

- Review the current Child Protection Policy on an annual basis and recommendations for changes shall be brought to the attention of the Committee Attend Child Safety and other, related, seminars as necessary.
- Investigate and document any instances of abuse or suspected abuse and pass the relevant information onto the Junior Chairmen Team, Hampshire RFU, RFU and local authorities.
- Lead child protection workshops throughout the season to ensure that all coaches and managers are kept up to date on child protection issues.

How much time it will take up: Approximately 1 hour per week

What you'll get out of it: Child protection and welfare is a very key aspect to the successful running of any club involving people under the age of 18, this role is key to ensure that this club operates within these guidelines and gives you and the entire club the satisfaction that the welfare of the children will be key to all involved at the club.

MEDICAL OFFICER

The Medical Office oversees the first aiders and is responsible for the first aid training within the club as well as the required reports and assessments.

Ideally, you'll need to be: DBS cleared, First Aid qualified, Good at administration and reporting

What you'll do:

- Assist in assessing any injuries to junior players during matches,
- Organise and administer first aid courses to parent volunteers on an annual basis,
- Annually review the contents of the age group first aid kits with the Coaching Co-ordinator to ensure that they are appropriate. liaise with age group first aiders on a regular basis

How much time it will take up: Maximum of 1 hour per week on average

What you'll get out of it: The satisfaction that all first aid provision and qualifications are up to the highest standards to ensure maximum safety for the players and coaches.

KITCHEN MANAGER

The Kitchen manager is responsible for ensuring the kitchen and store areas comply with the relevant health and safety regulations. They will ensure accurate records are maintained, stock levels replenished. Must also be confident in providing training to kitchen helpers

Ideally, you'll need to be: Proficient with Health & Safety regulations. Organised, Able to provide training, confident with using Kitchen equipment

What you'll do:

- Maintain the kitchen and store room as per Health and Safety guidelines
- Maintain stock of Food and equipment
- Maintain records as per Health & Safety guidelines
- Training of assistants providing support in the kitchen
- Catering for players and visitors at all home fixtures for both junior and senior sections.
- Ensuring kitchen and store rooms are kept clean

How much time it will take up: 2-3 hours per week at weekends on average

What you'll get out of it: Happy customers!



Parent Handbook 2019/2020

Welcome to Aldershot and Fleet RUFC

There is a place for all levels of skill and experience at Aldershot and Fleet and we are keen to encourage all boys and girls to come and try Rugby whatever their level of experience. We are committed to creating a Rugby environment where respect, team spirit, sportsmanship and effort are all nurtured, with all our players talents being developed.

This booklet aims to provide you with information about how the club is set up and run. Also information required for you and your children to ensure they get the most out of your time at the club.

The Team at Aldershot and Fleet RUFC

Aldershot & Fleet is run entirely by volunteers. Below are the key roles and we are always looking for more help across the whole club

COMMITTEE ROLE	Current holder
President	Malcolm Thomas
Hon. Secretary	Merrik Knight
Treasurer	Charlotte Finlayson
Chairperson	Ellen Louise
Club Captain	Paul Malcolm
Junior Chairman	Chris Saunders
Coaching Coordinator	Kevin Wheatland
Safeguarding Officer	Chris Palmer (Fizz)
COACHES	
Micro's (U6)	John Warder, [support coach required]
Mini's (U7 & U8)	Hayley Reains Richard Fenn
Midi's (U9 & U10)	Jason Gaskell, Kevin Wheatland (Monty),
Midi's (U11 & U12)	Chris Saunders, Adrian Cussell (AJ)
Youth (U13+)	No Coaches available so not able to offer this season

The Rugby at Aldershot and Fleet starts from the age of 4 if they can hold a ball and respond to instruction, which provides a fun play session based around the game we all love, played strictly for fun under the eyes of experienced coaches and aimed at introducing the game in a positive and fun way. Indeed, Fun is what Rugby is all about at Aldershot and Fleet.

- **Mini's** start at 6 years old playing tag rugby (tags and belts are provided). After this they will progress based through the age groups based on their age as at 1st September.
- **Midi's** start at the U9 age group. The children are then introduced to the contact. These age groups train from 10am – 11.30am Sunday
- **Youth** include the age group U13 – U16 and Colts are 17-19. Our Senior Section is for age 18 and over. As our club grows we will be expanding our Youth and Colt section.

