Oxford R.F.C

ONE CLUB : MANY TEAMS

MINI and JUNIOR

WELCOME Booklet

RFU Accredited Club

Quilter

TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP

To Everyone

On behalf of the Oxford Rugby Football Club **WELCOME**. We are **ONE CLUB with MANY TEAMS** run by volunteers. This handbook will provide you with important information relevant to the safety and enjoyment of your child's rugby experience at Oxford.

Our aim is to provide a first-class community rugby club and playing environment, where adults and children are encouraged to be creative, expressive on and off the field, fully involved, so they enjoy their rugby. We cater for all ages from cradle to grave. This is a great time to be joining a resurgent and ambitious Oxford RFC. Along with a recent clubhouse and changing room refurbishment, the installation of new floodlights and our teams enjoying unparalleled success. We have Mini and Junior teams at every age group starting at Under 6. Senior Men field teams every weekend, whilst those who prefer the non-contact game can join in with Adult Tag and Touch Rugby.

Oxford RFC is here to provide a friendly, positive atmosphere both on and off the pitch for all the family. It is important to us that **our club is your club** which can be enjoyed by everyone. We are an accredited club with the Rugby Football Union and signed up to the Quilter Kids First Principles to ensure we as a club meet the highest standards.

Whether you are a returning player, transferring from another club or trying rugby for the first time, you are all welcome.

John Brodley

Chair ORFC

Mini and Juniors. What we do.

Weekly training sessions at Oxford RFC are interspersed with matches both home and away against other clubs roughly every two weeks. Matches are arranged with teams in the surrounding area and the rest of Oxfordshire, Buckinghamshire and Berkshire. In addition there are festivals/tournaments to enjoy..

We welcome parents and guardians to the club for all training and playing sessions and value your support. As a club run by volunteers we are keen to try and involve parents in the club and if you feel able to help in any capacity at all- e.g. with training, first aid, safeguarding,team management, or general administration- please talk to your age group coach.

Mini's and Junior's Rugby (U7s – U16s)

Mini's rugby is designed to introduce children to the basics of the game in a safe environment, in line with their physical abilities and at their own pace- letting them run, chase, throw, catch and learn teamwork. The U6's-U8's play non-contact 'tag' rugby whilst the U9's-U13's are gradually and SAFELY introduced to the full contact game. The Juniors and Colts (U14's-U18's) players evolve into the 15 a side full contact game. Oxford Rugby Clubs welcomes the R.F.U. 50/50 initiative which ensures every player has at least half a game.

Which team?

Players join a particular team according to their age at midnight on the 31st August in the same way a school year is determined. School Year and Age Groups are aligned as follows.

School Year	Age Group
1	Under 6
2	Under 7
3	Under 8
4	Under 9
5	Under 10
6	Under 11
7	Under 12
8	Under 13
9	Under 14
10	Under 15
11	Under 16

When?

Training and matches are on Sundays throughout the season (September until end of April). The Mini's Section begins at 10:30 am and the Juniors at 10:00 am, with both sections ending around noon. Junior age groups also train during the week and your coach will tell you which night.

Kit

Children should be in rugby kit, ready to start the sessions on time, especially on match days. Please let your coaches know if your child is unavailable to train or play.

Parents and/or guardians remain responsible for their children at training/matches. **If the player is a Mini please ensure you stay or you inform the coach of a suitable responsible adult who is present at all times. For Junior players please ensure your contact details are known and accurate.**

Keeping players involved throughout their school days and beyond means that they benefit from being part of theour rugby family and from the friendships and health benefits that our sport provides.

The club aims to ensure that players, coaches, parents, spectators and volunteers uphold the Core Values of Rugby Union, Respect, Teamwork, Enjoyment, Discipline and Sportsmanship.

