

# Keynsham

Rugby Football Club Limited  
Crown Fields, Bristol Road, Keynsham, Bristol, BS31 2BE  
Telephone/Facsimile: 0117 9872520



President: D. Cockbaine

## **KEYNSHAM RUGBY FOOTBALL CLUB LIMITED**

### **Family and Youth Players Welcome Pack**

This pack has been prepared and issued by Keynsham Rugby Football Club Limited to demonstrate its intention to create a safe environment that will enable young people to enjoy the game of Rugby and fully develop their potential within the sport.

Our Child Protection Policy, Disciplinary Code, Parental Guide and Equity Statement, which are in line with Rugby Football Union policies have been enclosed for your information.

If you have any questions, please speak to one of the coaches in the relevant age group or any club official.

### **Parent's/Carer's Code**

At its core, rugby is a physical game and a primary value is one of respect for one's opponents, team mates and officials. Fair play and sportsmanship are a fundamental part of the game which, for the vast majority, remains a sport played for enjoyment. Please take the time to read and understand the following points:-

- Do not force an unwilling child to participate. Remember that young people play rugby for their own enjoyment, and not that of their parents.
- Encourage your child to understand and play within the rules.
- Teach your child that taking part and trying your best are more important than winning. Focus on the young player's efforts rather than winning or losing.
- Be realistic about the young player's ability, and do not push them towards a level that they are not capable of achieving.
- Focus your child on practising their skills, sportsmanship and being part of a team. Winning isn't everything and not everyone can score the winning try.
- Support and encourage your child - never criticise them for making mistakes. Console them for losing, but encourage them to try harder next time.
- Provide positive feedback, both during training and during matches. Remember that persistent negative feedback may affect a player's attitude.
- Set an example for sportsmanship – always applaud good play by all young players both from our club and the opposition. Remember that young people learn by example.
- Always respect decisions made by the match officials (*they are also volunteers*) and encourage young players to do likewise. Never verbally abuse or publicly criticise young players, match officials, fellow spectators, or any of the coaches; - there is no place for 'touchline rage' in rugby. The abuse of match officials will not be tolerated by Keynsham RFC. There is further detail on this set out later in this pack.
- NEVER enter the playing arena (the pitch) before, during or after a game EXCEPT at the invitation of the referee. This applies to all parents and spectators.

- Support the club in its efforts to eradicate loud, coarse and abusive behaviour from the game, and to remove verbal and physical abuse from children's sport. Report anything untoward to the Child Protection Officer or Chairman.
- Help the club function properly by turning up on time with the appropriate kit. This should include plenty of warm and wet weather clothing, as appropriate for the child in your care. Ensure your child has a drink with them. Be prepared to get involved and help out if asked.
- Please note that your child **must be accompanied** at all times by yourself or a designated guardian. Coaches are only responsible for players within the immediate playing / training area for the duration of the playing / training session. They cannot be held responsible for the safe keeping of an individual at any other time.
- Support your coaches - they are giving up their time to train your child. If you have any issues with the way a coach is performing, talk to them first. Refer any issues to an Officer of the Club if you remain concerned.

*“Be a proud parent not a loud one”*

ALL PARENTS ARE POSITIVELY ENCOURAGED TO COMPLY WITH THIS CODE OF CONDUCT. FAILURE TO DO SO WILL BE VIEWED CRITICALLY BY THIS CLUB AND COULD LEAD TO THE INSTIGATION OF DISCIPLINARY PROCEEDINGS.

**NOTE : Medical or Other Conditions** - Parents / Carers **must** notify the coaches of any medical condition or illness that may affect a player, e.g. asthma, diabetes, hay fever, attention deficit disorder, epilepsy, etc. Please ensure that you bring any medication that a player may have been prescribed such as asthma inhaler, hay fever medicine, etc.

**PHOTOGRAPHS** : From time to time photographs of the players may be taken and displayed, either in the Club House or on the Keynsham RFC website. At the end of this pack, please sign the declaration confirming you are happy for your child to be included in any photographic shots.

## **Player's Code**

- Play to enjoy rugby - always try your best to improve your skills and play well.
- Play within the rules and laws of the game.
- Never argue with referees or coaches - their decision is final, *(even if you think that they are wrong)*.
- Do not talk when the coach or referee is talking. Make sure you listen to the coach / referee so that you know what to do next.
- Rugby is a team game - do your best for your team mates and don't try to grab all the glory for yourself.
- Don't show off, lose your temper, pick on other players or generally misbehave - it's not part of rugby.
- If you lose, accept it with good grace and try harder next time.
- Respect good play - from opponents and your own team.
- Help team mates, opponents, coaches and officials - you can't play rugby on your own.