The rugby season runs from September to April and our training and home matches are played here at Aldershot Park. The season for the mini / midi age groups is made up of general skills and development training in age groups, along with training and

- Organizing events that involve the potential helpers and parents, allowing them to talk to the current volunteers in a social atmosphere, where they can ask questions and be encouraged to become involved,
- Communicate with all volunteers about progress, future roles and upcoming events

How much time it will take up: 2 – 3 hours per week, mainly at weekends during training and matches

What you'll get out of it: With an amateur club, volunteers are the key to the running, coaching, development and every aspect of the club. This role is essential for ensuring that there is a constant influx of volunteers to continue the development of the club. This role is crucial for the future of any club

JUNIOR CHAIRMAN

Responsible to Club Management Committee and the Junior section of the club. You will ensure an efficient, well managed club is maintained with a focus on the junior section.

You'll need to be: Confident and passionate about rugby and the club, very organized, able to demonstrate good all round communication skills, Able to display good administrative skills, DBS cleared

What you'll do:

- To chair all meetings of the mini / midi committee and guide members through the agenda, Set agenda of all mini / midi committee meetings,
- To represent the mini / midi club at other appropriate meetings especially the whole club meetings,
- Provide leadership for the mini / midi club, taking decisions as required in consultation with the whole club committee.
- Ensure that all meetings and other work undertaken throughout the junior club are necessary and carried out effectively.
- Prepare and present an annual report to the AGM for the junior section.
- Provide support / guidance to junior club members where appropriate.
- To represent the mini / midi club when required at social events and functions

How much time it will take up: 4 hours per week

What you'll get out of it: This is a high profile Junior role as you are the key contact for the junior section to the committee and directors. There is great satisfaction in ensuring the junior section is well managed

SAFEGUARDING OFFICER

The Safeguarding officer is responsible for ensuring that the club is operating under the correct RFU, County and National Child Protection policies. Also responsible for liaising with Coaches, Managers, Parents and Players on any potential child protection issues as well as ensuring everyone is up to date on the latest policies.

Ideally, you'll need to be: DBS cleared Able to access a computer, internet access would be essential, Able to demonstrate good communication skills

What you'll do:

- Keep up to date on the latest child protection policy from the RFU, Hampshire RFU and other local and national sources.

KEY JUNIOR VOLUNTEER ROLES

TEAM MANAGER

To act as principle administrative point for the relevant age group, relaying key messages from committee to parents, organising availability for fixtures, kits, water bottles and all aspects for the squads training and matches. It is the manager's role to try and take some of the admin pressure off the lead coach.

Ideally, you'll need to be: Very organized, able to demonstrate good all round communication skills, Computer literate with access to a computer, Email access would be beneficial, but not essential, Able to display good administrative skills, DBS cleared

What you'll do: This role is defined in consultation with the lead coach, but usually involves the following:

- Taking attendance at all training sessions and contact details of all the players within the age group. (These contact details are extremely important as they are key means of communication),
- Aid the Membership Co-ordinator by ensuring Registration and membership fees are up to date and taking parents of new players through the process.
- Notify players and parents of any changes (often last minute) to training or the published fixtures during the season. Ensure that playing children and their parents are notified of their selection for matches, triangular's and festivals.
- Ensure that an appropriate first aid kit is on hand at all activities. The manager should control and hold all relevant medical information for the players and ensure he/she has a working mobile phone in case of accidents or the need for first aid. Ensure that any injury or suspected abuse is recorded in accordance with the Club's policy on Child Protection and Medical policy.
- To encourage parents to get more involved in the running of the club and to attend social and fundraising activities across all club age groups.
- Help organise the production of match reports and photographs for the Club's website and other publications

How much time it will take up: 1 – 2 hours per week mainly at weekends during training and matches

What you'll get out of it: This is a role of great importance as you are responsible for ensuring that all aspects of training and matches are prepared for, you are a key link for the players, parents and coaching team.

VOLUNTEER CO-ORDINATOR

Work with the chairmen and committee members to identify bite sized roles and job descriptions for volunteers to assist with the running of the club and to recruit and organize these volunteers and sub committees accordingly

You'll need to be: Able to talk to people and explain the benefits of volunteering, Show good communication skills, Confident and passionate about rugby and the club, Able to delegate roles and tasks

What you'll do:

- Liaise with the Chairpersons, CCC, Coaches and Managers to work out what roles and tasks are required to be completed,
- Be present at some training sessions and matches to talk to people about these potential roles,

matches with other local clubs. The fixtures, once confirmed, will be posted in the club house and on the club website. We hope to mix in various festivals and events through the season.

We also run various Adult training – Mens First team, Ladies contact, Ladies Touch Rugby, Vets Rugby League team. These too are always looking for new players, so it may be time to clean off those old rugby boots? For details of senior rugby talk to any of the coaches or committee.