At Oxford RFC we strive to:

- Enjoy the game. Enjoy winning, but not at all costs
- Win with dignity, lose with grace
- Respect opponents, referees and participants
- Observe the Laws and Regulations of the game
- Value volunteers and officials alike

Registration, subscriptions and medical consent

All players are required to be registered with both the Club and affiliate every year with the R.F.U. At the beginning of the season, annual registration sessions are on the first two Sundays in September. R.F.U. player registration is only required once in a child's lifetime, unless their school or address changes. Although a player's details are kept on the R.F.U. Game Management Database they must affiliate every year and confirm the accuracy of those details. If you have an issue please contact Kevin Honner at dataofficer@oxfordrfc.com

Annual fees for **Mini and Junior membership is set every year by the executive committee. OXFORD R.F.C. are one of the few clubs who DO NOT charge parents to be members of the club.** Payment should be made through G.M.S.

1. https://gms.rfu.com/GMS/Dashboard/Organisation

Please note that if subscriptions are not paid then a player is not considered a member and may not be selected for inter-club matches. **Registration and payment must be completed by September 30th.**

Become a Parent Vice President of Oxford R.F.C.

Anyone may apply to become a member of the club. For the cost of Senior Playing Membership or non playing Social Vice President membership you have access to voting rights at the A.G.M. and an opportunity to purchase England International Tickets at cost. The club would encourage every parent to become a Vice President : THIS IS YOUR ACCESS TO TWICKENHAM.

Medical Information

Your coach and first aider will have a form with a section allowing disclosure of relevant medical conditions.Please note we can only record this information if the form has been signed by the parent. The information provided is confidential and only used in accordance with our privacy policy and GDPR.

Kit - ORFC Official Playing Kit new and second hand can be purchased at the Club Shop on a Sunday Morning.

Every player needs a training and playing kit which is: Studded Boots,Red Socks, Black Shorts and an ORFC Green, Black and White Playing Shirt, Mouth Guard and Water Bottle. Boots with safety studs should be certified to IRB regulations. In warm/dry weather trainers or moulded boots are acceptable. Waterproof tops must not have zips. All players must be aware that muddy kit and boots are not allowed in the Club house, so it would be a good idea to have a kit bag and some clean clothes to change into.

Mouth guards are compulsory for Under 9's upward and recommended for younger players.
Any other protection equipment is worn at the discretion of the parent/player but must conform to IRB standards (a reputable sports shop and/or dentist can advise).

Coaching

Young players are coached under the R.F.U. Age Grade Regulations and boys and girls train and play together up to and including the Under 11 age group. Beyond this, boys and girls play separately, for safety reasons.

All lead coaches at Oxford R.F.C. are qualified to R.F.U. UK Coaching standards and continue their coach development throughout attending R.F.U. C.P.D. sessions. All of our coaches are an enthusiastic and dedicated group of volunteers, who spend many hours each week preparing and delivering sessions for the teams. **YOU TO COULD BE A COACH - THE REWARDS ARE AMAZING.**

If you are interested in becoming a rugby coach, please speak to your age group lead coach.

Refereeing

The club has qualified referees to officiate at matches. However, to cover all matches every weekend we are always actively recruiting referees. Training is provided.

Age Group Volunteers

The club is run by volunteers and as such, each of the age groups needs to assist with various activities throughout the season. The activities are outlined as follows:

Team Coaches and Assistant Coaches, Team Administrators, First Aiders.

Safeguarding and Vulnerable Adults

Oxford R.F.C. is committed to safeguarding the welfare of children and vulnerable adults. We have a nominated Safeguarding Office romei.federica@gmail.com . and a Welfare and Safeguarding Policy in keeping with R.F.U. best practice.

All adults involved in any activity of a specified nature (e.g. teaching, care, supervision) which involves contact with children or vulnerable adults, intensively and/or overnight (i.e. at least once a week or four times a month) must have been cleared through the Disclosure and Barring Service (DBS)

D.B.S. certificate applications are free and are only seen by the individual applicant and the R.F.U. Safeguarding team at Twickenham, where clearance is approved.

First Aid

In the event of a player being injured, in the absence of the parents, the team officials are responsible for deciding whether further medical assistance is required- it is therefore very important for the club to have an up-to-date medical consent form for your child. Parents and/or guardians will be contacted as quickly as possible. The club has invested in First Aid training and each age group has a first aid kit and qualified First Aider.

Transport

In most cases, it is the responsibility of parents, not the club, to transport their child to and from the club or nominated meeting point. If parents make arrangements between themselves this is a private arrangement and at the parents discretion.

