



**POCKLINGTON RUFC  
SEAL OF APPROVAL  
TEAM PACK**



**POCKLINGTON R.U.F.C  
SEAL OF APPROVAL  
TEAM PACK**

This document is part of the Pocklington Rugby Union Football Club Seal of Approval document set

**REVISION STATUS AND USE**

Any revisions made should be recorded with the appropriate details in the table below.

<b>Revision Status</b>			
Revision	Date	Nature of Revision	Prepared By
0	29-02-08	First issue	Daniel Boddy



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**1.0 PURPOSE OF THE TEAM PACK**

The Team Pack is issued to each team manager at the start of the season by the Vice Chairman of the Mini & Junior section and will also be posted on the Club's website. Its purpose is to act as a point of reference for the manager and coaches to enable them to successfully manage all aspects of the team affairs.

Further copies of the pack, or sections of it, can be found on the Pocklington RUFC Mini and Junior website in PDF format.



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## **2.0 EQUITY POLICY STATEMENT**

The Club is committed to following the Sport England and RFU definitions of sports equity. Sport equity is about fairness in sport, equity of access, recognising inequalities and taking steps to address them. It is about changing the culture structure of sport to ensure that it becomes equally accessible to all.

To this end PRUFC

- Is committed to ensuring that equity is incorporated in all of its policies and actions
- Respects the rights, dignity and worth of every single person and will treat everyone equally within the context of their sport regardless of age, gender, race, ethnicity, religious belief, sexuality or socio-economic status
- Is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment or abuse.
- Acknowledges its responsibility to oppose discriminatory behaviour and promote equal opportunity
- Will deal with incidents of discrimination seriously according to the club's disciplinary procedures



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### 3.0 CLUB OFFICIALS CODE OF CONDUCT

Officials are elected Club Members with specific roles and responsibilities as described in the roles and responsibilities document. In addition to fulfilling these specific responsibilities Club Officials are expected to follow the following Code of Conduct;

- Be aware of the club structure and specific roles and offer support as required
- To be familiar with the Club's policies, in particular the Equity Policy.
- Be aware of the club Child Protection Policy and take an active role in ensuring compliance.
- Encourage a positive partnership between individual teams.
- Encourage a positive partnership with parents
- Always acting in a professional manner, representing the Club in a positive way
- To always promote communication of all issues fairly, honestly and promptly.
- To offer support to external individuals who from time to time may have reason to have dealings with the Club.
- To always offer support to referees irrespective of situation.



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### 4.0 PRUFC MANAGER'S CODE OF CONDUCT

The role of team manager at Pocklington RUFC is an important one and hence brings with it a series of responsibilities. This Manager's Code of Conduct has been drafted to ensure all managers are aware of their responsibilities and that at all times they do their best to fulfil the minimum standards required.

The responsibilities of a Pocklington RUFC Team Manager are

- To support as much as possible the coach of your team and any assistants.
- To be aware of Pocklington RUFC's child protection policy.
- To be aware of all other Club policies.
- To be aware of incident reporting procedures.
- To keep the team information sheet up to date.
- To keep the team First Aid Checklist up to date.
- To ensure all children within the team are registered and to collect all subscriptions and match fees as required.
- To be aware of any Criminal record Bureau (CRB) checks required within the team and to liaise with the Club's Child Protection Officer as required.
- To encourage a positive partnership between the team management and parents at all times.
- To endeavour as far as reasonably possible to ensure that parents are informed of fixtures and club events.



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### 5.0 PRUFC COACHES' CODE OF CONDUCT

A coach, especially one working with young players, is an important and influential position to the young person and is a significant part of Pocklington RUFC. The position of coach as a result brings responsibilities. This Code of Conduct has been developed to ensure that all coaches are made aware of their responsibilities and the minimum standards of behaviour required to fulfil them.

Responsibilities as a coach;

- Always act and look like a coach
- Endeavour to start and finish on time and communicate your intentions.
- Plan your sessions and communicate your intentions
- DO NOT drink alcohol before or during a coaching session
- Do not smoke whilst coaching
- Remain up to date with coaching and other rugby issues
- Protect yourself by being aware of the Club's Child Protection Policy
- Remember that winning and losing are only the by-products of performance. We play to enjoy and nothing more.
- Attend RFU coaching courses relevant to your age-group within the first 6 months of commencing coaching.
- Attend a refereeing course within a year of commencing coaching.

