

# PARENTS GUIDE



**Peterborough RUFC Limited**

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## CODE OF CONDUCT FOR PLAYERS

Play for your enjoyment.

Play because you want to, not to please other people.

Always accept the referee's decision.

Work equally hard for yourself and your team and both will benefit.

Be a good sport. Applaud all players from your team and the opposition.

Cooperate with your coach, team mates, opponents and officials – without them, there would be no game.

Play fair and do not verbally abuse officials or opponents.

Treat everyone as you would like to be treated.

Treat the club premises and grounds with respect.

Accept and follow the instructions of club officers.

# Welcome to Peterborough Rugby Union Football Club (PRUFC)

As a parent you will no doubt want your son/daughter to enjoy their involvement in rugby union in a safe, enjoyable environment where there are opportunities to learn and develop rugby skills and social skills and also have “fun”. PRUFC is committed to facilitating this personal development and growth. PRUFC are also active participants in developing rugby in the community maintaining close links with Peterborough Schools and supporting and organizing many inter-school competitions.

This handbook is designed to answer some of the many questions that parents have. If you need further information please contact the relevant team Coach/Admin Manager or a member of the Club Committee.

With this welcome booklet you should also have:

- Mini & Junior Club Registration, Photographic and Medical Consent Form.
- Team Details Sheet containing Contact Details for the Coach/Admin Manager and fees payable.
- East Midlands Rugby Union (EMRU) Registration Form (New Players or when moving from Mini to Junior

Additional information can be found at:

[www.prufc.com](http://www.prufc.com)

PRUFC Web Site

[www.rfu.comcommunity](http://www.rfu.comcommunity)

Rugby Union Web Site

[www.opro.com](http://www.opro.com)

Mouth guard website

## JOINING A CLUB

### **Things to consider when joining a club, all of which are met at Peterborough Rugby Club**

- All coaches hold an RFU qualification or are working towards one.
- The ratio of adults to young people is in accordance with RFU guidelines. Under 8s 1:8, Under 12s 1:12 and older ages 1:15.
- The Club has a Health and Safety Policy.
- The Club has clear Codes of Conduct stating the expected behaviour of members, players and coaches. These Codes of Conduct are in accordance with the RFU Welfare of Young People in Rugby Union. Guidance can be found on [www.rfu.com](http://www.rfu.com), [www.prufc.com](http://www.prufc.com) and on the Club notice board.
- The Club has documented procedures to be followed in the event of any accident in the Club House or on the pitch (available from bar staff)
- The Club has a Welfare Officer who is in attendance at the Club on most Sunday mornings. Contact details are available in the Club Handbook and on the notice board.

## COMMON QUESTIONS THAT ARE ASKED

**Q .1. My son/daughter has never played rugby before; can they come along and try out a couple of sessions?**

A. 1 Yes, the Club encourages all new players to attend up to 3 sessions before they make a decision as to whether they wish to join the Club. However, parents/guardians should remain with the new player during these sessions or provide necessary emergency contact details and any relevant information if the player is unaccompanied.

**Q.2. When is training?**

A.2 Normally on a Sunday morning and maybe one evening in the week, within the bounds of the RFU Continuum relative to the age group. These training days change dependant on the age groups. Please ask the relevant coaches for specific information.

**Q.3. When are the matches?**

A.3. Normally on Sunday mornings.

**Q.4. What kit do we need to buy?**

A.4. PRUFC will provide shirts for all matches and there is a club shop where you can purchase other items of necessary kit: training tops, shorts, boots, tracksuits, etc.

**PRUFC INSIST THAT ALL PLAYERS IN CONTACT GAMES,  
OR PARTICIPATING IN CONTACT TRAINING SESIONS  
WEAR A MOUTHGUARD**

**This is in accordance with RFU guidelines. For more  
information on mouthgards go to [www.opro.com](http://www.opro.com)**

**Q.5. Does the Club have a Child Protection Policy?**

A.5. Yes, the Policy is in accordance with RFU guidelines which is available on the PRUFC website.