Training Sessions & Fixtures

Under 6's train from 10:00-10:45 each Sunday and if the weather is particularly inclement the group will train in the clubhouse. All other age groups train from 10:00-11:30 and train outside whatever the weather! Therefore please make sure your children are appropriately clothed.

For fixtures U6s will always be training at home, with other age groups travelling to the away venue. Fixtures are available on our website and any updates to this will be communicated via the website and Facebook. The team manager &/or Coach may also contact you directly.

Parents/Guardians are required to stay with their children as they train and play. ***If you are unable to stay with your child please ensure you have arranged for another adult that is present to be responsible for your child and that the coach is aware of this arrangement.***

Equipment

All children must arrive at training and matches with the correct equipment. We ask that you dress appropriate for the weather conditions. Key pieces of equipment are as follows:

- **Boots:** The only RFU requirement is that there are no Sharp or Burred edges/ridges on the studs/blades. There is also a junior boot exchange in the club where you can swap in boots as your child's feet grow!
- **Gumshields: MANDATORY REQUIREMENT** All players learning contact (age group U9 and above) must have a protective mouth guard for both training and matches.
- **Club Shirts & Shorts:** All players are required to wear club shirts at fixtures (Shorts are optional). Available direct from O'Neils (website: www.oneils.com), The club may hold secondhand shirts as they are donated by parents.
- **Socks:** - required for all fixtures but not for training. They are available (subject to stock) from the club.
- **Head gear/scrum caps:** This is not essential but if one is to be worn it is an RFU recommendation that children playing in the U9s and upwards only wear IRB approved protective headgear.

Registration & Annual Subscriptions

Every player must be registered with the Club and England RFU. Parents are also responsible for ensuring this data is kept up to date. Step by Step instructions are available as a separate document.

Annual Membership fees are payable to the Club after a short introductory period, a reduction is available for siblings. These are renewed every September and can be purchased through our website

Temporary Website: <https://aldershotandfleet.rfu.club/>

Which will eventually be moved to: www.aldershotandfleetrufc.com

Code of Conduct & Core Values

The club follows England Rugby's core values aka TREDs (Teamwork, Respect, Enjoyment, Discipline and Sportsmanship). This is reflected in our code of conduct. This has been provided at the back of this booklet. Please read through these carefully and help your child understand what is expected of them.

Communication

The club uses the following means for keeping you informed. Please ensure you visit these regularly for news and updates especially regarding fixtures

- Website: www.aldershotandfleetrugby.com
- Facebook: Aldershot & Fleet RUFC
- Noticeboards in the changing room corridor
- We may also contact you by email (via England Rugby GMS) or text. Please ensure your details are provided to the age group coach.

Social Events

The Club holds a variety of social events such as:

- Christmas Party (Junior & Adult)
- End of Season Party (Junior & Adult)
- Rugby WorkForce weekend (whole club event)
- Community Family Fun days / Evening events such as Bingo, Quiz

Please look out for these events on our Noticeboards, Website & Facebook

Safeguarding

Aldershot and Fleet maintains that the safety of the children and their enjoyment of the sport is paramount.

As a club we adhere to the RFU's Safeguarding policies and procedures, recommended practices and guidelines and endorse and adopt the statements contained within these documents, these can be viewed at:

<http://englandrugby.com/governance/safeguarding> The club policies for safeguarding and first aid are available in the clubhouse. Please feel free to have a chat with our safeguarding officers to find out more or if you have any concerns.

All adults undertaking 'regulated activity relating to children' must undertake DBS disclosure. Any adults not cleared must be supervised (both by sight and within hearing) at all times by a DBS cleared adult. (The statutory definition of Regulated Activity applies to this Policy. In summary, this means teaching, training, instruction,

the Laws of the Game or relevant regulations or the use of prohibited techniques or substances must never be condoned

Volunteers' Code of Conduct

1. Volunteers must respect the rights, dignity and worth of every player and treat everyone equally within the context of our sport.
2. Volunteers must place the well-being and safety of the player above the development of performance. They should follow all guidelines laid down by Rugby Football Union and be registered on the Aldershot and Fleet coaches' database.
3. Volunteers must develop an appropriate working relationship with players based on mutual trust and respect. Volunteers must not exert any undue influence to gain any personal benefit or reward.
4. Volunteers must encourage and guide players to accept responsibility for their own behaviour and performance.
5. Volunteers must ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
6. Volunteers must, at the outset, clarify with players (and where appropriate their parents) exactly what is expected of them and what players are entitled to expect of their coach.
7. Volunteers must co-operate fully with other specialists (e.g. other coaches, physiotherapists, club officials' etc.) in the best interest of the player.
8. Volunteers must always advocate the positive aspects of Rugby and never condone rule violations or the use of prohibited substances.
9. Volunteers must respect a player's right to his or her own personal development, independence and self-determination.
10. Volunteers must consistently display high standards of behaviour and appearance.

