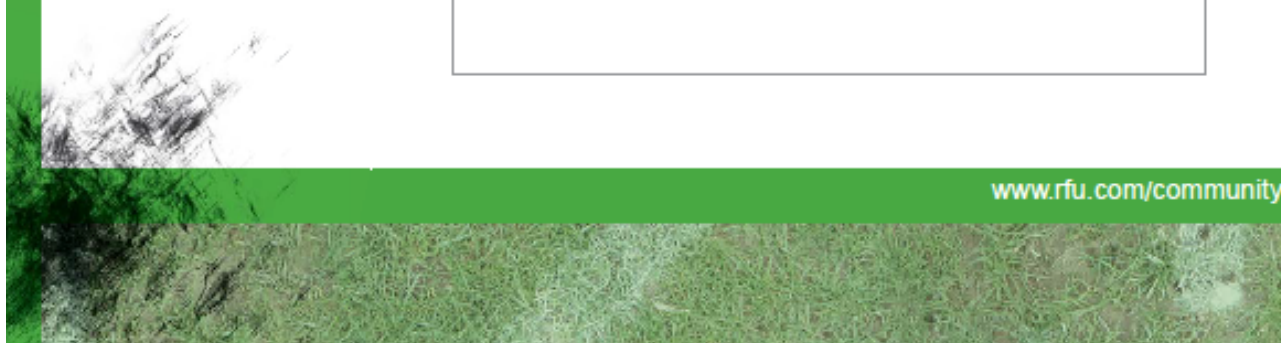
(name of young person)

I _____ consent/do not consent
to the photographing/videoing and publication of images of my involvement in Rugby
Union under the RFU/RFUW's Policy and Procedures for the Welfare of Young People
in Rugby Union.

(Insert signature)

Date _____

Please return this form to: Junior Membership Secretary, Royston Rugby Club



Club Skills Audit

Name

Date

How can we contact you?

Tel

Email

What is your current occupation?

What expertise could you bring to the rugby club?

| Skill/Competency/Knowledge | Yes? | Skill/Competency/Knowledge | Yes? |
|------------------------------------|--------------------------|-------------------------------|--------------------------|
| Project Implementation & Planning | <input type="checkbox"/> | Human Resources/Training | <input type="checkbox"/> |
| Bar work | <input type="checkbox"/> | Sustainability practices | <input type="checkbox"/> |
| Painting & Decorating | <input type="checkbox"/> | Legal | <input type="checkbox"/> |
| Fundraising | <input type="checkbox"/> | Coaching | <input type="checkbox"/> |
| Surveying | <input type="checkbox"/> | Refereeing | <input type="checkbox"/> |
| Finance/Accountancy | | Wood Work | |
| Marketing | | Grounds Maintenance | |
| Plumbing | | Strategic Planning | |
| Collaboration & partnership skills | <input type="checkbox"/> | Health & Safety | <input type="checkbox"/> |
| Risk Assessments | <input type="checkbox"/> | First Aid | <input type="checkbox"/> |
| Media/PR | <input type="checkbox"/> | Catering | <input type="checkbox"/> |
| Electrician | <input type="checkbox"/> | Social Media | <input type="checkbox"/> |
| Web design | <input type="checkbox"/> | Governance | <input type="checkbox"/> |
| Event Management | <input type="checkbox"/> | Other (please tell us below!) | <input type="checkbox"/> |

Are there any particular areas of the club you would like to be involved or any other comments?

Do you have any other comments?



Royston Rugby Club 2018 Tour

INFO TBA

If you have any queries then please email us at

tour@roystonrugbyclub.co.uk