



HITCHIN RUGBY CLUB *Mini & Youth!*

Affiliated to the Rugby Football Union | Founded 1866 | Reformed 1954

Club Ground: King George V Playing Fields, Old Hale Way, Hitchin, Hertfordshire SG5 1XL

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Mini & Youth Handbook Season 2017 – 2018

Version 2017.09

Hitchin Rugby Limited

Registered in England and Wales No. 09142406 Charity Number 1159772

Registered Office: Croft Chambers, C/O Bradshaw Johnson, 11 Bancroft, Hitchin, Hertfordshire SG5 1JQ



HITCHIN MINI AND YOUTH RUGBY THE CLUB

Hitchin RFC has been established in the town at King George V Playing Fields for over 60 years. The Mini and Youth Section was founded in September 1988 by some intrepid players and parents, many of whom are still associated with your Club.

The Mini and Youth Section at Hitchin exists to make the game available to youngsters in the area. The aim is to make rugby fun, make the game available to all – regardless of ability – and promote the Rugby Union ethos.

We run sides from U5 to U18s and there are over 600 children in the M&Y section. This makes us THE largest team sports club in the local area – for any sport! Many of our players go on to play for the senior Hitchin Club and some have gone on to County and Regional honours.

Recent history

Earlier this year the M&Y section were awarded the Hertfordshire County Tag festival playing host to 20 clubs from around the county and over 900 under 7 and under 8's players. And our Ladies section were awarded 'Team of the Year' at the North Herts Sports Awards.

In 2016 we were awarded the prestigious 'Club of the Year' at the North Herts Sports Awards.

In 2015 we opened our new £500,000 solar powered, changing room facility.

In 2013 the club was selected by the RFU to launch the RFU's 'KIDS FIRST' programme and was awarded a £150,000 of National Lottery funding from Sport England's Improvement Fund to contribute toward the cost of a new changing room facilities.

We were delighted to establish a girls' Under 13 squad in 2011-12. We secured a development grant for the girls' game from SportEngland that helped us to establish an Under 15 squad. And following on from there we established an Under 18 squad in the 2014-15 season.

In 2011 we had a second set of full floodlighting installed on the 2nd Pitch. And an irrigation system for the main pitch was installed at about the same time.

RFU 'Seal of Approval'

The M&Y Section was among the first in England, and was the first in Hertfordshire, to receive the RFU 'Seal of Approval' for its Community Rugby Active Sports Programme.

In 2011 we were delighted to be awarded the RFU 'Whole Club Seal of Approval' and last season we were thrilled to win the RFU Presidents Award for our 'Whole Club' submission and are now an RFU accredited club



The RFU said of our club, *"This award recognises the club which epitomises the pursuit of the highest standards at every level and age group to give players and volunteers a truly quality experience. Hitchin has created a welcoming environment where everyone is respected and valued and all members and visitors enjoy playing and being involved with rugby union".*

As a 'Seal of Approval' Club, we're qualified with SportEngland to display the Clubmark logo.



This is awarded to clubs that comply with the necessary operating standards in the playing programme, duty of care and child protection, sports equity and ethics plus club management. We know that this award will reassure parents/carers, both current and prospective, that Hitchin RFC Mini & Youth section is the right club for them and their children.

Our M&Y Ethos

As you can see the Club has a long history of success. However, the overriding importance is that our mini and youth members should enjoy the game in a caring and fun environment. We want to remain a highly social club and build on being one of the best and most welcoming clubs in Hertfordshire.

All Club members, that includes you as a family member, have the Clubhouse as a home! All of us are entitled to use it, including the bar, so please do. All coaches like to talk in the Club after a training session, the players enjoy being there and rugby, more than any other sport, is about off the field relationships as much as the match! The Clubhouse is 'non-smoking' of course.

Always respect our neighbours at the Club and the close-by schools. Ensure all litter is taken home or binned.