**Parents are asked to ensure that their child understands and abides by the above points.**

## **Under 6 Age Groups**

Keynsham RFC ask you to note that young children under the age of 6 are welcome at the club as members. However, in line with the guidelines set out by the RFU, it should clearly be noted that these young children do not form a team and are not considered to be rugby players, but are a group of very young children who will be involved in Under 6 “activities”, not specifically rugby type drills or games. This group will not be allowed to play any sort of competitive game, under any circumstances, but may move into the U7 age grade on their 6<sup>th</sup> birthday and be immediately involved in fixtures.

## **Abuse of Match Officials - Specific Code of Conduct**

All clubs have a responsibility for the behaviour of their members, players, coaches and regular supporters towards Match Officials and are expected to take all reasonable steps to protect Match Officials from any form of abuse.

The Committee of Keynsham Rugby Football Club Limited takes this responsibility very seriously, and expects full co-operation from all parties at any fixture played at the Crown Fields or elsewhere. In this respect, the Club has signed up to the I.R.B. Code of Conduct.

Abuse of Match Officials is defined as:

Individual perception of personal degradation, be it mental or physical, before, during and after the match, including (but not limited to):

- Verbal or physical assault
- Intimidatory conduct
- Racial or sexual harassment

All spectators will be required to remain behind permanent or temporary barriers at all times during a match wherever possible. If barriers are not erected then they must not enter the playing arena (the pitch).

Replacements, coaches, medics and water carriers must comply with the game's regulations as to the areas they are restricted to during a match. They must not enter the playing arena (the pitch) unless specifically invited to do so by the match official.

All members and regular supporters are urged to comply with the requirements of this Code of Conduct so as to preserve the good reputation of the Club.

Note: This Code of Conduct is also displayed on the Clubhouse notice-board.

## **Coach's Code**

Set out below is what you can expect from the Coach of your section:

- Young players will not be overloaded with demands, technical information and tactics – coaches are mindful that they are coaching children and they are playing rugby for fun.
- The better players will not be over-played – everyone will be included.
- Players develop at different times and in different ways - allowances will be made for their physical, emotional and mental maturity and development.
- Winning isn't everything - players will be taught to enjoy taking part and performing to the best of their ability. Encourage each player to reach his or her potential.
- Coaches will not abuse, shout, criticise or ridicule children for making mistakes or losing a game.
- Coaches will be organised – they will establish a structure for the season, prepare a coaching plan for each session, have the appropriate kit. Above all, they will communicate to players, parents and fellow coaches to set expectations.
- Coaches will ensure players develop an understanding of the rules and laws of the game, that they respect opponents, team mates, coaches and officials.
- Coaches will never question an official's judgement or honesty.
- Coaches have a responsibility to ensure that players and parents' behaviour is appropriate and in keeping with the spirit of the game and the expectations of the Club. Please help them by abiding by the Code of Conduct set out herewith.
- Coaches will not enter the playing arena (the pitch) during a match unless specifically invited to do so by the match official.

## **Club Policy on the wearing of safety equipment suitable for junior age groups**

It is the policy of Keynsham RFC that players in the Mini and Junior sections follow the guidelines laid down by the Rugby Football Union (RFU) in the Rugby Continuum.

For all players involved in the game, 'the RFU strongly recommends the wearing of mouth guards in case of accidental collision. Ideally mouth guards should be custom made from a dental impression of the teeth. The RFU also strongly recommends the wearing of shin guards.'

Worn, chipped and damaged studs with jagged edges can cause serious injury to players, and therefore boots must be examined regularly and missing studs replaced.

Any other protective equipment must conform to kit which is approved by the IRB (International Rugby Board) as per the laws of the game. This equipment will carry the label of the IRB.

*Keynsham RFC advise that it is the sole responsibility of parents/guardians to ensure that the players abide by the recommendations of the RFU in all the aforementioned areas.*

### **Equity policy statement**

Keynsham 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 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 rugby football, regardless of age, disability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The club is committed to everyone having the right to enjoy rugby football 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.

### **Disciplinary code**

Keynsham Rugby Football Club Ltd. is committed to providing a positive and safe environment in which children and young people can develop and practice their rugby skills. We are fortunate that the standards of behaviour and commitment shown by the players are generally good, but the Club is aware that the increasing size of the Mini and Junior Sections could bring with it a tendency towards unruly and, in some cases, dangerous behaviour from a small minority of children.

