

WITNEY RUGBY FOOTBALL CLUB

R.F.U. S.O.A Club of the Year 2007
Oxfordshire Sports Partnership Club of the Year 2006

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Mini and Junior Handbook 2010-2011

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WITNEY RUGBY FOOTBALL CLUB

Introduction

This handbook is intended for the use of all who actively take part as volunteers, coaches, officials, parents and players in understanding the role you have in the Club. It is also a valuable aid to demonstrate to you Witney RFC's commitment to the membership of the Mini and Junior section.

This document is constantly reviewed and amended to comply with all the latest changes of policy issued by RFU at Twickenham and any amendments to Witney RFC's policies and procedures.

The welfare of all young people at Witney RFC is paramount; we recognise and accept our responsibility to safeguard the interest and well being of all the young people in our care.

The Mini and Junior Section is an autonomous unit within Witney RFC, with its own Committee responsible for running rugby for all ages from 6 to Colts, accountable to the Senior Committee.

We aim to provide a safe environment for every member to receive quality coaching and rugby matches for all children between the ages of 6 and 18 years. This relies on volunteer adults who, for their own protection as well as that of the children, must understand both what is and what is not expected of them.

All coaches, age group reps and officials working with Witney RFC are encouraged to work to high standards, and adopt best practice where possible. We recommend and encourage all to be aware and adopt the Codes of Conduct within this booklet.

Any suggestions for improvements or amendments to this document should be addressed to **Mini and Junior Secretary**. If you would like to talk with someone at Witney RFC about your child's involvement with the Club, please contact **Mini and Junior Chairman**

Regards

John Tripp
Youth Chairman

WITNEY RUGBY FOOTBALL CLUB

Our Aim

- To ensure that all those involved in Witney RFC recognise and understand their responsibility to safeguard the children's welfare.
- Protect all children from physical, emotional, sexual abuse, or bullying of any kind.
- To respect young people' rights, wishes and feelings.
- All individuals working with young people are made aware of the policies and procedures outlined in the Policy and Procedures for the Welfare of Young People in Rugby Union, to ensure they are not placed in situations where allegations could be made.
- To ensure that all coaches have received the appropriate qualifications for the tasks they undertake.
- To ensure that each Lead Coach has the correct level of qualifications for that age group
- All coaches to be encouraged to take additional training to assist in their development. To be mutually agreed with DoR
- To ensure that all relevant personnel who have regular supervisory contact with children or those working with young people undertake a Criminal Records Bureau Disclosure. At Witney RFC this includes the following:-
All coaches; all committee members; adults who regularly help with coaching; all Age Group Reps; volunteers in the kit shop; adults / parents take a role of responsibility whilst on tour. This is not an exclusive list; any doubts contact the Child Protection Officer [CPO]
- To keep formal written records of:-

Membership	Registration Secretary
Medical Conditions	Reg. Sec & Age Group Rep
Attendance	Age Group Rep
Disciplinary	Child Protection Officer
Accidents	CPO & First Aid Coordinator
- To maintain and update the Codes of Conduct covering the behavioural requirements for all; Coaches, Officials, Players, Parents/Guardians, Spectators, and all other members. Every registered player will receive the Codes of Conduct each season.
- To have 2 nominated and 1 lead Child Protection Officers readily contactable by any persons, adult or child, who has any concerns they wish to discuss.

WITNEY RUGBY FOOTBALL CLUB

Basic Club Information

We welcome all parents to all training sessions and competitions, and value your support. Training sessions take place at on Sunday mornings from 10:30 – 12:00 at Witney RFC. Matches are also played on Sunday mornings and are either played at Witney RFC or occasionally may be played at opponents ground. A fixture list for the season is available from your Age Group Rep.

