



**CLUB WELCOME PACK**  
**&**  
**MEMBERSHIP APPLICATION FORM**  
**JUNIORS 2009/10**

## Dear Member

Welcome to Alcester Rugby Football Club.

This publication has been produced to meet the required standards and implement best practice as advised through Sport England accreditation scheme 'Clubmark'.

The Sport England benchmark accreditation 'Clubmark' has been developed to recognise and accredit clubs that are committed to providing a safe, child friendly and effective environment for children and young people.

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## **CHILD WELFARE**

### **Underpinning Principles**

Alcester Rugby Football Club has adopted the following underpinning principles as part of our Child Welfare Policy:

- All young people within Rugby, regardless of age, gender, race, religion, sexual orientation or disability have the right to be protected.
- All young people participating in sport have the right to do so in a safe environment.
- Adults working within rugby will provide a safe, positive and fun rugby experience for young people.
- Adults, volunteers, coaches and referee's will understand and be supported in their roles and responsibilities with regard to the duty of care for young people.
- Individuals will receive support through education and training to be aware of and understand best practice and how to manage welfare issues.
- Alcester Rugby Football Club assures all volunteers that it will fully support and protect anyone who, in good faith (without malicious intent) reports a concern pertaining to child welfare and protection.
- Alcester Rugby Football Club recognises its responsibilities in respect of child welfare and protection and is committed to complying with all relevant guidance.
- It is the responsibility of the child protection experts to determine whether or not abuse has taken place, but it is the responsibility of all those working within rugby to report any concerns.

### **Club Welfare Policy Procedures**

Alcester Rugby Football Club will be working in the immediate future to identify key positions and is in the process of addressing all club policies and procedures as advised below:

- Appointing a 'Club Welfare Officer'.
- Duty of care and the welfare of young children.
- Good practice, poor practice and abuse.
- Anti-bullying policy.
- Recruitment and selection of staff and volunteers including CRB and self-disclosure.
- Responding procedures to disclosure, suspicions and allegations.
- Managing young people away from the club.
- Codes of conduct for staff and volunteers.
- Guidelines for parents and carers.
- Guidelines for photography and video.
- Guidelines for changing.
- Guidelines for transportation.

All members are advised that a full copy of the welfare policy is available. Further information can be obtained by contacting our Club Welfare Officer.

## **Club Welfare Officer**

Alcester Rugby Football Club believes that the protection of young people in rugby is of paramount importance. Any child protection concern or disclosure must be reported directly to the Club Welfare Officer.

**Club Welfare Officer:** Peter O'Dell

**Contact Details:** m. 07775767589 email. pod@odellp.freeseve.co.uk

Peter has been trained in and has received:

- A basic knowledge of and/or familiarity with pertinent legislation and government guidance relevant to the role of Child Welfare Officer.
- A basic knowledge of the roles and responsibilities of the statutory agencies within child protection.
- An understanding of the RFU procedures for reporting child protection concerns to statutory agencies and the local RFU Welfare Officer.
- Awareness of equity issues within the context of child protection.
- A basic knowledge of the different forms of behaviour that can occur within and outside sport that are harmful to children, from poor practice to child abuse.

The Club Welfare Officer is a member of the club's committee and is required to uphold confidentiality, as far as practically possible, in all child welfare/protection matters. A summary of the main roles of the Club Welfare Officer are:

- Help safeguard young people by assisting in the promotion and implementation of our policies and procedures.
- Be the first point of contact for all child welfare and protection concerns.
- Assist in raising the awareness of others in rugby in respect of child welfare and protection.
- Be a source of advice and information on child welfare and protection issues.

## **Sports Equity Statement**

Alcester Rugby Football Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so, it acknowledges and adopts the following definitions:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture of sport to ensure it becomes equally accessible to everyone in society.

The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

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

All club members will oppose discrimination and promote equality.

The club will deal with any incident of discrimination using the club disciplinary procedures.