In the event of late collection, coaches and volunteers will attempt to contact the parents, wait with the child, preferably in the company of others, notify the Club Safeguarding Officer and remind the parents of the responsibility to collect their child promptly.

Photographic Images

We encourage the taking of appropriate images of children involved in rugby celebrating the Core Values of the sport. Guidance can be found on the safeguarding pages of the R.F.U. website. It is based on common sense and we would ask everyone to read and comply with this guidance.

Any parent and/or guardian who does not wish their children photographed for any reason should talk in confidence to the coach or manager. We will then take all reasonable steps to ensure the child is not photographed whilst playing or training.

At Oxford R.F.C. we want to ensure that all children have the opportunity to play, with selection for individual matches being the responsibility of team coaches and managers.

Two-way conversation

Please get to know your team's coach and manager who will be glad to chat and receive constructive feedback or particular information regarding your child.

Discipline and Appeals

On the rare occasion that we have to deal with improper conduct on or off the field of play, the following guidance is followed: R.F.U. Regulation 19

http://www.englandrugby.com/mm/Document/General/General/01/32/40/63/RFURegulation192016-2017_English.pdf

Codes of Conduct

Commitment from parents and players is required and we ask that players attend all sessions as far as possible. Parents should get to know their age group coaching team and keep them informed if their child may be absent or unable to play in a match.

When the teams come off the pitch we want our children to have had a fun, enjoyable session and keen to return. Players are encouraged to support each other, to applaud opponents and to play with passion. This approach applies to all- players, parents, coaches and spectators alike. This is why we have codes of conduct, based on RFU guidelines and which parents can interpret as Club policy

R.F.U. Code of Conduct for Mini and Junior players

At Oxford R.F.C. players are expected:

1. To attend regularly for training and matches
2. To arrive in good time for each session
3. To inform their coach if they have to leave before the end of a session
4. To pay attention and participate fully in all activities
5. To keep up to date with schedules and fixtures by consulting their coach
6. To arrive with the appropriate kit for training and matches
7. At matches remain in team groups when not on the field
8. At matches to respect their opponents and their teammates at all times
9. Always to play within the rules of the game
10. To respect referees and other officials and their decisions
11. To generally behave in a manner that brings credit to Oxford RFC
12. Not to smoke on Club premises or whilst representing the Club
13. Not to consume alcohol on Club premises or whilst representing the club
14. Not to consume illegal drugs or any performance enhancing substance
15. To pay any fees or dues promptly.

R.F.U. Code of Conduct for parents/guardians

At Oxford R.F.C. parents/guardians (and any others who attend with them) are expected:

To ensure players arrive in good time
To encourage players to learn the laws and play within them
To discourage unfair play and arguing with officials
Never to force a player to play against his/her will
To set a good example recognising fair play and applauding good performance of all
Never punish or belittle a player for losing or making mistakes
To accept publicly official judgments
To support the players involvement and help them to enjoy the game
To use correct and decent language at all times
To maintain communication with coaches about schedules and fixtures
To encourage players to stay in team groups when not on the field
To offer help where appropriate
To ensure compliance with rules on smoking, alcohol and drugs. To avoid smoking in and around the playing area and in front of children in areas such as the car park.

To submit a DBS application if accompanying a tour or fixture in a role of responsibility

To behave in a manner which brings credit to Oxford RFC, promotes the RFU core values and to ensure players do likewise.

R.F.U. Code of Conduct for coaches and officials

At Oxford R.F.C. coaches and officials are expected:

1. To arrive in good time to ensure they are ready to carry out activities on schedule
2. To be supportive of all Club policies
3. To meet their commitment to the Club and make suitable arrangements for any absences
4. To prepare adequately for the activities they run
5. To promote a disciplined sporting attitude showing due respect within their activities
6. To be open to discussion and resolution of problems or concerns of any player or parent
7. To support and help with the organisation of the Club
8. To submit a DBS application promptly when requested
9. To ensure players in their charge comply with rules on smoking, alcohol and drugs
10. To not smoke in and around any playing area and in front of Children in areas such as the car park
11. To promote the well-being and safety of participants before the development of performance
12. To develop an appropriate working relationship with players based on mutual respect and trust
13. To ensure all activities are appropriate to the age, experience and ability of participants
14. To promote the positive aspects of rugby and fair play
15. To display consistently high standards of behaviour and appearance
16. To attain the appropriate qualifica
17. To behave in a manner which brings credit to Oxford R.F.C., promotes the R.F.U. core values and to ensure players and parents/guardians do likewise.