A coach's responsibilities to their players

- Rugby is only a part of a player's life. Recognise this and allow for it in your expectations of them.
- You are responsible for the health and safety of the players you work with.
- Ensure a safe working area is marked out, and keep it safe.
- Ensure all equipment used is safe and in good repair.
- Participation in contact drills or games must adhere to the club's Child Protection Policy.
- Do not allow players to play or train with an injury.
- NEVER ridicule or belittle a player, make everyone feel valued.
- Pocklington RUFC's policy is rugby for all, ensure all players get an equal share of your time in training and game time.
- Endeavour to understand the facts about physical, emotional and intellectual development and capabilities of your age group.
- Treat games against other clubs as lessons opportunities to learn and not as a test



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### A coach's responsibilities to the Rugby Football Union

- Rugby Union has the potential to be a dangerous game, and relies on every participant acting in a spirit of mutual respect. Teach your players the meaning of 'fair play' and the ethos of rugby union, and set them a good example.
- Rugby is best for all concerned when sides are equally matched. Ascertain whether this is so before a game, and if during a match this changes, insist on mixing and matching to make it so.
- The continuum is part of the Laws of the game, understand it and endeavour to follow it.
- Learn the laws and learn to referee.
- Teach players by your own example to respect the referee....**ALWAYS**

### A coach's responsibilities to your Club

- Make yourself familiar with this code.
- You cannot coach until you have completed a Criminal Records Bureau (CRB) self declaration form.
- Encourage all players and parents/guardians to participate fully in the activities of their club.
- Take care of club equipment, the ground and fabric of the premises.
- Ensure entries are made in the 'Incident Book' when-ever a player is hurt sufficiently to stop playing or training.

### Pocklington RUFC's responsibilities to you as a coach

- All personal information given to the Club will remain confidential and will be stored carefully for future reference.
- The Club will make available to all coaches a copy of the Club's codes.
- The Club will support the coach's development on training courses, subject to funding being available.
- The Club will encourage coaches to join nationally recognised bodies on passing a course, subject to funding being available.
- Pocklington RUFC will be an equal opportunities body.
- The Club will monitor, review and amend as necessary all codes and policies annually.

Pocklington RUFC will endeavour to ensure that all coaches will be a minimum of RFU Tag trained. Preferably, all coaches will have reached the RFU level 1 standard. The minimum ratio of coaches to players will be 10;1.



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### 6.0 PARENTS', MEMBERS' AND SPECTATORS' CODE OF CONDUCT

At Pocklington RUFC we welcome your support and commitment to your child's participation in rugby. We would ask you to follow the principles set out below when supporting the club and your child.

- Be aware of the club Child Protection Policy
- Foster enthusiastic participation, all children should enjoy playing, do not force an unwilling child to participate.
- Provide information re your child's needs or medical requirements to the club.
- Be accessible in case of an emergency during training and matches.
- Ensure you have contact information for the club and your child's coach.
- Encourage your child to learn the rules and play within them.
- Discourage unfair play.
- Acknowledge the value and importance of the volunteer coaches and referees who give their time freely.
- Emphasise respect for the referees by not questioning their honesty, skill, or decision making. Publicly accept official's judgement.
- Encourage your child to improve his or her skills by valuing the coaching.
- Encourage a child who makes a mistake during a game. Never ridicule them.
- Set a good example by applauding both teams.
- Teach your child that winning is not everything and that playing well and fairly, is important.
- Use correct and proper language at all times. Condemn bad behaviour and bad language.
- Try not to shout continually at the children – shout occasionally to encourage them.
- Do not encroach on pitches during matches.
- **Coaches and referees are all volunteers we would not have teams or matches without them.**
- Discuss any issues with the coach **AFTER** the match.



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### 7.0 PRUFC MATCH OFFICIALS' CODE OF CONDUCT

Match Officials have a responsibility to ensure that games are managed in accordance with the RFU laws of the game and to ensure both the safety and enjoyment of all players.

#### Match Officials Should:

- Recognise the importance of fun and enjoyment when officiating young players.
- Provide positive feedback in a constructive and encouraging manner during games.
- Appreciate the needs of young players before the needs of the sport.
- Understand the physical, social and psychological development of young players.
- Be a positive role model.
- Look to self-improvement by taking one of the RFU Referee courses e.g. Mini/Midi or National 15-a-side.