We are determined that any tendency towards poor behaviour should be stamped out before it leads to a fall in the standard of training or, much more importantly, a serious injury to one or more of our players. Rugby is a very safe game as long as the basic safety procedures as outlined by the **R.F.U** (and used by **K.R.F.C.** during training) are observed, but as with any sporting activity there is a risk of serious injury if equipment is misused or if general behaviour is allowed to get out of hand.

This code is intended to clearly define the procedures that we at **K.R.F.C.** will follow to counter any rise in disruptive and dangerous behaviour that may occur. This code is applicable at **ANY** event where children are in the care of, or are representing, Keynsham Rugby Football Club (i.e. summer and winter coaching sessions, both home and away matches, other organised events, e.g. Fun Days etc).

We appreciate that these measures may seem harsh to some of you, but please remember – it may be **YOUR** child that suffers from **ABUSE** or **SERIOUS INJURY** should disciplinary standards be permitted to fall. It is our aim to promote the game of Rugby, and to ensure that you and your child / children enjoy being members of our club – please help us to make sure that this aim is fulfilled.

The disciplinary code is based around the ‘Yellow Card, Red Card’ system that is used in rugby, football and other sports, and which is clearly understood by the majority of people, with the sanctions taken against

members becoming increasingly severe should the disciplinary problem escalate.

### **First warning**

To deal with minor breaches of discipline we will be using verbal warnings. Examples where a verbal warning would be issued include, but are not limited to, instances where -

- Children are seen to be talking when instructions are being given and hence are distracting other children in such a manner as to prevent them from taking full advantage of their training.
- Children are seen to be ‘fiddling’ with equipment in a manner not likely to cause injury to themselves or anyone else, but nonetheless causing a distraction to others.
- Children allow their concentration to wander during practice games to an extent that they are at risk of personal injury.

Parents will be informally notified of instances where verbal warnings have been issued. Should there be a need for more than 3 verbal warnings; a Yellow Card will be issued.

### **Yellow Card**

Should verbal warnings be insufficient to resolve the problem, or the breach of discipline be such as to warrant its use without prior warning, a Yellow Card will be issued. This will take the form of a verbal warning, followed by their exclusion from some or all of the session in progress. They will be asked to remain in an area where they can be observed and supervised until they are either permitted to rejoin the session, or they are collected by their parent.

The Coach of the child’s group (or his nominated representative) will make an initial verbal approach to the child’s parent to advise of the problem, and the Coach will follow up with written details of the events that occurred and actions to be taken. This would normally be a warning that further breaches of discipline would result in a Red Card being issued.

Typical incidents where a Yellow Card would be issued would include, but not be limited to, instances where a child is seen to be:

- Abusive to other children or coaches, or being noisily disruptive to the extent that the session has to be stopped while the offender is dealt with.
- Misusing equipment in a careless but unintentionally dangerous manner that is likely to cause injury to themselves or other children, or to cause damage to property (including the playing surface).
- Intentionally distracting another child during coaching activities or competitions to the extent that injury may be caused to either party.

## **Red Card**

Should these sanctions prove inadequate, the Red Card will be used. This will result in the child being warned and immediately excluded from the session in progress. The Coach will then make a verbal approach to the child's parent, followed up with a written record of the events that led to the Red Card being issued. The issue of a Red Card would, other than in very exceptional circumstances, result in the child being asked to **leave the club permanently**, without refund of any membership fees that may have been paid.

A Red Card would normally be issued in the event of a repetition of behaviour that has previously invoked a Yellow Card. However the club reserves the right to issue a Red Card **WITHOUT** previous verbal or Yellow Card warnings should there be serious breaches of discipline, examples of which would include, but not be limited to, instances of:

- Racial abuse of another child or coach.
- Deliberate and intentional assault on another child or coach, with or without the use of equipment.
- Deliberate actions intended to seriously damage or destroy property (including the playing surface).
- Bringing Keynsham Rugby Football Club Ltd into disrepute with disrespectful or insulting behaviour towards opposition teams, supporters, match officials or behaviour likely to bring the club into disrepute in the local area.
- Use or distribution of any form of drugs or any other form of prohibited substances.

## **Instances of query or dispute**

As was stated in the Code of Conduct, the Club will always strive to show complete equality and fairness for all of its members in all respects. This includes instances of disciplinary problems, and should a club official find it necessary to invoke either repeated verbal warnings or card sanctions against a child, the club will ensure that the child's group Coach (or his nominated representative) is available to discuss the problem with the child's parent(s) if required.