## **Codes of Conduct**

The RFU Codes of Conduct ensure that all adults within a rugby club clearly understand the acceptable standard of behaviour towards children and young people. All club members must adhere to the relevant Code of Conduct:

These Codes of Conduct are supported by the Warwickshire Rugby Football Union and breaches will be reported for appropriate action to be taken.

Alcester RFC ensures and makes available the following Codes of Conduct to all club officials, coaches, young players, medical support staff, parents and spectators etc. When joining the Alcester RFC you will be asked to sign to ensure you are aware of the various Codes of Conduct and must agree to abide by them. Breaching the Codes of Conduct will mean that appropriate action will be taken.

### **Alcester Rugby Football Club Code of Conduct**

Our code of conduct ensures that:

- The rights, dignity and worth of young people are respected and treated.
- The physical and emotional well-being of all young players must be placed above all other considerations.
- The relationship developed between adults and young people with whom they work must be based on mutual trust and respect.
- All activities undertaken are appropriate to the age, maturity, experience and ability of the young players.
- Young players should be encouraged to accept responsibility for their own behaviour and performance.
- Young players (and their parents/carers) are aware of what is expected of them both on and off the rugby field and also what they are entitled to expect from the coaches.
- Everyone, including coaches, officials, doctors, physiotherapists etc, should ensure the well-being, safety and enjoyment of all young players.
- The positive aspects of the sport e.g. fair play must be promoted.
- Behaviour contrary to the spirit of the Laws of the Game or relevant regulations or the use of prohibited techniques or substances must never be condoned.

### **Code of Conduct for Young People**

Our code of conduct ensures that:

- All young people treat each other with the same respect and fairness.
- They respect differences in gender, disability, culture, race, ethnicity and religious belief systems.
- All young people appreciate that every player brings something valuable and different to the game.
- They show patience and act with dignity towards others at all times.
- They are aware of their own welfare and that of others and that they do not act irresponsibly or illegally.
- All young people take time to thank those who assist them, whether it be family, organisations or team mates.

## Code of Conduct for Junior Players

Alcester Rugby Football Club believes that all parents/carers have a major role to play in supporting their child's involvement with rugby and in helping them to enjoy the sport. All parents/carers will abide with the code of conduct advised below:

- Encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for making mistakes.
- Publicly accept the decisions of officials.
- Support your child and help them to enjoy the sport.
- Use correct and proper language

## Code of Conduct for Parents/Carers

Alcester Rugby Football Club believes that all parents/carers have a major role to play in supporting their child's involvement with rugby and in helping them to enjoy the sport. All parents/carers will abide with the code of conduct advised below:

- 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 young players' efforts rather than winning or losing.
- Be realistic about the young players' ability; not pushing them towards a level that they are not capable of achieving.
- Provide positive verbal feedback both in training and during the game.
- **Remember persistent, negative messages will adversely affect the players and referee's performance and attitude.**
- Always support the rugby club in their efforts to eradicate loud, coarse and abusive behaviour from the game.
- Remember that young people learn by example.
- Always show appreciation of good play by ALL young players both from your own club and the opposition.
- Respect decisions made by the match officials and encourage the young players to do likewise.

Alcester RFC encourages Parents to:

- Be familiar with the coaching and training programme in order that their child is fully involved and the coaches are aware of their ability.
- Be familiar with the teaching and coaching methods used by observing the sessions in which their child participates.
- Be aware that the club has a duty of care and therefore, where appropriate, assist coaches with the supervision of the young players, particularly where numbers are large and there is a need to transport youngsters to away games.
- Be involved with club activities and share their expertise.
- Share concerns, if they have them, with club officials.
- Be familiar with the "Good Coaches Code" and in particular that Coaches should recognise the importance of fun and enjoyment when coaching young players.

- Coaches should keep winning and losing in perspective, encouraging young players to behave with dignity in all circumstances.
- It is important that parents support coaches in instilling these virtues.