#### Match Officials Must:

- When working with players up to the age of 12 must officiate to the rules laid down in the RFU Continuum and must keep themselves updated on rule changes.
- When working with players aged 13+ must officiate according to the Under 19 and Under 15 Law variations and keep themselves updated on relevant changes.
- Recognise that safety of young players is paramount.
- Adequately explain decisions to encourage young players to be aware of the laws of the game.
- Always penalise foul play.
- play advantage whenever possible to allow the game to flow.
- Show empathy for the age and ability of young players.
- Be consistent in your decisions and objective at all times.
- Ensure that verbal abuse from players, coaches or spectators is not tolerated and is dealt with by club official



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## **8.0 VOLUNTEER CODE OF CONDUCT**

From time to time individuals will offer support to the Club as a Volunteer to carry out various tasks in connection with an event or other regular activities. As such Volunteers should consider themselves to be acting as an official representative of the club and should adopt the same code of conduct as elected members, namely

- To represent the Club at all times in a professional manner
- To be aware of the Club's Child Protection Policy
- To actively promote the Club's equity policy
- To be aware of the Club's parent/spectator and members code of conduct and actively take part in its enforcement.



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### 9.0 PLAYERS CODE OF CONDUCT

#### ALL PLAYERS ARE ENCOURAGED TO:

- Recognise and appreciate the efforts made by coaches, parents, match officials and administrators in providing the opportunity for you to play the game and enjoy the rugby environment.
- Understand the values of loyalty and commitment to adults and team mates.
- Recognise that every young player has a right to expect their involvement in rugby to be safe and free from all types of abuse.
- Understand that if an individual or group of young players feel they are not being treated in a manner that is acceptable, then you have a right to tell an adult male either at the rugby club or outside of the game.

#### ALL PLAYERS SHOULD:

- Play because you want to do so, not to please coaches or parents.
- Remember that skill development, fun and enjoyment are the most important parts of the game.
- Be attentive at all training and coaching sessions.
- Work equally hard for yourself and your team - both will then benefit.
- Recognise good play by all players on your team and by your opponents.
- Be a sportsman - win or lose.
- Play to the Laws of the Game and accept, without question, all referees' decisions.
- Control your emotions. Verbal or physical abuse of team mates, opponents or match officials is not acceptable.
- Treat all players, as you would like to be treated. Do not interfere with, bully or take advantage of another player.
- Maintain discipline on and off the pitch and respect the Club's property as well as any opposition's property and goods



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### 10.0 PARTNERSHIP BETWEEN TEAM MANAGEMENT AND PARENTS

The partnership between team management and parents is a key part of a successful team. This should be actively encouraged through;

- Providing a seasonal diary of the times and dates of training, matches and competitions.
- Providing information on possible financial issues.
- Agreeing issues relation to Duty of Care (e.g. responsibility for traveling to and from games).
- Encouraging parents to attend coaching sessions and games and making them aware that the 'win at all costs' is not accepted in Rugby Union or the Club.
- Ensuring parents have realistic aspirations for their child and are made aware of his/her strengths and weaknesses.
- Informing parents about specialist equipment that is required (e.g. gum-shields) and where it might be purchased from.
- Ensuring parents are aware of acceptable touchline behaviour.

#### **And above all;**

- Involving parents in peripheral activities which make them feel they belong, especially if it involves expertise that is not rugby related.



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### 11.0 PRUFC CHILD PROTECTION POLICY

At Pocklington RUFC we believe that taking part in our sport should be a positive and enjoyable part of childrens' lives. We want to make sure that children are protected and are kept safe from neglect, physical, sexual and emotional harm whilst they are with the Club's coaches, helpers and volunteers.

To achieve these ends the Club will;

- Ensure all coaches are qualified to at least a Start Rugby Coaching course and will encourage all to further develop and improve their coaching skills.
- Ensure all the coaches, helpers and volunteers are aware of child protection issues and other relevant child related issues.
- Give all coaches copies of the Club's Child protection Policy, Coaches Code of Conduct and other relevant policies.
- Record details of all players along with their parental consent forms.
- Maintain an incident/injury log.
- Maintain communication with parents/guardians by various means, including newsletters and social events, etc.
- Provide a written procedure for dealing with accusations or suspicions of child abuse.
- Identify a person whose role is to deal with any concerns about neglect, physical, sexual or emotional abuse with our players.
- As a club, promote fair play and always play the sport within the spirit of the laws of the game, and with the interest of the children uppermost.

If ANY person has concerns about neglect, physical, mental or emotional abuse of your, or another child, the person should contact the Club's Child protection Officer.



