

**CLUB
MARK**
BISHOP AUCKLAND RFC



**YOUTH SECTION HANDBOOK
SEASON 2009-2010**



**COMMUNITY
RUGBY**
**SEAL OF
APPROVAL**

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Message from the Coaching Team and Committee

On behalf of BISHOP AUCKLAND RFC we would like to say welcome to you all. BISHOP AUCKLAND RFC is a club open to all young people and children (both boys and girls) between the ages of five and eighteen who live in the BISHOP AUCKLAND area.

We have all been involved within the club many years and now it is our turn to put something back into this great sport, by striving to provide excellent facilities and the environment for our children to play rugby, we will ensure that our club can prosper in the years to come.

The club fields two Senior Teams, an Under 16's Team, junior teams aged 13 – 14 and Mini teams from the age of 6 – 12yrs.

In this pack you will find general information about the club, if you should require anything further please do not hesitate to contact any of the above named individuals, contact numbers are available in the pack and on notice boards.

Please can you take the time to read your pack and **sign and return all relevant forms** needed for your child's participation within the club. It is important we receive the completed forms (including parental consent) to allow your child(ren) to train/play for the club.

If anyone wishes to volunteer than you are more than welcome to join our growing volunteer team, which aids in the smooth running of the youth section.

The youth section depends solely on volunteers, donations and its member's subscriptions, please pay your child's subs each month to either Alison Hamilton or your team manager.

I hope that everyone has a fantastic season and don't forget it's also about your child/team having fun – IT IS STILL A GAME.

Your rugby season begins in September and runs to May each year for both the Junior and Mini Sections.

YOUR clubhouse is open Monday to Friday 19:00 to 23:00, Saturday 10:00 to 23:00 and Sunday 10:00 to 16:00 unless otherwise stated for members and their guests, the functions rooms are also available for hire.

Training & Matches

It is important that all players attend both training sessions and matches. If for any reason you are not able to attend please let either your coach know as soon as possible.

Junior and Mini Section Training takes place each Sunday morning from 10:00am. Monday evening training for anyone aged 11 and over will recommence from 1st October at 18:30, can you please be ready in your kit for this time and ensure you shower and change in to clean clothing before entering the clubhouse.

Under 16's – 18's training will take place on Wednesday nights at 6.30pm & Sunday mornings at 10:00 am.

All training and home games are held at the club house at West Mills Playing Fields, all players must have been washed/showered before entering the club house each week.

Matches for both the minis and junior squads take place on a Sunday morning KO usually at 10.30am (if this is to change your team coach will notify you of the change in the previous training session).

On cold days wear plenty of layers, if you get hot it is easier to take layers off to cool down than it is to warm up.

Could all junior players aged 13 and above please wear a club shirt and tie (which are available from the club shop).

Personal Hygiene

BISHOP AUCKLAND RFC and its volunteers are advocates of Healthy Lifestyles and place high on its agenda Personal Health & Hygiene. Our aim is to have all players washed/showered and changed into clean clothes at the end of both training sessions and matches. Could you please ensure that you child brings with them a towel and a change of clothes each week. Players will not be allowed to access the facilities unless they have washed/showered and changed their clothing.

Equipment

Equipment needed by each player for their training and matches are as follows:-

- Boots – these must be fitted with rugby studs not the football ones
- Shorts/Tracksuit bottoms
- Socks
- Suitable training top
- **Gum shield** or any other protective equipment
- Water bottle
- And a towel for use after training session

Please note no expensive clothing for training. All clothing for health and safety must be free of zips or other sharp fastenings.

For match days the club colours are Blue shorts, Club socks, with a Club two blue's rugby top. The players are to provide their own shorts and socks (available to purchase from the club shop), however, a top will be provided by the club, for games only.

Transport

It is expected that parents will accompany players to away games, rugby is a contact sport and occasionally injuries can occur. If transport to away games is a problem please see either the team manager or another club official who will try to arrange a lift – see consent form. We would appreciate any help where possible from parents at both home and away fixtures.