The Club membership fee should be paid by September 30th, or within 3 weeks of first training for late joiners

Club training kit, which is available from the kit shop, consists of

- Shirt - Sky blue and black hoops
- Shorts - Black
- Socks - Sky blue with black tops
- Boots with kite marked studs
- Gum shields

Membership Fees per season

Under 7 – Under 8	£40
Under 9 – Under 12	£50
Under 13 – Under 18	£60
Post Christmas	£30

WITNEY RUGBY FOOTBALL CLUB

Mini and Junior Committee

President	Trevor Murton	01993 882011	tmurton@jaguarlandrover.com
Chairman	John Tripp	01993 851528	john.Tripp@zen.co.uk
Treasurer	Andy Moss	01993 842349	andy.mossy@btinternet.com
Secretary	Mick Routledge	01993 703520	mroutled@cisco.com
Fixtures	Garry Lambe	01993 706029	garrylambe@btconnect.com
Referee Coordinator	Ray Harris	01993 703811	ray@flightline-support.co.uk
Registrations	Trevor Murton	01993 882011	tmurton@jaguarlandrover.com
First Aid	Dave Davies	01993 706939	dave@tdavies3.orangehome.co.uk
Coaching Coordinator	Andy Merriman	01993 778867	andrew.merriman2@btinternet.com
CPO	Ruth Swift	01993 774307	swifts58@tiscali.co.uk
Kit Shop	Carole Harris	01993 703811	carole@flightline-support.co.uk
CRB Coordinator	Nick Deacon	01993 776892	nickdeacon1@aol.com
Pitch Coordinator	Bob Fisk	01993 706653	robertfisk@btinternet.com
Schools Liaison	Pat Hall	01993 704599	sypat@debalfio.fsnet.co.uk

WITNEY RUGBY FOOTBALL CLUB

Age Group Contacts

Age Group	Lead Coach	Age Group Rep
U7	James Lee	Victoria Churchill
U8	Iain Richards	Sarah Algar
U9	Fergus Mitchell	Louise Wightman
U10	Ian Binnian	Jeremy Lewis
U11	Stuart Cope	Joy Banfield
U12	Simon Burnell	Lesley Roberts
U13	Matt Delnevo	Phil Pinney
U14	Tim Swift	Michael Owens
U15	Andy Merriman	Bob Fisk
U16	Joe Warner	Angela Nobbs
U17	Nick Deacon	Mandy Smith
U18	TBD	Ray Harris
Cherubs	Anthony Webb	TBD

WITNEY RUGBY FOOTBALL CLUB

Child Safety

Your child's safety is paramount to us at Witney RFC; we want your child to enjoy a safe rugby experience in a controlled secure environment, with an emphasis on having fun.

All children, boys and girls, play within narrow, controlled age groups; the coaching emphasis is at all times on safety and having fun. For those in the younger age groups U7 – U8 will play tag rugby with minimal physical contact.

Physical aspects of the game are added in a controlled environment as the child progresses through the age groups.

Below are some guidelines to follow to help

Gum Shields:

Gum shields must be worn at all times by all age groups

Head Guards:

Head guards are recommended from U9 upwards

Body Armour:

Although not essential, does give all-round protection and is recommended from U9 upwards

Boots:

Plastic studs must not be used as they pose a serious threat of injury due to jagged edges. Aluminium screw-in studs must be used. Please ensure all studs are checked for security prior to all training sessions and games, and that the studs are compliant with the British Kite Standard Regulations.

Severe Weather Clothing:

All players should come adequately equipped to cope with the weather conditions that can occur during the winter months. If players are cold, injuries are likely to occur and they are unlikely to enjoy themselves. We recommend a fleece / waterproof top, thermal hat and tracksuit trousers for between and after games.

WITNEY RUGBY FOOTBALL CLUB

Injury:

At Witney RFC we take every precaution to make sure your child is safe. Rugby is a contact sport, with the right training and development of your child's skills; they will learn how to tackle correctly and how to be tackled, and how to prevent injury. We have a number of First Aid trained personnel available to deal immediately with any injuries.

Responsibilities of Parents:

Coaches cannot take legal responsibility for any player whose parents leaves them during training sessions, tournaments or matches. If the parents need to leave the ground for any reason they should notify the **Age Group Rep** in the first instance and appoint a fellow parent to be responsible for their child in their absence.

Medical or other conditions:

If players have any particular conditions such as asthma or diabetes, it is important that it is declared and identified on the membership form when registering your child. In addition both **Head Coach** and **Age Group Rep** should be made aware, and please have any preventative medicines with you on training / match days.

All known medical conditions of every Mini and Junior member will also be made available to the respective **Head Coach** and **First Aid Coordinator**.

WITNEY RUGBY FOOTBALL CLUB

Child Protection and Child Protection Officers

Witney RFC takes Child Welfare very seriously. Any Club member or parents are encouraged to share any concerns or problems that they may have with our designated officers.