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### 12.0 PRUFC A GUIDE TO CHILD PROTECTION

This section is intended as a guide for people involved in the coaching, management and development of Rugby Union within the Club environment. It should be read by volunteers, parents and professionals alike, and in particular a new coach. In it, you are introduced to the concept of child abuse in sport, in all its forms, and are given ways of both recognizing warning signs and acting on concerns.

Abuse is a powerful and emotive term. Child abuse is a term used to describe ways in which children are harmed, usually by adults, and often by those they know and trust. A coach often holds this trust and may be at risk of misusing their power over their young players.

It is widely recognized that there are four main areas of abuse which coaches and volunteers should be aware of.

#### ***Emotional Abuse***

In general terms, emotional abuse occurs when adults persistently fail to show children due care, love or affection, where a child may be consistently shouted at, threatened or subject to sarcasm and un-realistic pressures.

#### ***Neglect***

In general terms, neglect as a form of abuse occurs when a child's essential needs of food, warmth and care fail to be met.

#### ***Physical Abuse***

In general terms, this occurs when adults, or even children, deliberately inflict injuries on a child or knowingly do not prevent such injuries. It also occurs when an adult gives children alcohol, or inappropriate drugs, or fails to supervise a child's access to such substances.

#### ***Sexual Abuse***

In general terms, this occurs when girls or boys are abused by adults, both male and female, to satisfy their own sexual needs.

There may however, be an increased rise within many sports, including Rugby Union, for abuse to occur which does not fit directly within these categories. The unique culture and traditions of Rugby, along with so called stereo-typical behaviour, whilst common to many team sports, may give rise to unacceptable behaviour leading to situations where abuse may occur or coaches and/or young players are at increased risk.

Safeguarding the welfare of your young players is paramount. As coaches and volunteers we have a moral and possibly legal responsibility to provide the highest possible standard of care when we welcome players into the game of Rugby Union.



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Become familiar with ways in which you and the Club can;

- Understand what child abuse means
- Ensure good practice in the coaching of young players
- Provide a safe environment for young people
- Recognise abuse and provide a structure to deal sympathetically with any concerns.

### ***How to Report an Incident***

In all cases of reported poor practice/abuse, the following principles must always be adopted:

Listen and reassure

#### ***Do***

- ***Stay calm***, do not rush into inappropriate action. React calmly in order to not alarm the young person.
- ***Re-assure the child*** that they are not to blame, and confirm that you know how difficult it must be to confide in someone
- ***Listen sympathetically*** to what the child says, and show that you take them seriously
- ***Keep questions to a minimum***, the law is very strict and child abuse cases have been dismissed where the child has been led, or words and ideas have been suggested. Only ask questions to clarify.
- ***Ensure you clearly understand what the child has said*** in order that the information can be passed on to the appropriate agencies.
- ***Consult with the club or CB Welfare officer*** ensuring that you communicate all the information accurately
- ***Maintain confidentiality*** complete the incident report form. All incidents will be treated with an open mind and be handed in a fair and reasonable manner. Confidentiality must be maintained until a case is proven.
- ***Ensure the safety of the young person*** if urgent medical attention is required, then call an ambulance, inform the doctors of the concerns and ensure that they are aware that this is a child protection issue.

#### ***Do Not***

- ***Panic*** or allow your feelings to be evident
- ***Make promises that you cannot keep*** explain that you will need to tell other people
- ***Make the child repeat the story un-necessarily***
- ***Delay***
- ***Speculate or make assumptions***
- ***Approach the alleged abuser***
- ***Take sole responsibility***



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***In all cases if you are not sure what to do, you can gain help from the NSPCC 24 hr free-phone helpline 0800 800 500 or the RFU Child protection line 0208 831 6655.***

***Record***

Information passed to external agencies must be as helpful as possible. It will be necessary to make a detailed report at the time of disclosure. The report should contain the following detail:

- The young person's name, address, date of birth, race, ethnic origin and any disability they might have.
- Nature of the allegation
- A description of any injuries/bruising
- Any observations about the behaviour/emotional state of the young person
- Times, locations and dates
- The young person's account in their own words of what has happened
- Actions that have been taken as a result of your concerns
- Whether the person writing the report is expressing their own concerns or those of a third party

**On completion**

- Sign and date
- Keep a copy
- Keep a record of the name and designation of the social services member of staff or police officer to whom the concerns were passed.