Coaching

Young players are coached within the guidelines of The RFU's Continuum. The teams are mixed for both boys and girls up to and including the Under 12 age group. All coach's are at present taking part in various courses from 'Equity in your coaching' to 'good practice & child protection'. Each coach also has a Full Enhanced Disclosure (CRB Check) as inline with child protection policies, which are implemented within the rugby club and the RFU Guidelines.

Age Groups

The age groups we use are set down in the RFU's Continuum for all Rugby Clubs and they are based on the player's age at the start of each Season (September). They correspond to school year groups as follows:

Club Team	School Year
Under 7	Year 2
Under 8	Year 3
Under 9	Year 4
Under 10	Year 5
Under 11	Year 6
Under 12	Year 7
Under 13	Year 8
Under 14	Year 9
Under 15	Year 10
Under 16	Year 11

Membership & Subs

All players must complete a BISHOP AUCKLAND RFC and RFU Registration Form (club application forms are included in this handbook and RFU forms are available from your Coach). Membership is £10 p.a. payable from the 1st September and monthly subscriptions are detailed below.

Players are asked to pay their subs on the first Sunday of each month, £10.00 per month for Junior Section Members (Year 7 and above) and £5.00 per month for Mini Section Members (Year 6 and below). This is payable to Alison Hamilton or your Team Coach - each player must register at the beginning of each session. All monies that are raised within the section are given back to the youth section in the form of training equipment, events, cost of food and various other ways, which benefits your child.

Volunteering

The Rugby Club welcomes parents who wish to watch their children play within their teams and also any who wish to become involved with the running of their children's/ young persons team. Quite a lot of work goes on behind the scenes, not just the coaching of the individual teams, such as taking kit to the laundrette, selling raffle tickets, helping in the kitchen (making teas, coffees) etc. If you are interested in volunteering please contact you're either Alison Hamilton, the team manager or your child's coach who will clarify or questions you might have with regards helping behind the scenes, team manager or coaching roles.

Contact Information

<u>Position</u>	<u>Name</u>	<u>Contact Number</u>
Youth Rugby Chairman	Allison Hamilton	01388 607633
Child Protection Officer	Alison Hamilton	01388 607633
Treasurer	Vacant	

CODES OF CONDUCT

Parents/Carers/Guardians and Spectator Guide

- 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 in a sport.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept official's judgement.
- Support your child's involvement and help them to enjoy their sport.
- Use the correct and proper language at all times.

Players Guide

- Please remember the players are taking part for their enjoyment not yours.
- All members must play within the rules and respect officials and their decision.
- All members must respect each other and their opponents.

- All members must pay their subs weekly, unless arranged otherwise (this nominal amount contributes towards the cost of food, drinks, trophies presentation nights for all the games both home and away).
- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions
- All members are not permitted into the clubhouse after playing and training without being clean.
- Be on your best behaviour. Do not use foul, sexist or racist language or harass players, coaches or match officials.

Coach's/Team Manager's & Volunteers

- Consider the wellbeing and safety of the participants before the development of performance.
- Develop an appropriate working relationship with performers, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. fair play etc).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the national governing body and the club.
- Hold the appropriate, valid qualifications and insurance cover.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage performers to value their performances and not just results.
- Show respect to all players, spectators and match officials.

Junior club rules

Bishop Auckland Rugby Union Football Club

Bishop Auckland Rugby Union Football Club is fully committed to safeguarding and promoting the well being of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with Alison Hamilton, Junior Rugby Chairperson.

- As a member of Bishop Auckland Rugby Union Football Club you are expected to abide by the following junior club rules:
- All members must play within the rules and respect officials and their decisions.
- All members must respect opponents.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members must wear suitable kit – for training and match sessions, as agreed with the coach/team manager.
- Members must pay any fees for training or events promptly.
- Members and junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
- Members and junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.

EQUITY POLICY STATEMENT

This club is committed to ensuring that equity is incorporated across 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. It is about changing the culture and structure 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 have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

BISHOP AUCKLAND RFC Youth & Mini/ Midi Section **Policy and Procedures for the welfare of young People in Rugby Union**

Bishop Auckland RFC Youth & Mini/ Midi Section has a moral and legal obligation to ensure that, when given responsibility for young people, coaches and volunteers provide them with the highest possible standard of care.