**Q.6. How does the Club manage any issues, which may arise – i.e. bullying?**

A. 6. There are identified procedures laid down by the RFU which the Club follows. The RFU always support clubs to manage any issues which arise.

**Q.7. Are the coaches qualified?**

A.7. All coaches hold an RFU qualification or are working towards one. Contact the Club Coaching Co-ordinator who will be able to inform you of the available qualifications, and the qualifications held by all coaches.

**Q.8. Are the adults helping with the teams checked and trained?**

A.8. It is a requirement of the RFU that all adults who have regular supervisory contact with young people undertake CRB disclosure, and this is wholly enforced by the club. Furthermore, the Club insists that all Admin Managers who hold information on the young people also undertake CRB Disclosure.

**Q.9. Does my son/daughter have to share changing facilities with adult players?**

A.9. No, not under any circumstances.

**Q.10. Does the Club have social events?**

A. 10. There are many social events for both young people and adults at the club.

**Q.11. How much does it cost to be a member of the Club?**

A.11

- Club membership fees vary depending on the number of players in a family. Details are available on the Club web site or from the Coach/Admin Manager.
- Team match fees and social subs are charged at different rates dependant on the age group involved. Also different teams collect these fees at different intervals (weekly, monthly annually or twice in the year). Ask the Coach/Admin Manager for further information.

**Q.12. How are away matches organized?**

A.12. The Club organizes their fixtures in line with the requirements of the RFU Continuum which can be found on [www.rfu.com](http://www.rfu.com) and the guidelines of the RFU Youth Structured Season. In terms of transport to away fixtures the Club is usually dependant on parental help.

**Q.13 Is there a First Aider on site?**

A.13

- First Aid is always available at the Club on a Sunday, usually provided by the Club Physiotherapist.
- Each team is provided with a first aid kit by the Club.
- The Club encourages all teams to have nominated First Aiders with them at away matches and will arrange training for these volunteers.

## **Q.14. What is the Health & Safety Policy?**

A.14. The Club Health & Safety Policy is available at the Club or on the website. All accidents in the building should be reported to the bar staff for recording in the accident book; accidents on the pitches are reported to the First Aider on duty for treatment and recording.

## **MEMBERSHIP**

### **What does the club expect from me?**

The club will expect you to:

- Ensure that your son/daughter is dropped off and picked up from the Club or away matches/training sessions. In the case of younger children, there is an expectation that a parent or designated adult remains throughout the session. This responsibility can be delegated but the Club must be aware of the arrangements and must always have an up-to-date contact number for parent/guardian.
- Adhere to the Codes of Conduct within the Club. This highlights the positive aspects of being a part of the Club and supporting both your own child and the other young people within the Club.

The Club would like you to:

- Become involved in the Club as much as possible. This provides your son/daughter with the support to enjoy their rugby. This club (like all others) is dependent on volunteers. We always welcome assistance on the Club Committees or with team administration, or if you have a first aid qualification you could be the nominated team First Aider. Every bit helps.
- Support the coaches by ensuring your son/daughter enjoys their rugby and plays within the laws of the game. It is crucial to develop a positive relationship with the coaching team and to support them. If an issue does develop then manage this through the Club Welfare Officer.

## What does the Club expect from your child?

There is a guide for young people which details the Club's expectations which include:

- Fair play.
- Listening to the coaches.
- Adhering to the Codes of Conduct.
- Adhering to the laws of the game and rules of the Club.
- Having fun and enjoying playing rugby.
- The Club's guide for young people based on the RFU guidance is available on [www.rfu.com](http://www.rfu.com), [www.prufc.com](http://www.prufc.com) and a copy is held in the Club.

## What can you expect from the Club?

- A friendly welcome, an opportunity to meet new friends and watch rugby.
- Opportunities to be involved in all aspects of Club life and use your own expertise.
- Opportunities for your son/daughter to have fun and develop their game as much as they want to.
- A safe environment.
- Qualified coaches and responsible volunteers.
- Relationships based on trust, honesty and respect where your son/daughter is valued and listened to and where their welfare is paramount.
- A Child Protection Policy is available to you on request.
- Clear lines of communication with you about your child, fixtures, training and events.