New players are welcome at any time of the season however – not just on Open Day!

VOLUNTEERS

The success of the club is built upon the work of the many, many volunteers who help run the Mini & Youth section.

Each age-group needs volunteers to carry out a number of different roles. These are outlined later in this handbook. We also need volunteers to carry out roles to help run the M&Y section.

If you'd like to get involved with this truly remarkable community organisation, please speak to any coach or committee member. You'll find a full list of coaches, team managers and committee members at the end of this handbook.

Remember, it's **your Club!**

CODES OF CONDUCT

Rugby is not only a great game in itself, it is associated with life skills such as discipline, fair play, restraint and good humour.

It would be easy for the game to transcend the laws and slip into disrepute. The fact that it does not is because of the RFU codes of conduct for players, coaches, parents and spectators.

Codes of conduct are not just words – they MUST be adhered to. HRFC M&Y fully endorse the RFU codes of conduct

We require ALL parents/carers to ensure the codes are kept to. The Club will take action if not. As a direct result of disciplinary breaches in previous seasons, parents will be asked to sign their agreement to this Code on registration and a form is enclosed.

Rugby is a game of discipline and controlled, channelled activity. There is absolutely no room for abuse of referees or any other officials and it will not be tolerated.

A copy of our Child Protection Policy is available on the website.

The following codes are detailed in the coming pages

THE RFU CODE OF RUGBY

THE SPECTATOR AND PARENT CODE OF CONDUCT

THE RFU CORE VALUES FOR PLAYERS

THE COACHES CODE OF CONDUCT

THE PLAYERS CODE OF CONDUCT

THE MATCH OFFICIALS CODE OF CONDUCT

DISCIPLINARY MATTERS

Discipline matters are dealt with in accordance with RFU Regulation 19 and the appendices that relate to under 18 rugby (particularly appendix 6). Full details of which can be found at:

<http://www.rfu.com/TheGame/~media/Files/TheGame/Regulations/RFU%20Regulation%2019%20Appendix%206%20281213%29.ashx>

Players involved in a disciplinary matter will always be heard and can be represented at any discipline hearing by their parent or age-group team manager. Hearings are always held as soon as possible after the incident occurs.



CODE OF RUGBY

Everyone involved in rugby in England, whether as a player, coach, referee, administrator, parent or spectator is expected to uphold the Core Values of our sport.

Teamwork · Respect · Enjoyment
Discipline · Sportsmanship

- Play to win - but not at all cost.
- Win with dignity, lose with grace.
- Observe the Laws and regulations of the game.
- Respect opponents, referees and all participants.
- Reject cheating, racism, violence and drugs.
- Value volunteers and paid officials alike.
- Enjoy the game.

**THIS IS
RUGBY.**

THE SPECTATOR AND PARENT CODE OF CONDUCT

In Rugby Union coaches and administrators both fully acknowledge that parents are an integral part of the partnership which ensures that young players enjoy their involvement in the sport and experience an environment in which they can flourish.

SPECTATOR AND PARENT CODE OF CONDUCT

- Show respect for officials and other players
- Encourage in your support
- Be courteous to all
- Applaud good play
- Verbally support in a proactive manner
- Remember victory is not everything
- Children are playing for their own enjoyment
- Enjoy the day and transmit that enthusiasm to the players



www.rfu.com

SPECTATOR AND PARENT CODE OF CONDUCT

- Do not force your child to play
- Do not stray on to the pitch at any time
- Do not verbally abuse match officials - remember, they are volunteers
- Do not verbally abuse players or other spectators
- Do not use bad language
- Do not threaten or intimidate
- Do not become involved in physical aggression
- Do not do anything which is likely to offend by way of insult, humiliation or discrimination



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Core values

Introducing young people to the values of rugby union will provide a mindset that will stretch beyond participation in the sport. Much of the behaviour and attitudes that have defined rugby union are highly regarded both within and outside the sport. Regardless of any adverse changes in society, the RFU work hard to protect and promote the game's fundamental elements for the next generation. Qualities we believe Rugby Union provides:

TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP

TEAMWORK

Teamwork is essential to our sport.