Through the implementation of a policy for the Welfare of Young People in Rugby, and the support of its coaches and volunteers, Bishop Auckland RFC Youth & Mini/ Midi Section in accordance with a growing number of governing bodies, will maintain the professionalism and safeguards of good practice, which are associated with the game.

The policy outlines the following key areas:

It recognises the responsibility of all those involved in rugby union (professional and volunteers) to safeguard and promote the interests and well being of the children and young players with whom they are working. It provides a framework on the recruitment, selection, suitability and deployment of individuals working with young people.

It emphasises the value of working closely in partnership with other coaches, parents, professionals and volunteers to protect children and young players from harm and discrimination.

It acknowledges that abuse does take place in sport and that raising awareness and understanding of the main forms of abuse and establishing communication and reporting procedures if abuse is suspected will further safeguard the young players, coaches and all others working within the game.

The full Policy and all Procedures are based upon guidelines and instructions that have been issued from the RFU and appear on the RFU website, copies are available within the club and / or are available from the Community Rugby Department, Rugby Football Union, Twickenham, TW1 1DS

If you have an immediate concern relating to the welfare of a young person please phone the Club child protection Officer Alison Hamilton.

1. Policy Statement

1.1 Bishop Auckland RFC Youth & Mini/ Midi Section recognises the importance of affording equity, equal opportunity and fair treatment to all present and potential employees and members.

1.2 Bishop Auckland RFC Youth & Mini/ Midi Section aims to ensure that all people irrespective of their age, gender, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation have a genuine and equal opportunity to participate in Rugby Union at all levels and in all roles. That is, as a beginner, participant or performer, and as a coach, official, referee, manager, administrator or spectator.

1.3 It is the aim of Bishop Auckland RFC Youth & Mini/ Midi Section in its relationships with its members and in the provision of its services, not to disadvantage any individual by imposing any conditions or requirements, which cannot be justified. Failure to comply may result in Disciplinary Action being taken.

1.4 Advice and training will be given to all those working for or on behalf of Bishop Auckland RFC Youth & Mini/ Midi Section.

1.5 Direct discrimination is defined as treating a person less favorably than others are or would be treated in the same or similar circumstances.

1.6 Indirect discrimination occurs when a requirement or condition is applied which, whether intentional or not, adversely affects a considerably larger proportion of people of one race, sex or marital status than another and cannot be justified on grounds other than race, sex or marital status.

2. Objectives

2.1 Bishop Auckland RFC Youth & Mini/ Midi Section Equity policy has the following objectives:

2.2 To adopt a planned approach to eliminating perceived barriers which discriminate against particular groups. This will include widening the traditional approach and include communities currently under-represented in the game or experiencing disadvantage, poverty and health inequalities.

2.3 To ensure that no one working or wishing to work for or on behalf of Bishop Auckland RFC Youth & Mini/ Midi Section receives less favorable treatment on the grounds outlined in the Policy Statement above.

2.4 To give clear guidance to individuals working within Bishop Auckland RFC Youth & Mini/ Midi Section as volunteers, on the commitment to equal opportunities by abiding by specified guidelines.

2.5 To ensure that all those who participate in Rugby Union, at all levels and in all roles, receive fair and equitable treatment.

2.6 To ensure that the format and content of all competitions, regulations and assessments provide equity for all, except where specific situations and conditions properly or reasonably prevent this.

2.7 To ensure that all materials prepared, produced and distributed by or on behalf of Bishop Auckland RFC Youth & Mini/ Midi Section promotes a clear image of the profile of all those who are a part of the game.

3. Implementation

Bishop Auckland RFC Youth & Mini/ Midi Section will seek to promote equity and equality through:

3.1 The monitoring of practices, procedures and data relating to the operations of competitions, schemes, initiatives and development materials.

3.2 A regular review of existing rules and regulations to ensure that they do not inhibit the participation of people from groups, which may suffer discrimination.

3.3 Increasing collaboration with partner organisations to ensure equity, fair and consistent treatment of all members.

3.4 The provision of appropriate training for all members of the General Committee and other key volunteers of the Bishop Auckland RFC Youth & Mini/ Midi Section to raise awareness of both collective and individual responsibilities, to support their progress within Rugby Union and, where appropriate, provide specialised facilities, equipment and individual training.

