

HULLENSIANS RUFC

CLUBS OPERATING PROCEDURES

01 October 2016 v2

SAFEGUARDING

- Please read the clubs safeguarding policy
- All safeguarding issues must be reported to the Clubs Safeguarding officer immediately
- Club Safeguarding Officer

Name:

Lynda Barratt

Contact Number:

07909 548497

Email:

lyndabarratt1@hotmail.co.uk

- For all safeguarding information please read the Clubs Safeguarding Policy, this can be found on the clubs website at www.hullensiansrufc.rfu.club

FIRST AID REQUIREMENTS

- Each Team MUST have two coaches or volunteers who hold a current
- RFU Emergency First Aid course certificate
- Emergency First aid kits are also stationed in the following areas on the grounds to support all players / Volunteers / Coaches and spectators needs. And full list of current first aiders will be present at each of those locations to support this
- All accidents must be recorded in the first aid book and logged with the Clubs safeguarding officer (LB)
- First aid kits must be carried by the coaches and readily available at all training / matches
- Each kit to be checked and signed off by the clubs Safeguarding and First aid officer
- Replacement first aid equipment and suppliers are to be ordered by email request to the Clubs Rugby Manager

Rugby Manager - Dave Bates

Contact Number: 07969 420758

Email: maple@maple.karoo.co.uk

COACHING

- Coaching is one of the most crucial factors in developing, sustaining and increasing players development, and therefore securing the future and quality of the players at the club.
- The club therefore is actively encouraging coaching development. By pushing every coach to the next level.
- **Coaching Coordinator**

Name:

Kevin Marshall

Contact Number:

07970 327783

Email:

kev@marshall5.karoo.co.uk

The RFU [online course booking system](#) allows you to search by course type, region, postcode or date before booking and paying for your course.

CLUB FACILITIES

- Facilities manager to oversee all matters arising with the Bar & kitchen area.

Club Facilities Manager

Name:

Tony Smith

Contact Number:

07939 485985

Email:

tonyboy100@tonyboy100.karoo.co.uk

-

TEAM PRIORITY

- Level of importance of team from clubs development program/goals.
- Priority (from top to bottom)
 - Colts rugby (U18's - U16's)
 - Juniors (U13's, U14's & U15's)
 - Mini's (U7's, - U10's)
 - Mini's (U11's, U12's)
- Hullensians RUFC have a commitment to deliver a club development program based on development actions and goals drawn up and signed off by the RFU therefore the club needs to structure team priority inline with those goals.

FIXTURES

- Hullensian's RUFC define and appointed fixtures in line with common RFU practice and application of Laws of the game to providing the right balance between coaching and match play.
 - Arrangement of fixtures outside of the set structure must follow the RFU practice.
 - Before any game can be confirmed the Facilities Manager / Rugby Manager/ J&M Chair must have agreement that the game can be played and supported fully by the Clubs infrastructure.
 - Team managers or Lead Coach must confirm matches with the fixture secretary by email on the Tuesday for the following Sunday's game.
-
- Fixture Secretary Kath Smith
 - Email kathsmith1950@yahoo.co.uk

PITCH ALLOCATIONS

- Wall mounted pitch board installed on location in changing room to allow all coaches / team managers to have pitch information prior to match day
- Facilities Manager to allocation pitches on the Monday before weekend games
 - First Team Pitch
 - Flood light pitch
 - Training area
 - Springhead Lane Pitch
 - Haltemprice Sports centre Pitch
- When using either Springhead Lane pitch or Haltemprice Sports centre pitch, coaches & team managers are asked to read and follow the clubs playing rugby pitch information and policy agreements. These can be found at <http://hullensiansrufc.rfu.club/Information>

CANCELLATION OF GAMES PROCEDURE

- **Cancellation of games procedure**
- Based on pitch allocation prior to match day, information can be feed to relevant coaches / team managers when pitches / surfaces are unplayable and match cancellations are required
- Teams may then have to be moved based on level of importance due to cancellation requirements
- The rugby committee will make assessments on weather conditions when required too.
- **Rugby committee members**
 - Rugby manager DB Facilities Manager TS
 - Director of Rugby JB Senior Club Coach AA
- Pitch unavailability will therefore be controlled by prior allocation. Only overriding factor will be Priority of Colts Rugby based on clubs development program.
- **The Clubs Rugby manager & Facilities Manager have the finish say on allocation based on those factors**

MATCH DAY - TEAM SHEETS

- To help manage team selection/registration of players.
- Each team is required to complete a team sheet pre-match day.
This will help with recording playing numbers but more importantly if there has been an injury or concussion that the parent can be advised on what is the correct procedure. A booklet is available to help with identifying concussion and action to take.
- Sheet to be sent by email to the below address, alternatively a paper copy to be handed in to TS at the bar.
- Email address = Hullensiansrufc@gmail.com
- *Please subject the email team age grade, date and fixture*

CHANGING ROOMS

- Based on pitch allocation / KO time / age level requirements changing rooms will be allocated prior to match day and displayed on the notice board on the wall.
- This will allow the coaches / team manager therefore to plan accordingly
- Changing room allocation is to be completed by the Clubs Facilities Manager
- Any problems with changing rooms must be reported to Clubs Facilities Manager TS asap.
- During training and match days coaches and team managers have the responsibility to make sure players behave in the changing rooms and act responsibly to other players and the facilities.

