



Annual Agreement Pack

Crosfields Junior Section Acknowledgment

Dear Parent/Guardian,

As part of our ongoing commitment to our Clubmark Gold accreditation we have put together this information pack. Clubmark is an accreditation scheme run by Sport England, which sets a standard for all quality sports club in England. Clubmark stands for child protection guidance and safety, quality coaching, equal opportunities and a well-managed club. By achieving Clubmark Status you can be assured that your children belong to a safer club.

You will find enclosed the following documents, some of which need completing and returning to your coach or team rep.

- Policy Statement on Child Protection**
- Equity Policy Statement**
- Junior Membership Form**
- Code of Conduct for Junior Member**
- Code of Conduct for Parents/Carers**
- Photograph and Recorded Images Consent Form**

Could you please complete the acknowledgement slip below and return to your coach with the relevant completed documents.

Thank you for your support.

From: **Parent/Guardian (Delete as appropriate)**

Name of Player: **Age Group:**

We acknowledge receipt of the following documents and have read and agree to abide by the Junior Members and Parents/ Guardians Codes of Conduct.

- Equity Policy Statement**
- Code of Conduct for Junior Members**
- Code of Conduct for Parents/Guardians**
- Photograph and Recorded Images Consent Form**
- Junior Membership Form**

I am returning the following completed forms:

Junior Membership Form Medical History Forms

Code of Conduct Signatory Sheet Photograph and Recorded Images Form

For New Players; Registration forms, copy of birth certificate or passport, and 2 passport sized photographs.

Parent/Guardian

Player

Signed: **Signed:**

Date: **Date:**

Crosfields Junior Section Committee Letter

Dear Parent/Guardian,

On behalf of Crosfields Junior Section we would like to thank you for your continued support. The club provides opportunities for young people between the ages of 6 and 18 to receive coaching and competition in the North West Counties Association. All coaching is by qualified coaches who are trained and have been screened for their suitability for working with young people.

The club is a current holder of the Sport England's Clubmark Gold, which is awarded to clubs by BARLA when the club is able to demonstrate that it meets BARLA's criteria as to playing programme; child protection; sports equity and ethics and club management. Clubmark Gold is an acknowledgement that we take these issues seriously and that we are striving to provide a high quality and welcoming environment for young participants in Rugby League.

We welcome parents to all training and competitions and value your support. We are keen to try and involve parents in the club and would like to invite you to any of our regular monthly meetings held at the Crosfields club where you can meet club members and find out more about the club. We also issue regular newsletters and there is further information available on our website www.crosfieldsarlfcc.co.uk.

Arrangements should be made for your child to travel to and from training sessions and matches. We appreciate it if children can arrive promptly and are collected promptly at the end of the session, if they are not making their own way home. If you are going to be late picking your child up, please contact your coach.

To train and play in games each player must be registered. **NO CARD, NO PLAY.** This registration covers players for insurance during training and games and proof of identity/age before games, there is a once a season charge for this registration.

Subscriptions are currently set at £15 per month and are to be collected from each player, on every team, by whatever means (cash/cheque/standing order) and paid into the club. Subscriptions do not have to be paid into the club during the months of June and July.

If a player misses one month's subscriptions they shall receive a written warning. If that player then misses a second consecutive month then the committee will retain the player's card until all outstanding subscriptions have been paid. **NO PAY, NO PLAY.** Subs are still payable if you don't train but play or vice versa.

Crosfields ARLFC provides kits for matches and kit wash. Players will also receive refreshments after all home games at the Crosfields Club House. The player should be properly attired for the current weather conditions during training sessions. There are also certain restrictions on what equipment players can wear up to and including under 12's. Chest pads must have no rigid parts. They cannot wear any type of arm protector, stick mitts and boots with metal blades. (The wearing of plastic or metal bladed boots is also strongly discouraged.)

We would be grateful if you could complete the attached junior club membership form. For the safety of your child it is important that the club is informed of any medical condition or allergies that may be relevant should your child fall ill or be involved in an accident while at the club. However if your child does have any medical condition/allergies we would ask that parents/guardians remain at training sessions and matches. If you would like to talk to someone at the club about this information or your child's involvement with the club, please contact either your child's coach or the club's welfare officer.

Useful contacts

Kate Hall	Junior Secretary	01925 729533/07793 198260
Tammy Connelly	Club Welfare Officer	01744 639463/07525 348502
Andrea Owen	Junior Treasurer	07976 240095

Yours sincerely,



Dave Richardson
Crosfields Junior section Chairman
01925 632661 / 07876474689

POLICY STATEMENT ON CHILD PROTECTION AND WELFARE

Crosfields, in conjunction with the Rugby League Policy Board and Social Services, want to make sure that all players, (Young Persons), are protected and kept safe whilst they are in the care of officials representing this Club.