In order to be fair to all parties, should a **Red Card** be issued the Club's Disciplinary Committee will sit to determine the final outcome. **All those concerned will be invited to attend.**

**PLEASE NOTE THAT THE DISCIPLINARY CODE AND THE PROCEDURE DETAILED HEREWITH ALSO APPLIES TO ANY COACH, PARENT, SPECTATOR OR ANY OTHER PERSONS VISITING KEYNSHAM RFC.**

## **Child Protection Policy Statement**

Keynsham RFC is committed to creating and maintaining the safest possible environment for children and young people to practice and play rugby.

We do this by :

- Recognising that all children have the right to freedom from any type of abuse.
- Ensuring that all staff and volunteers are carefully selected and accept responsibility for helping to prevent the abuse of children in their care.
- Responding swiftly and appropriately to all suspicions or allegations of abuse, and by providing parents and children with the opportunity to voice concerns they may have.
- Appointing a Child Protection Officer (CPO) who will take specific responsibility for child safety and act as the main point of contact for parents, children and outside agencies.
- Ensuring access to confidential information is restricted to the CPO or the appropriate external authorities.
- Reviewing the effectiveness of our Child Protection Policy and activities each year at our Annual General Meeting.

*Our Child Protection Officer's contact details are listed in the Member's Handbook for the current season.*

In order to accomplish these points we have adopted the following aims and objectives:

1. All coaches will attend an appropriate coaching course as soon as practicable when they begin work with children.
2. All coaches and volunteers will have a job description.
3. All coaches and assistant coaches are CRB vetted as a condition of holding this position.
4. We will encourage women to qualify as coaches.
5. A coach will not be appointed Head Coach of an age group until he/she has been trained to an appropriate level for the age group.
6. The Club will encourage and help all coaches and volunteers to stay up to date with rugby coaching and child protection issues. This will include attendance at relevant coaching and child protection courses.
7. All coaches and volunteers will be given a copy of the Club's Code of Conduct and will be expected to keep to it at all times.
8. Written records will be kept of attendance, parental consent, accidents and other incidents.
9. A written procedure will be readily available to enable coaches and volunteers to deal with accusations or suspicions of child abuse.
10. Keynsham RFC promotes 'Fair Play' and will ensure play occurs within the spirit of the laws and the letter of the continuum.
11. The Club will provide a written Health and Safety Policy which will cover fire procedures, first aid and emergency procedures, including telephone access.

### **Keynsham R.F.C. Club House**

We are very proud of the facilities that Keynsham RFC can offer to its members. As well as enjoying extensive grounds, there is no doubt that we have one of the best Club Houses in the County. We ask all members to assist us in caring for our facilities as well as ensuring that your child respects the surroundings at Keynsham. In order to preserve the Club House for the enjoyment of all, we ask that players:

- Do not wear rugby boots in the clubhouse
- Do not enter the clubhouse without showering or ensuring they have on a clean set of clothes.

Club officials may ask a child to leave the premises if they try to enter in a muddy state.

The Club House is regularly used for functions such as parties, weddings, lunches and dinners. Members can obtain preferential rates for the hire of the Club House. For enquiries please see the Club House Manager.

**Keynsham RFC - Family and Youth Players' Welcome Pack**

**Please read the statements below, sign this form and return it to your Head Coach.  
Note that all parents/guardians and players are required to sign the form.**

**Parents/Guardian Declaration**

I / We confirm I/We have read and understood the contents of the Family and Youth Players' Welcome Pack.

I / We agree to abide by the Code of Conduct set out therein at all times. I understand that if I/We feel unable to agree to the Code of Conduct then I/We will be refused membership to Keynsham RFC.

I/We understand that the club may take disciplinary action should the Code of Conduct be breached.

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

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

**PHOTOGRAPHS**

I/We consent to the taking of photographs which may include my/our child in his/her pursuit of rugby. I/We consent to the publication of such photographs in the club house and on the KRFC website.

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

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

**Player's declaration**

I confirm I have read and understood the contents of the Family and Youth Players' Welcome Pack.

I agree to abide by the Code of Conduct set out therein at all times. I understand that if I feel unable to agree to the Code of Conduct then I will be refused membership to Keynsham RFC.

I understand that the club may take disciplinary action should the Code of Conduct be breached.

Signed \_\_\_\_\_ Name \_\_\_\_\_  
(Player)

Date \_\_\_\_\_ Age group \_\_\_\_\_