Parents and Spectators' Code of Conduct

1. Act as positive role models to all players.
2. Be familiar with the club's child protection policies
3. Respect guidance from the club with regard to spectator behaviour
4. Remember, children play sport primarily for their own enjoyment, not for that of the spectators
5. Acknowledge good individual and team performance from all players irrespective of the team in which they play
6. Respect match officials' decisions, even if they appear to make a mistake – remember they are volunteers providing an opportunity for players to play rugby
7. Never verbally abuse players, coaches, match officials or fellow parents/spectators: such behaviour can create a negative environment for players and their behaviour can reflect this
8. Acknowledge effort and good performance rather than "to win at all costs"
9. Verbally encourage all players in a positive manner, shouting "for" not "at" the players
10. Encourage all players irrespective of their ability – never ridicule any individual player, regardless of the team they play for

CODES OF CONDUCT

Players' Code of Conduct

1. Do your best and participate for the "Fun of it", not just to please your parents or coach.
2. Play to the laws of the game. (Play and tackle hard but always fairly).
3. Accept all the referee's decisions, without question or argument.
4. Play with control; do not lose your temper. - You and your team will benefit.
5. Treat all players and opponents with respect and as you would like to be treated. Don't interfere with, bully or take unfair advantage of any player.
6. Be a gentleman and a good sport, (win with humility and lose with dignity). At the end of a match thank your opponents and the referee.
(Remember what they say, Football is a gentleman's game played by thugs and Rugby is a thug's game played by gentlemen, don't get them confused).
7. Recognize good play and applaud it, whether by your team or by the opposition.
8. Remember as well as enjoyment the aims of the game are to improve your skills and to feel good. Allow your coach to help you achieve both by listening carefully. (Remember they are just volunteers trying to have fun too).
9. Co-operate with your coach, referee, teammates and opponents, for without them you don't have a game.
10. Work equally hard for yourself and your teammates, your team's performance will benefit your own.

Remember you are representing yourself, your team, the club, and the Game of Rugby.

Coaches' Code of Conduct

1. All rugby coaches must respect the rights, dignity and worth of every young person with whom they work with and treat them equally within the context of Rugby Union
2. All rugby coaches must place the physical and emotional well being of all young players above all other considerations, including the development of performance
3. The relationship that a rugby coach develops with the players with whom they work must be based on mutual trust and respect.
4. All rugby coaches must ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of the young players
5. All rugby coaches must encourage young players to accept responsibility for their own behaviour and performance
6. All rugby coaches should clarify with the young players (and their parents/carers) what is expected of them both on and off the rugby field and also what they are entitled to expect from the coach
7. All rugby coaches should work in partnership with others within the game (officials, doctors, physiotherapists, sports scientists) to ensure the wellbeing, safety and enjoyment of all young players
8. All rugby coaches must promote the positive aspects of the sport e.g. Fair Play etc. Violations of the Laws of the Game, behaviour contrary to the spirit of

care or supervision of children carried out by the same person frequently (once a week or more often) or on four or more days in a 30 day period, or overnight.). Any volunteers that do not require DBS clearance under the guidance above, or who are awaiting their clearance will always be supervised by DBS cleared staff.

Both parents and coaches have a part to play in ensuring that competitive pressures are not allowed to dominate. The Club rigorously adheres to the RFU Codes of Conduct. They govern the conduct of the coaches players, parents and spectators. The Club will take any breach of these codes very seriously.

Photographic Images

We encourage the taking of appropriate images of children involved in rugby celebrating the Core Values of the sport. The RFU's guidance for parents and the paid and volunteer workforce can be found on the Safeguarding pages of rfu.com. It is based on common sense and we would ask everyone to read and comply with this guidance.

If you do not want your child photographed please talk to the team's coach or manager. We will then take all reasonable steps to ensure the child is not photographed whilst playing or training at the club.