- We welcome all new team members and include all because working as a team enriches our lives.
- We play selflessly: working for the team, not for ourselves alone, both on and off the field.
- We take pride in our team, rely on one another and understand that each player has a part to play.
- We speak out if our team or sport is threatened by inappropriate words or actions.

RESPECT

Mutual respect forms the basis of our sport.

- We hold in high esteem our sport, its values and traditions and earn the respect of others by the way we behave.
- We respect our match officials and accept their decisions.
- We respect opposition players and supporters.
- We value our coaches and those who run our clubs and treat clubhouses with consideration

ENJOYMENT

Enjoyment is the reason we play and support rugby union.

- We encourage players to enjoy training and playing.
- We use our sport to adopt a healthy lifestyle and build life skills.
- We safeguard our young players and help them have fun.
- We enjoy being part of a team and part of the rugby family because it enhances confidence and self esteem.

DISCIPLINE

Strong discipline underpins our sport.

- We ensure that our sport is one of controlled physical endeavour and that we are honest and fair.
- We obey the 'Laws of the Game' which ensure an inclusive and exciting global game.
- We support our disciplinary system, which protects our sport and upholds its values.
- We observe the sport's Laws and regulations and report serious breaches.

SPORTSMANSHIP

Sportsmanship is the foundation rugby union is built upon

- We uphold the rugby tradition of camaraderie with team mates and opposition.
- We observe fair play both on and off the pitch and are generous in victory and dignified in defeat.
- We play to win but not at all costs and recognise both endeavour and achievement.
- We ensure that the wellbeing and development of individual players is central to all rugby activity.

Codes of Conduct

The National Curriculum for Physical Education requires that all pupils should be given the opportunity to coach and officiate during all areas of activity in Key Stage 3.

The following coach, referee and player 'codes of conduct' can be photocopied and given to each pupil as a handout.

THE GOOD COACH'S CODE

In rugby union, coaches of young players should:

- Recognise the importance of fun and enjoyment when coaching young players. Most learning is achieved through doing.
- Appreciate the needs of the players before the needs of the sport.
- Be a positive role model – think what this implies.
- Keep winning and losing in perspective – encourage young players to behave with dignity in all circumstances.
- Respect all referees and the decisions they make (remember it could be you refereeing next week) and ensure that the players recognise that they must do the same.
- Provide positive verbal feedback in a constructive and encouraging manner to all young players, both during coaching sessions and games.

In rugby union, coaches of young players must:

- Provide experiences, which are matched to the young players' ages and abilities, as well as their physical and mental development.
- Ensure all youngsters are coached in a safe environment, with adequate first aid readily to hand.
- Avoid the overplaying of the best players, by using a squad system, which gives everybody a satisfactory amount of playing time.
- Never allow a player to train or play when injured.
- Ensure good supervision of young players, both on and off the field.
- Recognise that young players should never be exposed to extremes of heat, cold, or unacceptable risk of injury.
- Develop an awareness of nutrition as part of an overall education in lifestyle management.
- Recognise that it is illegal for young players under 18 to drink alcohol.
- Ensure that your knowledge and coaching strategies are up to date and in line with RFU philosophy.
- Be aware of, and abide by, the policies and procedures outlined in the RFU Child Protection Guidance Booklet.

Important note:

Coaches working with young players up to the age of 12 must follow the guidelines laid down by the RFU Rugby Continuum. Coaches working with young players aged 13+ must be aware of the Under 15 and Under 19 law variations, including those that apply to cross border matches.

THE GOOD PLAYER'S CODE

Players are encouraged to:

- Recognise and appreciate the efforts made by teachers, 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 either at the rugby club or outside of the game.