### **Code of Conduct for Coaches**

All qualified coaches delivering coaching and match playing programmes on behalf of the club will be screened for their suitability:

- **Rights** – Coaches must respect and champion the rights of all members.
- **Relationships** – Coaches must develop a relationship with members based on openness, honesty, mutual trust and respect.
- **Personal Standards** – Coaches must demonstrate proper personal behaviour and conduct at all times.
- **Professional Standards** – Coaches must provide a safe environment that maximises the benefits and minimises the risk to junior members in achieving their goals.

In addition, all coaches who deliver rugby programmes within the club environment, will have access to:

- All relevant medical conditions and emergency contacts of all junior members.
- All guidelines for dealing with incidents and accidents.
- All local emergency contact numbers.
- A risk assessment form to be used prior to every coaching session.
- Information about learning/coaching qualifications.
- A volunteer agreement form which encourages them to work to high standards and adopt best practice.
- A copy of all policies and guidance notes relative to their role.

### **Code of Conduct for Spectators**

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

In Rugby Union Spectators are encouraged to:

- Act as positive role models to all young players.
- Be familiar with, and abide by, the RFU and RFUW Welfare of Young People guidance in relation to verbal and emotional abuse.
- Respect the rugby club policy with regard to spectator behaviour.

## **Code of Conduct for Rugby Staff, Club Officials and Volunteers**

We welcome parents/carers to all club training sessions and competitions – we fully value their ongoing support. As part of our club's development, we are working towards a structured procedure and approach to volunteer recruitment and offer opportunities to all members, parents/carers and individuals with a rugby interest to get involved in a wide variety of ways. In line with our club policy, all newly recruited volunteers will be required to be screened for their suitability to work with young people by completing a CRB check or a self declaration form.

We are also committed to safeguarding and promoting the well being of our members. The club believes that it is important that members, coaches and all parents/carers associated with the club should at all times show respect and are encouraged to be open and to share any concerns or complaints that they may have about any aspect of the club.

Alcester Rugby Football Club advises that the essence of good ethical conduct and practice for club officials, staff, coaches and volunteers is outlined below:

- Respect the rights, dignity and worth of every person within the context of rugby.
- Treat everyone equally and do not discriminate on any grounds.
- Wellbeing and safety of young people is paramount – above performance.
- Working relationships should be developed with young people based on mutual trust and respect.
- Any physical contact will be carried out within recommended guidelines and with the young persons consent.
- Always work in an open environment.
- Do not engage in any form of sexual contact with a young person. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures.
- Respect young people's opinions when making decisions about their participation in rugby.
- Always promote the positive aspects of rugby and inform players and parents of the requirement of rugby i.e. fair play.
- Display high standards of language, manners, behaviour, punctuality, preparation and presentation.
- Do not smoke, drink or use banned substances whilst working with young people.
- Hold relevant qualifications and insurance cover.
- Ensure all activities are appropriate for the age, maturity, experience and ability of the young people.
- Keep up to date with all club policies and procedures.
- Report all concerns you may have in relation to a young person by following the reporting procedures.
- Always be aware and report any conflict of interest.

Should you be interested in assisting or volunteering in any way, please contact either

Junior Section Representative – Stevan Bailey

Coaching Co-ordinator – Tony Darby

Volunteer Co-ordinator – Robert Thompson

Community Rugby / Club Liason Officer -- Peter Cook

Junior Registration Secretary -- Tony Darby

## Junior Section

Alcester Rugby Football Club provides opportunities for young people between the ages of 5 – 18 years to receive coaching and competitive match playing. All coaching is directed by qualified coaches who are RFU trained and have been screened for their suitability to work with young people. Junior training sessions take place on:

Tuesday Evenings (7.00 pm to 8.30 pm) - U11's, U12's U13's, U14's & U15's

Thursday Evenings (7.00 pm to 8.30 pm) – U16's & U17's / Colts

Sunday Mornings (10.30 am – 12.00 pm) – All Age Groups

The cost of each training session is covered by the annual membership fee. Junior members are asked to make their own travel arrangements to and from training sessions. Travel arrangements to and from matches can be obtained from the relevant age group coach. We appreciate it if you can arrive on the times specified and can be collected promptly. If parents/carers are going to be late, contact the coach and let them know.