Data Protection

We take the security of your personal information very seriously. We only collect what we need and only use it to support your child's time at the club. Our privacy policy can be found on our website under Information > Documents > Policies
<http://www.pitchero.com/clubs/aldershotfleet/d/documents.html>

Getting involved

The whole club is run by volunteers. It takes a great deal of work to ensure everyone can train and play and this would not be possible without volunteers. Please join our army of volunteers, we have listed some volunteer roles below and would be grateful if you could contribute a little time each week, month or season.
Some roles will require you to be DBS checked and the Safeguarding officer will be able to do this for you

Training sessions

Parents may be asked to get involved in the training session, particularly with the younger age groups. The coaches will provide any directions you need and you will never be left unsupervised at any time – get stuck in, join in the fun!

Club Volunteers

For the junior section we are always looking for help in the following roles..

- **Coaches** As the club grows so does the need for Coaches and assistant coaches. As you will see from the front table we require support coaches for all age groups over U9. Most of our current coaches are parents who have previously played the game and have children who are part of the junior section. The Club supports coaches by providing practical advice, role models

and they are encouraged to undertake appropriate RFU courses to which the club makes a contribution.

- **Team Manager** for your child's age group; overseeing the register at the beginning of each session and helping with general organisation of the session and the team.
- **Team First Aider** for your child's age group. First aiders are always present at training sessions, however each age group should also ideally have a parent/other adult who is qualified in first aid. If you have training in first aid or are interested in this please let the Safeguarding officer know. The club provides the first aid kit and can help in arranging training as required.
- **Kitchen** - We are looking for a group of volunteers to set up a team to run the kitchen on Sunday morning. This generally involves making tea and coffee and assisting with cooking such as bacon sandwich. On junior match days and special events additional Assistants are cooking and service additional food. NO HELP NO KITCHEN. So please put yourself forward
- **Special event support** - Throughout the rugby season and through the summer we have a variety of fun events we run at the club or participate in within the local community – perhaps your skills lay in helping organise children's parties or community events? If so support is always welcome.

At a club level we are often looking for help in the following areas:

- **Referees** for Ladies Touch games held at home.
- **Catering** for Senior Men & Ladies home fixtures, also for special events
- **Bar staff** for club and private functions (this will be paid by the hour)
- **Clubhouse Maintenance** – electrician, plumber, painter are just some of the help we need with odd jobs
- Other Key roles have been listed at the end of this booklet

We provide training and support for all volunteer roles – please ask if you have any questions.

Facilities

Our club house has excellent facilities with changing rooms, toilets and showers available to all players and parents. The club house is available for hire, the first hire is free for club members, although there are some additional costs if bar staff and the kitchen facilities are required.

Sponsorship & fundraising

Each year we endeavor to raise funds for the club through events and sponsorships. Keep an eye on the website for upcoming fundraising events. If you might be able to help or identify potential sponsors then please contact a member of the committee.

Complaints/ Concerns

Any problems or queries should first be addressed to the Team Manager or Lead Coach for your age group which can be escalated to the Mini/Junior chairman; or if more appropriate to the Safeguarding Officer.

Questions Parents often ask about young players

- *Should my child play competitive sports?*
Properly organised youth sports programmes can offer a positive growth experience for children. Children are not merely small adults. Their needs are quite different. The quality of their experience depends on both effective coaching and effective parenting.
- *What is the central issue in coaching young players?*
The value of youth sport is proportional to the child's opportunity to grow as a person while also having fun. "Winning" is clearly secondary. The exaggerated emphasis on winning that characterises so many sports on television should not be carried over to children.
Effective coaches teach children the proper balance between competition and co-operation. In sport for the youngest children, it is not necessary to keep the score. As the children get a bit older and their skills and interest increase, the intensity of competition should rise in proportion.
- *What is the role of self-esteem?*
Good coaches boost children's self-esteem. Moreover, children with low self-esteem are more vulnerable. They have the need for a good sporting experience. They can gain more from good coaching and suffer more from bad coaching than children with high self-esteem.
- *What is the ideal relationship between parent and coach?*
Parents play an important part in the players experience. This is represented here. Note that with skilful parenting and effective coaching, the triangle is filled with fun and growth. When one or both are missing, the triangle and therefore the playing experience may be hollow.
- *What is the key issue in effective parenting of the young rugby player?*
Here again the issue is self-esteem. Positive reinforcement by the parents is critical. "Walk around looking for your child to do something right" (Wright and Johnson 1983) Repeated praise for gradually increasing skills enhances self-esteem and motivation to participate. (This applies to all ages)
- *What is the parents role on the side line?*
On the side line the parents should encourage and support. Younger children find it difficult to understand or appreciate their parents arguing with the coaches or match officials.
- *Should I coach?*
It is estimated that one coach is necessary for every eight children participating in junior sports. Consequently, in many cases, if the parent does not coach, there will be no team for the child. Coaching effectiveness training becomes a tremendous asset in this situation.