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 any player.

THE GOOD MATCH OFFICIAL'S CODE

Match officials should:

- Recognise the importance of fun and enjoyment when officiating young players.
- Provide positive verbal feedback, in a constructive and encouraging manner during games.
- Emphasise the spirit of the game.
- Appreciate the needs of the young players before the needs of the sport.
- Understand the physical, social and psychological development of young players.
- Be a positive role model. You set an example, and as such, comments you receive should be positive and supportive.
- Look to self-improvement e.g. participation in the Entry Level Referee Award or Referee Education Evenings.

Match officials must:

- Recognise that the safety of young players is paramount.
- Explain decisions - all young players are still learning.
- Always penalise foul play.
- Play advantage whenever possible in order to let the game flow.
- Show empathy for the age and ability of young players.
- Be consistent and objective.
- Ensure that verbal abuse from players, coaches or spectators is not tolerated and is dealt with by club officials immediately.
- Be aware of, and abide by, the RFU Child Protection Guidance policies and procedures.

PLAYING MATTERS

WHAT IS MINI & YOUTH RUGBY?

Mini rugby is played from Under 5 to Under 12 (school years 2 to 7). The rules change for each age group so that the complexity of the game matches the development of the players.

- Under 7s play 4-a-side tag rugby allowing lots involvement in the game
- Under 8s play 6-a-side tag rugby

Older age-groups see a progressive introduction of key rugby skills, such as:

- Under 9s play 7-a-side and are introduced to tackling
- Under 10s play 8-a-side contact rugby and are introduced to the Scrum, the Ruck and the Maul
- Under 11s play 9-a-side contact rugby and are introduced to Kicking
- Under 12s play 12-a-side contact rugby and are introduced to the Contested Scrum
- Under 13s play 13-a-side contact rugby
- Under 14s and above play 15-a-side contact rugby.

Up until the under 11 age-group boys and girls can play in the same team.

Youth rugby is played from Under 13 to Under 18 (school year 8 upwards). It is 15-a-side and has a number of rule differences from adult rugby which are made for additional safety. Young men and women play in separate teams.

WHAT IS KIDS FIRST RUGBY?

In 2014, the club was selected as one of only 18 clubs in England to participate in the Kids First pilot. The programme is a new approach based on research commissioned by the RFU to identify how to improve the skills levels of young players and to help retain them into the adult game.

Full information about Kids First can be found on the club website at:

www.hitchinrugby.com/page-250-MYKids%20First%20Rugby.aspx

NEW PLAYERS AND SCHOOLS LIAISON

Our annual open-day is always the second Sunday in September. It's when we invite the boys and girls in and around Hitchin to give rugby a try. Talk to your coach or team manager to find out how you can help. We always welcome new players to strengthen every age group – so you can also bring a friend to any training session. They will be most welcome and can enjoy a temporary membership while they decide if they like the game.

Our Recruitment and Schools Liaison team is listed in the and they are developing many ways to spread the word about rugby and Hitchin Mini & Youth including advertising, hosting schools competitions, visiting school events etc. In addition we will be looking to have a friendly parent in each school! So, if you'd like to become a school liaison representative please the team.

TRAINING

Our season officially begins on the first Sunday in September from 9.30am. Sunday training is usually between 9.30am – 12.30pm but varies by age-group. Some squads also have midweek training. Full details of your age-group's training arrangements will be explained to you by your team manager.

We encourage parents to support their children's rugby. Please join in by volunteering to help with the age-group. If a child is between U6 and U12, a parent/carer must be in attendance.

We aim for all of our lead coaches to be at least Level 1 coaching qualified. If you'd like to get involved in coaching, the club refunds coaching course fees. Talk to your age-group coach for more information. All coaches and direct helpers are submitted for DBS (Disclosure and Barring Service) clearance and we have qualified first aiders for Sunday home games and training.