R.F.U. Disciplinary Procedures

Oxford R.F.C. expects all its members to behave in an appropriate manner at all times when on Club premises or when representing the Club. Should any member exhibit behaviour either on or off the field the Club has a disciplinary procedure which deals with breaches of behaviour which in no way replaces constituent body processes and these are as follows:

Disciplinary action will be triggered by a referee reporting an offence to the constituent body.

Disciplinary action can also be triggered by a formal complaint made by any other person to the Club, which after review by a committee member is deemed to constitute a possible disciplinary offence. If this review requires an investigative process before a decision can be made, the committee member responsible will notify the other party concerned. If the investigation indicates no disciplinary offence has taken place the complainant will be notified in writing with reasons. Any such investigation will be conducted expediently with the aim of completion within two weeks.

Where a disciplinary offence has been identified, a disciplinary committee will be convened at the earliest opportunity (within a week of the offences being identified unless this is not possible). The committee will consist of three Officers of the Club, who must be drawn from the Club Committee or the Mini and Junior Committee. One of the three at least shall be from the Club Committee.

The Disciplinary Committee shall inform the offender in writing of the time and place of the Disciplinary hearing. The offender has the right to request an alternative time, but prevarication will lead to disciplinary action in the absence of the offender, with the evidence available considered.

The Disciplinary Committee will consider the evidence put forward, any defence offered and any mitigating circumstances and will reach a verdict based on the balance of probabilities.

In the event of a guilty verdict the Disciplinary Committee will judge an appropriate punishment which fits the level of offence. For playing offences this should be equal to the expected punishment which the constituent body would impose. For off the field offences and for 'bringing the Club into disrepute' the Committee will be free to impose whatever seems reasonable in relation to the seriousness of the offence.

If at any stage of the process it appears that the offence might be of a criminal nature the disciplinary process will stop and the facts will be reported to the police. The disciplinary process will recommence when all legal activity is completed.

If the offender feels the process has been unfair or the verdict or punishment inappropriate, an appeal can be lodged by written notice to the Chairman of the Club and a review panel will be called. This panel will have the power to annul the verdict or change the punishment including increasing the severity. No further appeals are available beyond this stage.

Offences of violence either in play or off the field will be particularly firmly dealt with.

Offences which qualify for disciplinary action other than referees reports include:

- Vile and abusive language
- Foul play or violence
- Vandalism
- Theft
- Breach of rules/laws regarding alcohol, drugs and smoking
- Abuse of a player or official
- Any action which brings the Club into disrepute.

Who's who in the club

Position	Name	Email
ORFC President	**Tony Tyrer**	mailto:president@oxfordrfc.com
ORFC Chair	**John Brodley**	mailto:chairman@oxfordrfc.com
ORFC Director of Rugby	**Wayne Rushen**	DoR_mensrugby@oxfordrfc.com
ORFC M and J Coaching Co-ordinator	**David Hayter**	davidjhayter@hotmail.com
ORFC Secretary	**Indi Brodley**	mailto:admin@oxfordrfc.com
ORFC Treasurer	**Alison Berry**	treasurer@oxfordrfc.com
Safeguarding Officer/DBS	**Federica Romei**	romei.federica@gmail.com mailto:chairman@oxfordrfc.com
M&J Data Manager	**Kevin Honner**	**dataofficer@oxfordrfc.com**
ORFC Club Hire.	**Various**	mailto:enquiries@oxfordrfc.com

Website	**https://oxfordrfc.rfu.club**
Facebook	**http://www.facebook.com/OxfordRFC**
Twitter	**@OxfordRugby**

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Approved by Club Chair John Brodley