We will do this by:

- Adopting and adhering to the Rugby League Policy Board Child Protection Policy and Procedures. The Club will also be bound by the decisions and recommendations of the Rugby League Policy Board Child Protection Disciplinary Committees.
- Making sure that all officials are carefully selected, vetted and where necessary trained.
- Ensuring that details of any player's medical condition are notified to the relevant officials.
- Giving parents and players information about the Club's aims and ambitions and what they can expect from the Club.
- Advising parents of what the Club can expect from them.
- Letting parents and players know how to voice their concerns or complain if there is anything they are not happy about.
- Appointing a Child Protection Officer/s within the Club.
- Ensuring all Club members abide by the Rugby League Code of Ethics and Conduct.

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.

Crosfields Junior Membership Form

To ensure we have the correct contact details for you, please fill out this form and give it back to your coach or the team representative.

If you are under 16 please also ask your parents or carer to sign the form before it is returned. We will also use this information to ensure that you are kept informed about club events.

All the data provided on this membership form will be used by the club officials and will be retained in the strictest confidence.

Personal details

Full Name:

Date of birth:

Address:

Postcode:

Home Tel.
Number

Mobile
Number:

E-Mail Address:

Parent / Guardian contact details

Mothers Name:

Address:

Postcode:

Contact Tel. No:

E-Mail Address:

Fathers Name:

Address:

Postcode:

Contact Tel. No:

E-Mail Address:

Who is to be first contact in the event of an emergency? Mother/Father/Other

Other details: Name:

Tel No:

I understand in the event of injury or illness all reasonable steps will be taken to contact me or my elected person, and to deal with that injury/illness appropriately. I give my permission for basic first aid to be given to my child in my absence.

Name of parent/carer:

Signature of parent/carer: **Date:**

Medical History

Players Name:-.....

Do you suffer from Bronchitis, Asthma, or any other Chest Conditions? YES/NO

If YES please provide details including medication taken:-

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.....

Do you suffer from Fainting Attacks, Dizziness, or Epilepsy? YES/NO

If YES please provide details including medication taken:-

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.....
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Do you suffer from Diabetes? YES/NO

If YES please provide details including medication taken:-

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Do you suffer from any Heart Condition, including any surgery? YES/NO

If YES please provide details including medication taken:-

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Do you suffer from Hayfever? YES/NO

If YES please provide details including medication taken:-

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Do you suffer from any allergies? e.g Penicillin, Latex, Plasters YES/NO

If YES please provide details:-

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.....

Medical History Cont.....

Do you suffer from any other medical condition? YES/NO

If YES please provide details:-

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.....

Are you taking any other Medication? YES/NO

If YES please provide details:-

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IF YOU ARE TAKING ANY PRESCRIBED MEDICATION AT ANY TIME AND TAKING PART IN ANY TRAINING SESSIONS OR GAMES, PLEASE INFORM THE COACHES & FIRST AIDERS.

PLEASE ENSURE THAT ALL NECESSARY MEDICATION IS BROUGHT TO ALL RUGBY SESSIONS.

I understand that I must inform the team rep of any changes to my child's medical history immediately.

I agree in the event my child needs medical attention/treatment whilst in the care of Crosfields ARLFC that this medical history may be passed on to any medic to act in the best interests of my child.

Name of child:.....

Signature of parent/carer (if under 16): Date:

Crosfields Code of Conduct for Junior Members

As a member of Crosfields Amateur Rugby League Club you are to abide by the following junior code of conduct:

- All members must play within the rules and respect officials, coaches and their decisions. It is unacceptable to be rude or to argue with officials and coaches, I accept all the coaches decisions on team matters are final.
- All members must respect the rights, dignity and worth of all participants, regardless of gender, ability, cultural background, appearance or religion.
- Members should keep to agreed timings for training and matches or inform their coach if they are going to be late, and understand that lack of the above may affect playing times.
- Members must wear suitable training kit at training sessions (not your match day kit) – boots with studs (if on grass), long sport socks, shorts and a suitable top for the conditions/time of year. Full kit will be provided on match days (shirt, shorts and socks).
- The club hold a small stock of communal head guards for the younger age groups. In the interest of safety, the club does not require the wearing of but encourages all players to wear head guards* at training and matches where tackling and other contact is likely to take place. (the wearing of headgear does not protect from serious injury)
- Gum shields should be purchased from any dentist or sport shop and worn at training and matches. Shoulder pads can be worn from under 7's upwards.
- It is advisable to have a warm tracksuit and waterproof jacket* for cold or rainy weather at both training and matches.
- We would like to remind all players that when representing the club their appearance should be smart at all times, preferably with club colours. Club polo shirts, training tops, ties and other merchandising are available to purchase. Older age groups may be requested by coaches to wear shirt and tie, minimum of club polo shirt, black pants and shoes.
- Members must pay any fees for training or matches promptly and in accordance with the rules of the club.
- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions and, as sportsmen and women should avoid smoking at any time.
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.