TRAINING - WOLFRETON 3G

WINTER TRAINING

- Starting this Wednesday 9th November 2016 going through to Wednesday 22 February 2017 the club have published a training schedule for the use of Wolfreton. Basically each week we will alternate between the U12/U10's and the U7/U8/U9/U11's. However as the season progresses we may need to reschedule some of these dates to allow the U13/U14/U18 to make use of the facilities.
- The club is charged irrespective of use so if you can't make a session for any reason then please coordinate amongst yourselves to make best use.
- **To summarise for the foreseeable future training for the U7/U8/U9/U11's and U12/U10's will take place at Wolfreton School from 7.00PM to 8.00 PM starting with the U7/U8/U9/U11's on Wednesday 9th November 2016**
- Wolfreton's 3G pitch is **NOT** upto IRB standards and as such full contact is **NOT** allowed for insurance purposes. However drills and touch / tag rugby will be acceptable.
- Because it's a shared area and other activities are taking place at the same time each coach **MUST** do a risk assessment and modify their session accordingly.

NEW PLAYER REGISTRATION

- Check Availability of spaces per team (mini's unlimited, juniors 24 players)
- Player must train for 2 weeks at club before they can be registered
- If the player is attached to another club they must de-register with that club before we process registration form
- Transfer request will be issued when we are notified by RFU they will be eligible to register
- Player registers pays fee and fills in forms and photos taken and gets measured for kit
- Player will be registered within 7 days of acceptance to the club
- Player cards & membership cards will be issued to parents
- Any player playing up or down age groups cannot play until we have RFU dispensation form received

AGE GRADE PLAYER RULES

- A player can play adult contact rugby, or train with other adults in contact rugby, when they reach their seventeenth birthday provided: (a) they have
- been assessed as capable of playing with adults; (b) the RFU's Playing Adult Rugby Form has been duly completed and signed; and (c) the player does
- not train or play in the front row of the scrum. Once a player has reached the age of 18, the player may play in any position.
-
- 15.2 Determining a player's Age Grade 15.2.1 A player's age grade is determined by their age at midnight on 31st August at the beginning of each Season and that age grade applies for the whole Season. At England U17 and U18 elite level only the player's age grade is determined by their age at midnight on 31st December of that Season

PLAYING OUT OF AGE GRADE GUIDANCE

- There are a few simple “Golden Rules” which should be remembered when considering whether or not a player may play out of age grade. These are as follows:
 - † Children and young people must play rugby in their correct age grade;
 - † Children must not play in any matches or festivals until they are 6 years old;
 - † There is no “playing up” an age grade until U12 (for boys);
 - † There are no dispensations in the girls’ game due to the age banding which already exists;
 - † U7s and U8s must not play contact rugby under any circumstances;
 - † Children must not play with adults until they are 17 (boys) (with conditions) or 18 (girls)
 - † Only in exceptional circumstances may children “play down” an age grade.

PLAYING OUT OF AGE GRADE GUIDANCE

- If you wish for a player to obtain dispensation to play out of their age grade you must do this through me, a form will need to be completed by a level 2 coach and has to be signed by the parent of the child, this then has to be submitted to the RFU for approval before the player can play out of their age grade.
- Once the dispensation has been approved the player can stay in that age grade for one season only. Should they return to their own age grade within that season then the dispensation is cancelled and cannot be renewed.
- Please note there are no exceptions to these rules, please do not allow any player to play out of their age grade as a one-off as this may result in you, myself and the club having to attend a disciplinary hearing with the Yorkshire RFU and the first team having league points deducted.

EXISTING PLAYER RE-REGISTRATION

- Players will be asked to fill in new registration form
- Player registers & pays registration fee and signing Safeguarding forms and photos taken for cards and gets measured for kit

CLUB LEVY

- The CSB have agreed that to allow the club to maintain its superior facilities on and off the rugby pitches, each Junior team will be charged a levy to Hullensians RUFC Ltd to the amount of 500 pounds
- All levies must be arranged & paid in full by Feb 28th 2017.

SPONSORSHIP

- Team Level
 - Sponsorship amount up to £500 can be spent on a team/squad
- Club Level
 - Sponsorship gained over £500 must be highlighted to the clubs Financial board. And this may then be used to match fund ongoing club or future projects. Funds will therefore then be assigned to the team by the CSB.
- Fund Raising
 - All fund raising activities ran by teams or sections will need to signed off by the following to adhere to the club & RFU Policies
 - Mini & Junior Chair, Senior board Chair, Club Secretary or Club treasurer
- Grants
 - All grants or allocated money from RFU or YRB must be highlighted to the clubs Financial board. And this may then be used to match fund ongoing club or future projects. Funds will therefore then be assigned to the team by the CSB

CLUB TOURS

- All teams wishing to Tour must use a RFU recognised Tour guide and MUST Adhere to the RFU Guideline procedures - found at the following link
- Go on Rugby Tour
 - <http://www.englandrugby.com/governance/game-support/rugby-tours/>
- Tour Resources and Forms
 - <http://www.englandrugby.com/governance/game-support/rugby-tours/resources-and-forms/>
- Before any tour can be finalised & undertaken the Lead tour officer MUST complete and present to the club senior board a Tour Risk Assessment paper & itinerary, this will be assessed and signed off accordingly based on the finding. Any planned tour NOT following the clubs / RFU policy will be stopped and disciplinary actions may be taken against the coaches involved.
- Hullensian's RUFC endeavour's to create a Safe and secure playing environment for all mini & juniors players
- RFU Tours Insurance MUST be taken out for all teams playing matches outside the RFU leagues – e.g. 2nd XVs, age grade and vets teams
 - <http://www.englandrugby.com/governance/insurance/tours-insurance/>>

SCHOOLS PROGRAMME

- Hullensian's RUFC actively pursuit a full schools program with the clubs RDO's, Schools officer, RFU local & regional RDO's and Club volunteers
- Be a volunteer, and support the club activities, for more information on how people can help see the club or RFU website or ask a member of the committee.

Schools Contact

Name:

Kev Marshall

Contact Number:

07970 327783

Email:

kev@marshall5.karoo.co.uk