Please ensure that your children are properly prepared – always bring a drink, mouthguard and appropriate clothing. Children that are obviously too cold will not be allowed to train and asked to remain in the Clubhouse.

TEAMS

We aim to run squads at every age group from U5 to U18s – some 17 groups! All youth teams (U13–U18s) are entered in the Middlesex/Hertfordshire Junior Leagues.

Playing and training styles of youth teams are increasingly integrated with the senior sides to make the transition to adult rugby easier and more effective.

Girls can play in all teams up to and including U11. We have a girls U13 squad, an U15 squad and a girls U18 squad.

THE ACADEMY

Hitchin Rugby Academy was established in 2012 to provide the best quality rugby coaching for Under 16s to Under 20s in North Hertfordshire.

Objectives

The objectives of the Academy are:

1. to develop the skills of all members to reach their personal maximum potential
2. to develop a common style of play across all Academy players
3. to retain players in the game through rugby development and identity within the club and community
4. to create pathways for players post-Academy at Hitchin RFC or other clubs and Universities

Coaching Team

A top quality coaching team is installed under Lead Coach Jim Panter (Leicester Tigers).

- | | |
|-------------------------------|--------------|
| • Lead Coach: | Jim Panter |
| • Academy Manager/Asst Coach: | Tim Jeffries |

Additional coaching and input will be given by guest coaches.

Aims

1. A fun, learning environment
2. Develop core rugby skills and a commitment to the ethos of rugby
3. To produce good people not just good rugby players
4. To have representative teams in all HML age groups and allow players to migrate between teams as appropriate
5. To have an Academy Team drawn from all eligible age groups for representative fixtures

How?

We aim to create an environment whereby players improve their skills and see the Academy as the vital step after mini and early youth rugby and to provide top quality coaching including skills and game play sessions.

We have a special emphasis on fitness regimes under specialist coach Simon Miles. We provide guest, specialist coaches and provide access to coaching and refereeing courses. We also manage integration into senior rugby and provide introductions to higher clubs where appropriate.

Players

The Academy is open to all players regardless of ability. It is not elitist, but we do require commitment. We want to produce winners. Gracious in victory, heroic in defeat.

We work to the six key 'Ps': Passion, Possession, Power, Pace, Precision, Performance.

Key attributes for players are contained within the RFU Core Values – Teamwork, Respect, Enjoyment, Discipline, Sportsmanship.

Training Sessions

Training is on Tuesday evenings from 7pm with age group games and training on Sundays

KIT

The Club kit is available from the Club Shop, see www.hitchinrugby.com for details. All kit can be purchased in the Club shop along with other goodies such as gumshields!

WHAT EQUIPMENT DO PLAYERS NEED?

Boots. Football boots are okay, provided they have suitable studs. Combination metal/plastic studs are unsuitable as are metal blade studs. A set of screw-in metal studs are preferred and can be used for football too – no need to change them over.

Mouthguards are required equipment for all players – the cheapest ones cost a few pounds and are fitted by softening them in boiling water and then moulding them to the teeth. The better ones are fitted by a dentist who will make an impression of the teeth and mould the mouthguard to that. Cost varies with dentists.

Shin pads are advisable at all age groups as are scrum-hats especially for those playing in the scrum. Club kit isn't required for training, but is for those selected to play for the age-group.

CHILD SAFEGUARDING POLICY

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

helpers and other volunteers. Our Child Safeguarding Policy has been fully updated and is now used throughout the County. The full policy can be downloaded from our section on the club website: www.hitchinrugby.com/Minis.aspx

If you have any concerns relating to the safety or well-being of your child, these should be addressed to the club's Child Safeguarding Officer (or the Chairman in his absence).

INSURANCE

As an affiliated club of the Rugby Football Union, we are covered by the RFU's basic personal accident protection policy - a summary of which can be found in the Club Docs section of the members-only section of our website.