We have a lead Child Protection Officer and have appointed 3 additional RFU trained officers to cover both Mini and Junior sections. We feel it is important that everyone has access to an officer at all times.

All CPO's contact details can be found on the Mini and Junior notice board. All issues will be dealt with professionally and kept strictly confidential.

Child Protection Codes of Conduct

- All rugby coaches must respect the rights, dignity and worth of every young person with whom they work and treat them equally within the context of rugby union
- All rugby coaches must place the physical and emotional wellbeing of all young people above all considerations, including the development of performance
- The relationship that a rugby coach develops with the players with whom they work must be based on mutual trust and respect
- All rugby coaches must ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of the young players
- All rugby coaches must encourage young players to accept responsibility for their own behaviour and performance.

Contacts

Lead CPO	Ruth Swift	01993 774307
Support	TBD	TBD

WITNEY RUGBY FOOTBALL CLUB

Photography Policy

Witney RFC 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/guardian and the young person.

Witney RFC will follow the RFU/RFUW guidance for the use of images of young people.

Witney RFC will take all steps to ensure these images are used solely for the purpose they are intended which is the promotion and celebration of the activities of the Club.

If you become aware that these images are being used inappropriately you should inform the Club's Child Protection Officers.

If at any time either parent/guardian or the young person wishes the data to be removed from the website, the Clubs' Child Protection Officer should be informed.

Anti Bullying Policy

- Bullying of any kind is not acceptable within any Club or Constituent Body (CB) providing Playing opportunities for children and young people.
- The RFU/W are a 'telling' culture and anyone who knows that bullying is happening is expected to the inform the Club Child Protection Officer
- Bullying will be taken seriously, responded to promptly, and procedures followed to deal with the situation.
- It is the responsibility of every adult working in rugby union whether professional or volunteer, to ensure that all young people can enjoy the sport in a safe enjoyable environment.

Bullying is not tolerated at Witney RFC

WITNEY RUGBY FOOTBALL CLUB

Code of Conduct for Mini and Junior Players

At Witney RFC players are expected:

- To attend regularly for training and matches. Target 75% attendance
- To arrive in good time for each session
- To inform their coach or Age Group Rep if they need to leave before the end of the session
- To pay attention and participate fully in all activities
- To keep up to date with schedules and fixtures by consulting with their coach or Age Group Rep
- To arrive with the appropriate kit for training and matches
- At matches to remain in team group when not on the field
- At matches to respect their opponents and their team mates at all times
- To always play within the rules of the games
- Work equally hard for themselves and their team – both will then benefit
- To recognise good play by all players on their team and the opposition
- Be a sportsman – win with dignity, lose with grace
- To respect referees, linemen and their decisions
- Never argue with the referee's decision
- Control your temper
- Treat all players as you would like to be treated
- To behave in a manner which brings credit to Witney RFC
- Not to smoke, consume alcohol or take either illegal drugs or performance enhancing substances on Club Premises or whilst representing Witney RFC
- Respect the Club buildings and furniture, playing equipment, including pitches and drive ways
- To pay membership fees promptly
- For all Junior games, to wear collar and tie to all home and away games or whilst representing Witney RFC

Please note that Witney RFC has a disciplinary procedure, which will be used in the event of non-compliance by any member.

WITNEY RUGBY FOOTBALL CLUB

Code of Conduct for Coaches and Officials

At Witney RFC Coaches and Officials are expected:

- To arrive on time to ensure they are ready to carry out activities on schedule
- To be supportive of all Club policies
- To meet their commitment to the Club and make suitable arrangements for any absences
- To prepare adequately for the activities they run
- To submit a CRB application promptly when requested
- To be a positive role model – display consistently high standards of behaviour and appearance
- To ensure all Junior players wear collar and Club tie to all home and away games or whilst representing Witney RFC
- To keep winning and losing in perspective – encourage players to behave with dignity in all circumstances
- To provide positive verbal feedback in a constructive and encouraging manner to all players, both during training sessions and matches
- To ensure all players are coached in a safe environment, with adequate first aid readily to hand
- Never to allow a player to train or play whilst injured
- To avoid the overplaying of the best players by using a squad system, which gives everybody a satisfactory amount of playing time
- To attain the appropriate qualifications for the activities
- To ensure good supervision of players, both on and off the field
- To ensure all players under 18 in their charge comply with Club rules on smoking, alcohol, and drugs on Club premises or whilst representing Witney RFC
- Never to exert undue influence over players for personal benefit or reward
- To 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
- To coach to the rules laid down in the Rugby Continuum
- Never to knowingly play a player outside designated age group