## Communication

PRUFC will need to ensure that they can contact you if required. You will be given a Club Registration and Medical Consent Form with this handbook. This form **MUST** be fully completed and returned to the coach/team admin manager as soon as possible. It is **YOUR** responsibility to notify the coach/team admin manager of any changes throughout the season. It is part of the rugby philosophy that you are involved in your child's rugby development. Please ensure that you build a relationship with the coach, other parents and support the Club by completing all paperwork required. If you have a concern relating to the welfare of your son/daughter always contact the Club Welfare Officer.

## GETTING INVOLVED IN THE CLUB

### Ever thought of volunteering?

There are many areas within the Club, which rely on volunteers. Without this support the Club would not run! There will be jobs to suit you and the time you have available, and believe it or not it can even be enjoyable! Ask your Coach or the Mini & Juniors Chairman if you can help.

## CLUB POLICIES AND PROCEDURES

### **Policies and Procedures available on request.**

The Club has the following policies in place which are updated on a regular basis:

- Health & Safety Policy
- Club Welfare Policy
- Codes of Conduct for coaches and parents/guardians
- Equality Policy
- Disciplinary Policy
- Anti Bullying Policy
- Photographic Images Policy
- Tours Policy

Hard copies are available in the Club (behind the bar) or on [www.prufc.com](http://www.prufc.com)

### WHAT NEXT?

Complete the following documents and return it to the Coach/Admin Manager.

- Mini & Junior Club Registration, Photographic and Medical Consent Form **FULLY COMPLETED, SIGNED and DATED**
- Cheque made payable to PRUFC or cash for the relevant membership fee and first aid fee. When you have been registered with the Club you will get a Club hand book which gives details of all the executive members, fixtures and other relevant information.
- Team Match Fees and Social Subs (in cash or on a **separate cheque** to the Club Membership) as detailed by your relevant age group.
- If you are a new player, moving from another club or moving from Mini to Junior age groups you will also need to complete.
  - East Midlands Rugby Union (EMRU) Registration Form.
  - Provide 2 passport sized photographs.

## Code of Conduct and Good Practise for Parents/Guardians

Remember that young people play rugby for their own enjoyment not yours. Please inform the coach of any illness or injury, however minor, which may affect the young players' ability to train or play in a match.

Players are expected to arrive in good time for training or matches. Coaches are only responsible for your child during the times that they are under the coach's supervision for training or matches

Parents/guardians are responsible for ensuring that their child has the correct kit for training and matches, including mouth guards. The Club has a Protective Equipment Policy which all players must follow. Maintain communication with coaches regarding schedules, fixtures and your child's availability.

Focus on the young players' efforts rather than winning or losing. Be realistic about young players' ability. Applaud good performances and efforts by all players regardless of the outcome of the game.

Remember young people learn by example. Respect decisions made by the match officials, which includes the referee and the coaches, and encourage young players to do likewise.

You are NOT allowed onto the pitch under any circumstances during the course of the game unless requested by a match official.

As a spectator, do not use foul language or harass referees, coaches or players. Verbal abuse will not be tolerated. The Club will take disciplinary action against an individual if deemed necessary.

Ensure compliance with rules on smoking, alcohol and drugs. When at the Club, accept responsibility for the behaviour of your children (players and non-players) when not under the supervision of coaches, making sure they respect the premises and grounds of the Club and follow the instructions of Club Officials.

**TEAM DETAILS SHEET (loose insert for parent guide)**

Age Group		
Training Days & Times		
What fee is for	Amount Due	When Due
Club Registration Fee		At the start of the season or pro-rata when joining late. Fees must be paid after a maximum of 3 training sessions and before any matches are played.
First Aid Contribution for Season	£7.50	
Team Subs/Social		Weekly, Monthly, or on dates below:  ..... Delete as appropriate.
One cheque may be paid for Club Reg and First Aid. A separate cheque or cash must be made for Team Subs/Social. Cheques made payable to PRUFC.		
Coaches Names	Coaches Contact Numbers	
Team Admin Names	Team Admin Contact Numbers	