Note: it is most important that anyone who may play rugby union or parents of children who play rugby union and who may wish to take advantage of this protection at some point in the future understand that this scheme only covers permanent total disability as outlined in the summary document and should not be considered a substitute for general protection in the case of injury. It is recommended that additional personal protection should always be considered which is readily available from the insurance market.

TOURS

All Hitchin RFC tours for the Mini and Youth teams are organised and managed in accordance with the RFU Tours Policy.

We like all members to have the opportunity to "tour" as it is great fun, great for children's confidence and superb at bonding age groups (including parents) together. Rugby is as much about relationships on and off the pitch as the playing of the game itself.

We hope there will be touring opportunities in the coming season and details will be made available through your age-group's team managers.

COACHING AND RUGBY DEVELOPMENT

The Mini and Youth Section is the recipient of very generous sponsorship from LV= and the Hitchin Youth Trust. We are immensely grateful. These monies will help us improve the strengths of our coaching still further and develop our rugby in the community programme.

Another important position is that of Rugby Development Officer. This role is to work with the club coaching academy staff to develop the coaching skills, rugby provision and parental rugby knowledge in the Mini and Youth section.

There are plans for specialist coaching for the coaches which will all directly benefit our players and we look forward to every child fulfilling their potential. These coaching courses are co-ordinated by our Coaching Administration Officer.

TEAM MANAGEMENT STRUCTURE

Each age-group has developed a team management structure that has specific roles and responsibilities to manage and coach an age group at Hitchin RFC. Each age-group differs slightly, but in principle the team management structure is along the following lines:

Team Management

The Team Manager is responsible for the day-to-day management of the age group. Team Managers might delegate some of their responsibilities to able assistants. The Team Manager must have an up-to-date enhanced DBS disclosure with the RFU.

Coaching

Each age group has a coaching team to deliver the necessary rugby training and tuition to enable the individuals to become better players. The coaching team consists of at least a Lead Coach and at least one other Coach. All coaches must have an up-to-date enhanced DBS disclosure with the RFU.

Ancillary Roles

There are a number of other roles to assist the Team Manager provide additional services to benefit the age group and club as a whole. These ancillary roles are:

- Tour, Social and Saracens Rep
- Team Reporter
- Team Photographer
- Team Linesmen
- Team Referee
- First Aiders (all first aiders must have an up-to-date enhanced DBS disclosure with the RFU).

Team Manager

The Team Managers responsibilities include but are not limited to:

- Liaise with the Membership Secretary to ensure all players are registered with Hitchin RFC and have paid their membership fees. This includes the completion of all required forms:
 - Hitchin RFC MINI & Youth Family Membership Form
 - Hitchin RFC Code of Conduct Form
 - Emergency Medical Treatment Form
 - RFU Membership Form
- Maintenance of player's database that should contain at least the following:
 - Player contact details.
 - Parent/Guardian contact details
 - Emergency Contact details
 - RFU Number
- Ensure all supporters at all times follow the Hitchin RFC code of conduct.
- Liaise with the fixtures secretary to ensure a referee has been appointed as applicable.
- Ensure all players are aware of match day information and provide directions maps to opposition grounds as applicable.
- Ensure if applicable all required match day forms are completed and a copy is kept for the clubs records.
- Ensure the match details are recorded; this can be done in the form of either a match report or noted as the score, points scorers and man of the match.
- Liaise with the Lead Coach to ensure all players are registered to play in any applicable competition. This may also include liaising with the Hitchin RFC league secretary to ensure all players are registered with the Herts. and Middlesex league prior to the first league fixture.

Lead Coach

The lead coach is required to be DBS checked and hold at least a Level 1 RFU coaching certificate. Progression to level 2 is preferred for lead coach of under 14 and above squads.