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WITNEY RUGBY FOOTBALL CLUB

Code of Conduct for Parents and Guardians

Parents / Guardians will be asked throughout the season to assist with routine duties e.g. Car Park, limited cleaning / maintenance duties, pitch marking, and are expected to assist their child's Age Group Rep on those occasions.

At Witney RFC Parents / Guardians and any others who attend with them, are also expected:

- To ensure players arrive in good time
 - Never to force a player to play against his / her will
 - To remember, children are involved in sport for their enjoyment, not yours
 - To discourage unfair play and arguing with officials
 - To encourage your child to learn the rules and play within them
 - Teach your child that honest effort is as important as victory, so that the result of each game is accepted without undue disappointment
 - To never punish or belittle your child for making a mistake or losing a game.
 - To applaud good play by your team and by members of the opposing team.
 - Publicly accept officials' judgement
 - Support your child's involvement and help them to enjoy sport
 - **To use correct and proper language at all times**
 - Support the Club in offering a warm welcome to new members and to visiting players, coaches and parents
 - Recognise the value and importance of volunteer coaches. They give up their time and resource to provide recreational activities for your child.
 - To maintain communication with coaches and Age Group Reps about schedules and fixtures
 - To encourage players to stay in team groups when not on the field
 - To ensure compliance with rules on smoking, alcohol and drugs
 - To behave in a manner which brings credit to Witney RFC, and to ensure players do likewise.
 - Support the Club by helping out on match duty days
- Please note that Witney RFC has a disciplinary procedure, which will be used in the event of non-compliance by any member.**

WITNEY RUGBY FOOTBALL CLUB

Code of Conduct for Spectators

At Witney RFC Spectators are expected:

- To act as positive role models to all players
- To be familiar with, and abide by, the RFU Child Protection Guidelines in relation to verbal and emotional abuse
- To respect guidance from the Club with regard to spectator behaviour
- To remember children play sport for their own enjoyment, not for that of spectators
- To acknowledge good individual and team performances from all players irrespective of the team in which they play
- To 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 to 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
- To acknowledge effort and good performance rather than 'to win at all cost'
- To verbally encourage all players in a positive manner, shouting 'for' not 'at' the players
- **To use correct and proper language at all times**
- To encourage all players irrespective of their ability – never ridicule any individual player, regardless of the team in which they play

Please note that Witney RFC has a disciplinary procedure, which will be used in the event of non-compliance by any member.

WITNEY RUGBY FOOTBALL CLUB

Equity Statement

Witney RFC is committed to ensuring that equity is incorporated in all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

- Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them.
- Sports equity is about changing the culture and structure of sport to ensure that it becomes equally accessible to all members whatever their age, ability, gender, race, ethnicity, sexual orientation, religious beliefs or socio-economic status.
- Sports equity is about making sure that all of our people can realise their talents and fulfil their potential.
- Sports equity is about using the power of sport to engage, unite, and motivate people, promote social inclusion and improve health.
- Sports equity is about individuals' responsibility to challenge discriminatory practice and promote inclusion.

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

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

Witney RFC will deal with any incidence of discriminatory behaviour seriously, in accordance with Club disciplinary procedures.

WITNEY RUGBY FOOTBALL CLUB

Volunteer Acknowledgement

Every volunteer, no matter how large or small their contribution, is a valuable member of the Club. We recognise that without your help and assistance, during the season and in closed season Witney RFC's Mini and Junior section would not function and be the success that it is.

Thank You

If you would like to join our coaching staff, or would like to offer some of your time to the Mini and Junior Section in any other way, please either contact the **Mini and Junior Chairman** or **Mini and Junior Secretary**.

WITNEY RUGBY FOOTBALL CLUB

Mission Statement

TO PLAY WITH ALL TO WIN

To provide accessible and affordable rugby for the whole community.

Ensure every child is given equal opportunity to play rugby or receives quality coaching.

All players irrespective of ability are treated equally and fairly.