***Do NOT investigate yourself.***



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### 13.0 FIRST AID CHECK LIST

Every team shall have a dedicated First Aid kit, which will be made available at every formal team session. The kit shall comprise the items below. It will be the responsibility of the Manager/coach to ensure the kit is regularly inspected and replenished as required against the list. A copy of the list below shall be held in the kit for reference.

<b>ITEM</b>	<b>CHECKED</b>
Ice Packs x2	
Mouth Piece x1	
Eyepads x2	
Thermal Blanket x1	
Gloves	
Eye Wash 4x 20ml bottles	
Plasters x20	
Safety Pins x6	
Dressing (12x12) x6	
Dressing (18x18) x6	
Triangle Bandage x6	
Antiseptic Wipes x6	



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### 14.0 PRUFC GUIDELINES FOR DEALING WITH AN INCIDENT

Each coach has been provided with PRUFC Incident/Accident Report forms on which all incidents resulting in injury must be recorded and filed by the team manager.

Ensure forms are completed when-ever a player is hurt sufficiently to stop playing or training.

Injuries requiring hospital treatment require a second RFU form to be completed. This should be sent to the Club Child protection officer who will submit copies of the completed form to the RFU and retain a copy on file.

In the event of an incident:

- Stay calm but act swiftly and observe the situation. Is there danger of further injury?
- Listen to what the injured person is saying
- Alert the first-aider, who should take appropriate action for minor injury
- Check if the person has any medical conditions/allergies. Such conditions will be recorded on the players registration form and on the team summary spreadsheet.
- In the event of an injury requiring specialist treatment, call the emergency services as required or arrange for transport to hospital.
- Deal with the rest of the group and ensure they are adequately supervised.
- If in doubt, do not move someone with an injury. Wait for the emergency services.
- Contact the injured person's parent/guardian if a child.
- In the event of an adult being injured, contact their partner and ensure their child is supported or cared for until the parent/guardian arrives.
- Players who are knocked out or concussed are only allowed to resume playing in accordance with RFU guidelines.
- Complete the PRUFC Incident/Accident Report Form and ensure that further relevant RFU Reportable Injury Form is completed and sent to the Club Child protection Officer immediately for submission to the RFU.



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**15.0 PRUFC INCIDENT/ACCIDENT REPORT FORM**

Site where incident/accident took place:
Name of Person in charge of session/competition:
Name of injured person;
Address of Injured person:
Date and time of incident/accident:
Nature of Incident/Accident
Was the player knocked out or concussed?    Y                    N (Circle as appropriate) If yes, refer to RFU guidelines for return to playing.
Give details below of how the incident/accident took place. Describe the activity taking place:
Give full details of the action taken, including any first aid treatment and the name(s) of any relevant first aider(s)

See second sheet



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**PRUFC Incident/accident report form continued (page 2)**

Where any of the following contacted? Tick as appropriate

Police  
Ambulance  
Parent/carer

What happened to the injured person following the incident/accident? (e.g. went home, went to hospital, carried on with session etc)

I confirm that the above facts are a true and accurate record of the incident/accident

Signed

Date

Print Name



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**16.0 RFU REPORTABLE INJURIES FORM**

Please use this form to report any injuries that occur whilst playing rugby or taking part in organised squad rugby training sessions that fit any of the following definitions:

- An injury which results in admission to a hospital intensive care unit, high dependency unit, specialist spinal or head injury unit.
- Deaths which occur during or within 6 hours of a game finishing.
- Any injury that is likely to result in an insurance claim to the RFU insurers

Date of report:

Time of report:

Date of injury:

Time of injury:

Player's name:

DOB or Age:

Club/School:

Team:

Game:

Training:

Nature of suspected injury:

Category:

- An injury which results in admission to a hospital intensive care unit, high dependency unit, specialist spinal or head injury unit.
- A death which occurred during game or within 6 hours of a game finishing.
- An injury that is likely to result in an insurance claim to the RFU insurers

Game Injuries Only

Opposition Club:

Team:

Venue:

Name of Referee:

Name of reporting person:

Position within Club/School:

Contact Telephone Number(s):

Once completed, please send this form to the RFU Sports Injuries Administrator:

Email: [sportsinjuriesadmin@therfu.com](mailto:sportsinjuriesadmin@therfu.com)

Fax: 0870 143 2423

Tel: 0870 143 2421

Post: Sports Injuries Administrator, Rugby Football Union, Rugby House, Rugby Rd, Twickenham, TW1 1DS.