Age Group	Coach	Contact Details	Level
U7's & U8's	Peter Hucker	t. 01789 488034	Level 1
U7's & U8's	Simon Walsh		(Assistant)
U9's	Alan Arthur	t. 01386 792825	Level 1
U10's	Paul Ashford	m. 07815 43996 t. 01527 451298	Level 1
U10's	Nathan Rosewell	m.07885210140	Level 1
U11's	Gary Vale	t. 01789 774611	Level 1
U11's	Gerald Beirne	m. 07999 873087 t.01527 547515	Level 1
U12's	Iain Bubb	t. 01527 893748	Level 1
U12's	Peter Goddard	m. 07824 487755 t. 01527 893087	(Assistant)
U12's	David Townsend		(Assistant)
U13's	Andy Flynn	m. 07774 822236t. t. 01527 857482	Level 1
U13's	Carl Putnam	t. 01527 460111	Level 1
U13's	Neil Johnson	t. 01527 457164	Level 1
U14's	Scott Carmicheal	m. 07810 437878 t. 01789 778284	Level 1
U14's	Herman Hendriksz		Level 1
U15's	Mark Hatton	m. 07766734007	Level 2
U15's	Roy Troman	m. 07721862397	Level 1
U16's	Brett Shreeves	m. 07776 250961 t. 01789 763876	Level 1
U16's	Steve Lunn	m. 07800 709823	Level 1
Colts	Brian Armstrong	m. 07804 499842 t. 01527 451812	Level 2
Colts	Keith Beech	t 01789 778184	(Assistant)
Colts	Robert Thompson	m. 07769 742963 t. 01789 766815	Level 1
Colts	Kevin Elsby	m 07727171334	(Assistant)
Welfare	Pete O'Dell	m 07775767589	
Registration	Tony Darby	m. 07771587757 t. 01789 764565	
First Aid	Kim Flynn	m. 07507 573839	
CRB Officer	Robert Thompson	m. 07769 742963 t. 01789 766815	
Laws Coach	Stuart Thorpe		Level 2
Fixtures	Steve Marchant	m. 07718629862	
Junior Rep	Stevan Bailey	m. 07901977181	

## **Medical**

For safety it is important that the club is informed of any medical conditions or allergies that may be relevant should a child fall ill or be involved in an accident whilst at the club. When completing the club membership form, we would be grateful if you could confirm your contact details together with any relevant medical conditions or allergies and ask all parents/carers to acknowledge the provision of the clubs welfare policies which are published by the club. All junior membership forms should be fully completed and returned to the club registration secretary Tony Darby.

## **Junior Club Rules**

All juniors should follow the club rules

- Junior members must play within the rules and respect officials and their decisions.
- Junior members must respect opponents.
- Junior members should always be punctual.
- Junior members must wear suitable kit at all times.
- Junior members must not smoke, drink or use banned substances on club premises.

## **Anti-Bullying Policy**

Alcester Rugby Football Club does not accept or condone bullying in any way and will address all forms of bullying and harassment. Everyone involved with the club, whatever their role, has a responsibility to work to stop bullying. To help and prevent bullying in rugby, an individual should:

- Take all signs of bullying seriously.
- Encourage all young people to speak about and share their concerns.
- Create an open inclusive environment.
- Investigate all allegations of bullying and take appropriate actions to protect the victim.
- Reassure the victim that you can be trusted and will help them.
- Keep a record of what has been said.
- Report any concerns to the Club Welfare Officer.

When bullying or harassment does take place, the club will:

- Inform the bullies parent/carer.
- Try to get the bully to understand what they have done.
- Provide support for the victim.
- Impose sanctions as appropriate.
- Encourage and support the bully to change.
- Discuss the progress matters with the families.
- Keep a written record of action taken.