Disciplinary procedure taken from the club's Constitution

Team disciplinary matters are to be dealt with by the team's coach. Players can then appeal; this should be submitted in writing to the Committee.

The Committee will meet to hear complaints within 31 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of the disciplinary hearing should be notified, in writing if deemed necessary by the hearing, to the person who lodged the complaint and the member against whom the complaint was made within 31 days of the hearing.

There will be the right to appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 31 days of the committee receiving the appeal.

The panel's decision will be final.

Crosfields Code of Conduct for Parents/Guardians

As a member of Crosfields Amateur Rugby League Club through your child or dependant you are expected to abide by the following Code of Conduct for Parents/Guardians:

- 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.
- Support the coaches and never publicly undermine or insult them particularly in front of players
- Set a good example by recognising fair play and applauding good performance of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Encourage and guide players to accept responsibility for their own performance and behaviour.
- Emphasise that rugby league is a **TEAM GAME** and everyone has an important role to play.
- Trust the referees and coaches to deal with situations on the field as they see fit.
- **NEVER** enter the field of play or interfere with the match unless requested by the referee.
- I accept that the coaches decisions on all team issues are final
- Help ensure all visiting teams are made welcome at your club and that you are a good ambassador for the club whilst playing away.
- Ensure you know the meeting time for matches and times for training sessions, that your child is properly equipped and that they have a safe method of getting home afterwards.

Disciplinary procedure taken from the club's Constitution

Team disciplinary matters are to be dealt with by the team coach. Parents can appeal this should be submitted in writing to the committee.

The Committee will meet to hear complaints within 31 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of the disciplinary hearing should be notified, in writing if deemed necessary by the hearing, to the person who lodged the complaint and the member against whom the complaint was made within 31 days of the hearing.

There will be the right to appeal to the Main Committee following disciplinary action being announced. The committee should consider the appeal within 31 days of the Secretary receiving the appeal. The panel's decision will be final.

Codes of Conduct Signatory Sheet.

Code of Conduct for Junior Players.

I _____ confirm that I have read and fully understood all aspects of the Crosfields Code of Conduct for Junior Players. I will at all times comply with this code of conduct and I will endeavour not to bring my team or the club into disrepute.

SIGNED (Players name)

.....

Code of Conduct for Parents/Carers.

I _____ confirm that I have read and fully understood all aspects of the Crosfields Code of Conduct for Junior Players. I will at all times comply with this code of conduct and I will endeavour not to bring any team or the club into disrepute.

SIGNED (Parent/guardians name)

.....

I _____ confirm that I have read and fully understood all aspects of the Crosfields Code of Conduct for Junior Players. I will at all times comply with this code of conduct and I will endeavour not to bring any team or the club into disrepute.

SIGNED (Parent/guardians name)

.....

PHOTOGRAPH AND RECORDED IMAGES USAGE FORM

FOR THE USE OF PHOTOGRAPHS AND RECORDED IMAGES

This side of the form should be completed by the club and then signed by the legal guardian (usually parent/carer) of a young person, together with the young person. It provides permission for images of the young person to be used. Please note that if you have more than one child under the age of 18 registered with the club you will need to complete a separate form for each young person.

Crosfields Junior Section recognises the need to ensure the welfare and safety of all young people in Rugby League. As part of our commitment to ensure the safety of young people we will not permit photographs, video or other images of young people to be taken or used without the consent of the parents/carers and the young person.

Crosfields Junior Section will follow the guidance for the use of images of young people, a copy of which is in the Rugby League Child Protection Policy and Implementation Procedures.

Crosfields Junior Section will take all steps to ensure these images are used solely for the purposes they are intended which is the promotion and celebration of the activities of *Crosfields Cobras Junior Section*

If you become aware that these images are being used inappropriately you should inform Crosfields Child welfare officer immediately

The information will be available on the website www.Crosfieldsarlfcc.co.uk for the season 2008/2009 after which it will be removed.

If at any time either the parent/carer of the young person wishes the data to be removed from the website, seven days notice must be given to the secretary after which the data will be removed

FOR THE USE OF PHOTOGRAPHS AND RECORDED IMAGES TO BE COMPLETED BY THE PARENT/CARER AND YOUNG PERSON

I _____ (Insert parent/carer full name) consent to *Crosfields Junior Section* photographer or videoing _____ (name of child/young person) under the

Stated rules and conditions and I confirm that I am legally entitled to give consent.

I also confirm that _____ (name of child/young person) is not under a court order.

Signed: _____

Date: _____

I _____ (Name of child/young person) consent to *Crosfields Junior Section* photographing or videoing my involvement in Rugby League under the stated rules and conditions.

Signed: _____ Date: _____