*The RFU only uses this data for contacting individuals and/or their clubs who are identified as requiring support in the case of a serious*

**PRUFC Team Pack Rev 0  
Section 16 RFU Reportable Injuries Form**



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## **17.0 PRUFC DISCIPLINARY PROCEDURE**

If any player is Sent Off or reported for misconduct the following steps **MUST** be followed by the Senior Coach responsible for the age group.

1. Ask referee to provide a copy of his disciplinary report ASAP, preferably by e-mail. Only society referees are obliged to provide written reports. If non-society referee ask if he/she will submit a report to the club. If the referee will not submit a report then Senior Coach **MUST** submit a report. Suitable form attached.
2. The lead coach, will inform the Mini/Junior Secretary of the events, he will in turn inform the Chairman who will appoint a disciplinary committee of 3 people who are not connected to the team the player is attached to.
3. Forward all reports to Mini/Junior Secretary
4. The Disciplinary Committee will sit within 1 week of the event, **REQUIRED** to attend will be, the offending player, offending player's parent/guardian & senior coach of the relevant age group. The Disciplinary Committee will usually give their decision on the same night as the hearing.
5. The Junior Secretary will furnish copies of the Referee's Report and The Disciplinary Committee decision to Secretary Yorkshire RFU, the Offending Player's Head Teacher, Secretary Pocklington RUFC Senior Section & all those present at The Disciplinary Hearing.
6. Yorkshire RFU will review Pocklington RUFC's disciplinary findings. If they are happy with the decision then there will be no further action taken, but Yorkshire RFU have the power to increase or reduce any penalty imposed by Pocklington RUFC.
7. If any player wishes to appeal then this **MUST** be done in writing, stating the grounds they wish to appeal, to Chairman of Mini & Junior Section. The management committee will then decide whether to pass this appeal to either Pocklington RUFC Senior Section, another Yorkshire Club or Yorkshire RFU to investigate.



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**YRFU Preliminary Disciplinary form  
Y.R.F U. Ltd**



**PRELIMINARY DISCIPLINARY FORM  
(For Schools or Club Youth Player Only)**

MATCH \_\_\_\_\_ vs \_\_\_\_\_ Date \_\_\_\_\_

I, being the appointed referee to the above rugby match, have sent off:

NAME OF PLAYER \_\_\_\_\_

TEAM \_\_\_\_\_ NUMBER or POSITION \_\_\_\_\_

For the following offence ( Tick the offence and circle if there is an alternate)

OFFENCE	Tick
Repeated infringements	
Dissent	
Abusive behaviour to other players	
Collapse ruck or maul	
Collapse scrum	
Dangerous tackle	
Obstruction or late tackle	
Hit, punch or trip opponent	
Dangerous use of boot or kneeing	
*Willfully kick an opponent	
*Bite an opponent	
*Head butt an opponent	
*Abusive behaviour to an official	
*Assault an official	

\* ***These are serious offences***

My Report will follow

NAME OF REFEREE \_\_\_\_\_ SOCIETY \_\_\_\_\_

Signed \_\_\_\_\_

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**PRUFC Team Pack Rev 0  
Section 17 PRUFC Disciplinary Procedure and Form**



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**18.0 PRUFC PLAYER AND HEALTH AND SAFETY CHECKLIST**

Venue		Date	
Group		Session Topic	
Coaches			

**Checklist**

Location of the venue's health and safety policy?	
Location of the nearest telephone?	
Location of nearest First Aid Kit?	
Name of Appointed First Aider?	

**Please tick to confirm the following items have been checked**

All equipment is safe and appropriate	<input type="checkbox"/>
The Playing Area and facilities have been checked for potential hazards	<input type="checkbox"/>
A register of participants has been maintained	<input type="checkbox"/>
Participant's previous experience established	<input type="checkbox"/>
Participant's clothing, footwear, eyeglasses and jewellery checked as appropriate	<input type="checkbox"/>

**Please tick to confirm that the following have been explained to participants**

All equipment is safe and appropriate	<input type="checkbox"/>
The Playing Area and facilities have been checked for potential hazards	<input type="checkbox"/>
A register of participants has been maintained	<input type="checkbox"/>
Participant's previous experience established	<input type="checkbox"/>
Participant's clothing, footwear, eyeglasses and jewellery checked as appropriate	<input type="checkbox"/>

Signed \_\_\_\_\_ Date \_\_\_\_\_