A full copy of our anti-bullying policy is available from the Club Welfare Officer.

## **Guidelines on Transportation**

Transportation of junior members to and from rugby events is a contractual agreement entered into between two parents and is not the responsibility of the club. The implementation of this policy is not intended to exclude any player from participation. Parents/carers should contact the Club Welfare Officer

if they have any problems with the transportation of players. It is advisable for parents/carers to register a contact number with the coach when leaving children at the club. All volunteers who are regularly involved in the transportation of the young members shall be required to register the type of private vehicle used and the vehicle registration number.

Alcester Rugby Football Club advises drivers of the need to check their insurance is appropriate. All records will be kept by the Club Welfare Officer.

### **Guidelines on Changing**

As part of its commitment to provide a safe and friendly environment for young members, we advise the following practices will be adhered to with regard to changing:

- Players aged 10 and under will be supervised at all times by at least one and whenever possible, two members of the club of the same gender.
- Parents/carers are not allowed in the changing rooms whilst junior members are changing.
- Adults will not shower at the same time as junior members.
- Any junior member who is uncomfortable about changing or showering in public will not be pressured into doing anything they do not want to.
- Any disabled junior members will have an individual changing plan developed with them.

### **Guidelines on Photography and Use of Video**

Alcester Rugby Football Club is keen to promote the positive images of rugby and is therefore not banning the use of photographic equipment. However, there is evidence that some people have used sporting events as an opportunity to take inappropriate images of young people.

To this end, our guidelines are as follows:

- Ask for parental permission to use a child's image and ensure that they are aware of the way the image is going to be used.
- Ask the young member's permission to use his/her image.
- Only use images of young members in appropriate dress.
- Encourage the reporting of inappropriate use of images of young people.

The club has no intention to prevent coaches from using video equipment as a legitimate training aid. However, players and parents/carers must be made aware of what is being done and for what reasons. We ask that parents/carers provide consent for the use of photography and video whilst in the club environment by completing in full and returning the Junior Members Application Form and returning it to Tony Darby.

If a parent/carer does not wish their child to be photographed or videoed then it is their responsibility to ensure that it does not occur. All concerns should be reported to the Club Welfare Officer.

### **Junior Membership Pricing Policy 2009/10**

<b>Number of Junior Members</b>	<b>Total Cost</b>
1	£50*
2	£85
3	£115
4	£140

\*Includes £15 social membership for one adult.<sup>i</sup>

# RUGBY FOOTBALL UNION

## YOUNG PLAYER REGISTRATION FORM

RFU Registration Number (if known)

Please complete each section in **BLOCK CAPITALS** and return it to your Club Registration Officer  
**WITH TWO PASSPORT SIZE PHOTOGRAPHS**