The Lead Coach responsibilities include but are not limited to:

- Agree the age group playing strategy and team selection.
- Liaise with the fixture secretary to ensure fixtures are at appropriate levels.
- Liaise with Managers to ensure players are eligible to play in competitions entered.
- Ensure the coaching team fully understands the rules of any competition entered.
- Ensuring training sessions are organised and the appropriate level of care is taken prior to the session commencement.
- Ensure Assistant Coaches have been briefed prior to the coaching session.
- Ensure players are properly equipped to participate in training sessions or matches.
- Ensure the correct equipment is available during training sessions or matches.

Coach

The Coach is required to be DBS checked and have at least attended the RFU Ready for Rugby course. However, it is desired that Assistant Coaches hold at least a Level 1 RFU coaching certificate. The responsibility of the Coach is to aid the Lead Coach in the undertaking of their duties.

Coaches Assistant

The Coaches Assistant is required to be DBS checked and have at least attended the RFU Safeguarding and Protecting Young People course. However, it is recognised that Coaches Assistant may not want to undertake any formal RFU coaching qualifications.

The responsibility of the Coaches Assistant is to aid the Coaches in the delivery of coaching drills, eg, hold tackle shields, monitor races etc.

Ancillary Roles

The ancillary roles are primarily to assist the Team Manager with the running of the age group. However, it is envisaged that where applicable there will be liaison with the Mini and Junior Section appointed Officers.

Tour, Social and Saracens Rep

Responsible for:

- Encouraging squad members to attend Tour, Social and Saracens training and matches.
- Collating squad bookings for such events.
- Being the responsible squad member for organising the age group social event.
- Have awareness of and ensure squad compliance with RFU Tour Guidelines document: is <http://www.englandrugby.com/mm/Document/General/General/01/30/07/38/TourGuidelines.pdf>

Team Reporter

Responsible for:

- Compiling the team report in a witty, concise manner that will be equally and enjoyably when read by all members of the club.
- Submitting the team report, to the Chairman by 2200 on Tuesday night.

Team Photographer

Responsible for:

- Taking squad photos for submission to webmasters for inclusion on the HRFC web site.
- Taking photographs to support the Team Reporters submission, one per squad per week.
- Ensuring photographs taken and published comply with RFU Guidelines
<http://www.englandrugby.com/governance/safeguarding/>
- Being in the right place at the right time to record famous Hitchin victories.
- Requires an enhanced DBS disclosure check from the RFU.

Team Touch Judge

Responsible for:

- Acting as directed during home matches by the referee.
- Running energetically up and down the touchline indicating by virtue of a raised flag, where a player has stepped into touch.
- When requested by the referee, providing information that may assist the referee in awarding a try or penalty.

Team Referee

Responsible for:

- Attending the referee course,
- Refereeing matches in a fair and responsible manner, with particular regard for the law, equity, in the equal application of the laws, and safety for all concerned.

First Aiders

Responsible for:

- Attending appropriate first aid courses as dictated by the Club Safeguarding Officer.
- Be familiar with RFU advice on first aid and injury reporting
<http://www.englandrugby.com/rugbysafe/injury-reporting>
- Maintaining the squad first aid kit, obtaining replacements/replenishments as necessary from the Club Safeguarding Officer.
- Attending to injuries on the pitch to give first aid.
- Rendering reports as required to the RFU through the CSO should the need arise.
- Liaise with other first aiders and Team Manager to ensure that each match has first aid cover

All first aiders must have an up-to-date enhanced DBS disclosure with the RFU.

REGISTRATION

The pre-season registration form is emailed to all existing members in early July. It simply asks you to either confirm the information you gave us last year or update it on one single, online form. However, if you have more than one child playing rugby at the club you will receive a separate email for each boy or girl. The first stage in renewing membership is to confirm or update the information we already hold. The second and final stage will be to pay your membership fees – details of how to do this are distributed in the summer.