3.5 In pursuance of this policy, Bishop Auckland RFC Youth & Mini/ Midi Section may take special measures or positive action in favour of any group, which is currently under represented in its membership. In this Bishop Auckland RFC Youth & Mini/ Midi Section recognises its legal obligations under the following acts of Parliament:

Race Relations Act 1976 (amendment 2000)

Equal Pay Act 1970

Sex Discrimination Acts 1975, 1986, 1999

Disability Discrimination Act 1995

Rehabilitation of Offenders Act 1974

Human Rights Act 1998

4. Monitoring.

4.1 The Equity and Ethics policy will be the responsibility of the Bishop Auckland RFC Youth & Mini/ Midi Section General Committee with data for monitoring the effectiveness of this policy, and for providing information to members about the policy and its implementation and impact.

4.2 Bishop Auckland RFC Youth & Mini/ Midi Section General Committee will continuously monitor and review the selection criteria and procedures in relation to participation and employment to ensure individuals are selected, promoted and treated solely on the basis of the skills and abilities which are appropriate to the position

4.3 Bishop Auckland RFC Youth & Mini/ Midi Section General Committee will work with key equity partners and accountable officers within the respective organisations to ensure that all programmes and initiatives are inclusive.

5. Exemptions.

Bishop Auckland RFC Youth & Mini/ Midi Section reserves the right to limit competitions to persons of specific age, gender or disability groups where this is necessary to ensure equitable, safe and equal competition.

6. Responsibility.

6.1 Bishop Auckland RFC Youth & Mini/ Midi Section expects all those acting on behalf of the organisation to adhere to this policy.

6.2 In pursuance of this policy Bishop Auckland RFC Youth & Mini/ Midi Section reserve the right to discipline any of its members or employees who practice any form of discrimination on the grounds of a persons age, gender, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation.

Note: If you have a concern that any part of this policy has been contravened please contact **the Club child protection Officer (Alison Hamilton)**

FORMS & CONSENT

Membership Form

The club membership form is attached to this pack. This form must be completed by both the player and parent/carer. It is very important that we have all details completed on this form. Please pay particular notice of the emergency contact information and any medical information that we may need in the future. If anything changes or your child is diagnosed with a condition that you did not tell us about, please let us know as soon as possible.

All information that you return to us will be treated in the strictest of confidence and stored under the Data Protection Act.

Each player must also complete a RFU membership form, which is available from your Team Coach.

Consent Form

This consent form must be completed also. Without this we are not able to let your child travel for away games.

This is also used for any team photos that are taken; these are published on the club web site and sometimes used in the newsletter and other publicity material. If you do not wish your child's picture to be published in any way please ensure that you notify a member of the committee and we will make sure that this does not happen.

BISHOP AUCKLAND RFC

YOUTH MEMBERSHIP FORM

We are pleased to welcome you to BISHOP AUCKLAND RFC.

To ensure that we have the correct contact details for you, please insert the information requested below and return this form to your Team Coach. If you are under 16 please also ask your parent or guardian to sign this form before it is returned.

We will also use this information to ensure that you are kept informed about club events.

Personal details

Name:

Address:

Postcode:

Home Telephone Number:

Mobile Telephone Number:

Email Address:

Date of Birth:

Gender: Male Female

Sports equality monitoring

Whilst it is not compulsory that this section is completed the following paragraph explains why it is important.

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 that 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/origin.

Chose one section for 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

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 day-to-day activities.

Do you consider yourself to have a disability? Yes No

If yes, what is the nature of your disability?

Sport Information

Have you played Rugby before? Yes No

If yes, where have you played the sport before: (please indicate below)

Name of school/club:

Medical Information

Please detail below any important medical information that our coaches/junior coordinator should be aware of (e.g. epilepsy, asthma, diabetes, etc).

Details:

Medication Taken:

Emergency Contact Details

To be completed by the parent/carer.

Please insert the information below to indicate the person(s) who should be contacted in case of an incident/accident.