Please tick where appropriate

**New Registration**  **Re registration**  **Data Amendment**  **Club Transfer**

<b>Surname:</b>	<b>First Names:</b>	<b>D.O.B.:</b>
<b>Home Address:</b>		
<b>Email</b>		<b>Postcode:</b>
<b>Male</b> <input type="checkbox"/>	<b>Female:</b> <input type="checkbox"/>	<b>Contact Telephone Number(s):</b>
<b>Ethnic Origin</b> (Tick where appropriate):-		<b>I have attended an Active Sports Rugby course.</b>
Afro-Caribbean <input type="checkbox"/>	UK European/Irish <input type="checkbox"/>	<b>YES / NO</b>
U.K. Asian <input type="checkbox"/> U.K. Afro-Caribbean <input type="checkbox"/>	Other European <input type="checkbox"/> Other <input type="checkbox"/>	
<b>Name of Parents/Guardians:-</b>		
<b>Address of Parents/Guardians</b> (if different from above):		
Contact Telephone Number:		Postcode:
<b>School/Education Establishment Name and Address:</b>		
Contact Number:		Postcode:
<b>Medical Conditions/Allergies</b> (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).		
<b>Doctor Name and contact Details</b>		
Do you consider yourself to have a disability? (please circle)    YES    NO    If yes, what is the nature of your disability? (please describe)		
Previous Rugby Club (if any)	<b>*Representative Playing History</b> (please give dates, etc., using a separate sheet if necessary) * (please tick position played)	
Tight Head <input type="checkbox"/>	Hooker <input type="checkbox"/>	Loose Head <input type="checkbox"/> Left Lock <input type="checkbox"/> Right Lock <input type="checkbox"/>
Blindside Flanker <input type="checkbox"/>	Openside Flanker <input type="checkbox"/>	Number Eight <input type="checkbox"/> Scrum Half <input type="checkbox"/> Stand Off <input type="checkbox"/>
Left Wing <input type="checkbox"/>	Inside Centre <input type="checkbox"/>	Outside Centre <input type="checkbox"/> Right Wing <input type="checkbox"/> Full Back <input type="checkbox"/>
<b>Name of Current Club :</b>		
I declare that the above is correct. In signing this form I declare that the above named player is bound by the laws and resolutions of the Rugby Football Union and its constituent body and the rules of the above named club		
<b>Signed (player)</b>		
<b>Signed (parent / guardian)</b>		
<b>Countersigned (Club Official)</b>		

**Data Protection:** The information above will be held for registration purposes only and will not be made available to any person outside the RFU 10/2000

## JUNIOR SECTION MEMBERSHIP FORM 2009/10

Name:		
Address:		
Home Telephone Number:		
Mobile telephone Number:		
Email Address: <span style="color: red;">(Please Write Clearly)</span>		
Gender: <small>(please circle)</small>	Male	Female
Date of Birth:		
Emergency Contact Name:		
Emergency Telephone Number:		
Medical Information: <small>Please detail any important medical information that the club should be aware of (e.g. asthma, epilepsy, allergies etc)</small>		
School Attended:		
School Year:		
Playing Age Group		
Doctors Name and Contact Details:		
New Member/Existing Member		

### Sporting Information:

Have you played rugby before? (please circle) YES NO

If yes, where and when (please describe)

### Player Monitoring

In order to help the club monitor its membership which may also assist with future funding applications, please complete the following information where appropriate.

**Ethnicity:** (E.g. White, Irish, Mixed (White/Black Caribbean), Indian, Pakistani, Caribbean, African, Chinese, any other ethnic group, please indicate below)

**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 activities'.

Do you consider yourself to have a disability? (please circle) YES NO

If yes, what is the nature of your disability? (please describe)

### Parental Help / Skills

Are you willing to assist the junior section during the forthcoming season? Yes / No

**Please circle.** Eg Sponsorship, coaching, first aid, kit sales, admin, other please specify below.

**Authorisation**

I being the parent/guardian of the above young player consent to a Member of Alcester RFC to authorise emergency treatment in hospital when deemed necessary. I also give the club authority to take photos and videos of my child/children playing rugby for display, advertising and coaching purposes only. Please find attached the codes of conduct for Alcester Rugby club, which are in place to help every ones enjoyment of the game. Please read and, by signing below, show acceptance of and adherence to these codes.

By returning this completed form:

- I agree to my son/daughter/child in my care, taking part in the activities of the club and confirm that my child will comply with the Junior Rules.
- I confirm that I understand the parent/carer code of conduct.
- I give consent to the use of photography and video in coaching of rugby as advised by club policy.
- I understand that I will be kept informed of all Rugby Club activities e.g. timing and transportation details for away matches when my child is involved.
- I understand that in the event of an injury or an illness, all reasonable steps will be taken to contact me and deal with that injury/illness.
- I am aware that of and have access to all principle Club Welfare Policies.

Signed Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

**Official Use Only**

Subscription Fee Received:	Yes	No
Subscription Amount	£	1 2 3 4 5
Payment Type	Cheque / Card / Cash	
RFU Registration:	Yes	No
Photograph's Received:	Yes	No

**(Cheques to be made payable to Alcester Rugby Football Club)**

\_\_\_\_\_