Contact Name:.....

Emergency Contact Number:.....

By returning this completed form (**pages, 14 - 17**), I agree to my son/daughter/child in my care taking part in the activities of the club. I understand that I will be kept informed of these activities – for example timing and transport details. I understand that in the event of any injury or illness all reasonable steps will be taken to contact me, and to deal with that injury/illness.

Name of parent/carer:.....

Signature of parent/carer:.....

Date Signed:.....

GIFT AID DECLARATION

Name of Club: Bishop Auckland Rugby Football Club

Details of Donor

Title: Forename: Surname:

Address:

.....

.....

.....

Postcode:

I want the club to treat all donations I have made since 05th March 2006 and all donations I make from the date of this declaration until I notify you otherwise as Gift Aid Donations.

Date:

Signature:

Notes:

- You must pay an amount of income tax and / or capital gains tax at least equal to the tax that the charity reclaims on you donations in the tax year (currently 28p for each £1.00 you give).
- You can cancel this declaration at any time by notifying the club.
- If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaim, you can cancel your claim.
- If you pay tax at the higher rate you can claim further tax relief in your self-assessment tax return.
- If you are unsure whether your donations qualify for Gift Aid tax relief, ask the club. You can request leaflet IR65 from your local tax office.
- Please notify the club if you change your address.

Date	U16s		U14s		U13s	
20/09/09	Houghton Le Spring	A	Chester-Le-Street	H		
27/09/09	Blaydon	H			Novocastrians	A
04/10/09	Stockton	A	Stockton	A	Mowden Park	H
11/10/09		A	Hartlepool Rovers	H		
	Darlington					
18/10/09	Mowden Park	H	Hartlepool	H	Gateshead	A
25/10/09	Horden	A			Blyth	H
01/11/09						
08/11/09	County Cup Rd 1	A			County Cup Rd 1	A
15/11/09	Stockton	H	Stockton	H	Jarroviaans	A
			County Cup			
22/11/09	Wallsend	H	Rd 1	A		
29/11/09	Yarm	A	Sunderland	H	Sunderland	H
06/12/09		A				
13/12/09	Seaton Carew	A	Horden	H	Consett	A
20/12/09	North Shields	A				
27/12/09						
03/01/10		A				
10/01/10					Novocastrians	H
	Houghton Le Spring		Chester-Le-Street			
17/01/10		H		A		
24/01/10	County Cup Rd 2	A	Westoe	H	County Cup Rd 2	A
31/01/10						
	Darlington		County Cup			
07/02/10	Mowden Park	A	Rd 2	A	Consett	H

14/02/10	Yarm	H			Jarrovia	H
21/02/10						
28/02/10						
07/03/10	County Cup S/F	A			County Cup S/F	A
14/03/10	Wallsend	A	County Cup	A		
21/03/10	Horde	H	S/F	A	Blyth	A
28/03/10	Seaton Carew	H	Horde	A	Billingham	H
			Billingham	A		
04/04/10	Gateshead	A	County Cup			
11/04/10	County Cup Final	A	Final	A		
					Gateshead	H
18/04/10	Hartlepool	H	Mowden			
25/04/10	North Shields	H	Park	A	Mowden Park	A
02/05/10					Percy Park	H

Date	Min's
20/09/09	
27/09/09	
04/10/09	Yarm Stockton H
11/10/09	
18/10/09	Seaton Carew A
25/10/09	
01/11/09	Sunderland A
08/11/09	Darlington H
15/11/09	Mini Sevens A
22/11/09	
29/11/09	Mowden Park A
06/12/09	Hartlepool Rovers H
13/12/09	
20/12/09	
27/12/09	
03/01/10	
10/01/10	

17/01/10	Barnard Castle	A
24/01/10		
31/01/10	Middlesbrough	H
07/02/10		
14/02/10	Durham	A
21/02/10		
28/02/10	Gateshead	A
07/03/10		
14/03/10	Acklam	H
21/03/10	Billingham	A
28/03/10	Durham Tournament	A
04/04/10		
11/04/10		
18/04/10	Mini-County Cup	A
25/04/10		
02/05/10	Darlington & Mowden Festivals	A