You must register by September to ensure there is insurance cover for your child. **If you aren't registered, you can't train or play in matches for the Club.** If you have questions about membership please contact our Membership Secretary at MYMembership@hitchinrugby.com

New players can have a free trial membership of up to three weeks. However, they must complete a registration form before their free trial to ensure proper coverage under our RFU insurance policy. After the three weeks family membership becomes due.

Registration with the Club will lead to registration with the Rugby Football Union. Without this, players aren't allowed to compete in County arranged games – i.e. Cups, Festivals and Leagues.

Family membership is stunning value at only £80. It's the same fee no matter many children you have in the family wishing to play for the club. The money is paid directly to the senior club. For this, you get the use of the Club, equipment and pitches, quality rugby coaching, medic cover for matches, basic insurance cover for the season and social membership for carers.

We must have all subscriptions paid by the end of October. If you need to make staged payments, please contact our Membership Secretary at MYMembership@hitchinrugby.com

SARACENS PARTNER CLUB

We're a Saracens Partner Club. Our link with Saracens has been a great success for many seasons. Our age-groups have played tag on the pitch at half-time, or formed the Guard of Honour and Saracens players visited us at Hitchin. Squads have taken part at specialist coaching sessions and many, many families watched Premiership rugby at Allianz Park through our discounted tickets scheme. As a partner club we benefit from the following:

- Discounted tickets to selected matches at Allianz Park (and the Hitchin Mini & Youth Rugby derives an income from all tickets that you buy).
- A chance to be involved in pre-match activities over the season including on-pitch matches and relays, parades, coaching sessions, stadium tours, guard of honour
- Free membership to 'Sarries' Squad' for all U7s – U12s, the minis fan club.
- An opportunity for older players to join RuckXV.
- Chance of player visits through the 'Adopt a Player' Scheme.
- Coaching updates and coaching development.

IT'S NOT ALL ABOUT RUGBY

COMMUNICATION

We do our best to improve our communication methods with all members. The Chairman's weekly newsletter is emailed every Thursday or Friday. It's sent via the club website, so please make sure your spam filter is set to allow emails from HitchinRugby@EasyClubManager.co.uk or check your junk-folder. It's also posted onto the club's website: www.hitchinrugby.com

Every member will also receive Club Points – the club's newsletter published periodically. Please also make use of the website www.hitchinrugby.com However, we ask all parents to take the time to become 'part of the Club'. We can't improve things if we don't know what you want!

PARENTS' REPRESENTATIVES

The M&Y Committee are here to develop the section in line with the wishes of the members and a number of the developments outlined in this handbook have come about as a direct result of views expressed by parents, carers and players. It is obvious that this can only happen if you continue to make your wishes, ideas, concerns etc. known.

We have two Vice-Chairs: Youth Vice-Chair and Minis Vice-Chair. This year's incumbents are listed later in this handbook. Both VCs would be delighted to hear from you on any issues relating to the sections at MYChairYouth@HitchinRugby.com or MYChairMinis@HitchinRugby.com

SOCIAL EVENTS AND FUNDRAISING

We need money to survive! Most of the very reasonable family membership fee goes to the Senior Club who run the Clubhouse and pitches on our behalf. Our only income is from social events, raffles and so on. Rugby equipment, leaflets, festivals and the like are not cheap and so we have to raise money.

All our social events and fundraising efforts are advertised in the Chairman's newsletter. Please support them as often as you can and help raise funds for the club.

Every year we have our regular and always popular events. There is the children's **Halloween Party** and the children's **Christmas Party**. In May we have the End of Season Youth Award Dinners and Founders Day for the Minis.

For the grown-ups, in early January we have our own showing of the Market Theatre's **Adult Panto** and in March we have the **M&Y Quiz Night**. We also have our own End of Season event in May with the **M&Y Ball**. These events always sell out, so book early!

Watch out for more fundraising events. Details are posted on the website and in the M&Y Chairman's newsletter.

The clubhouse is also available for private hire: www.hitchinrugby.com/Bookings.aspx for details

SPONSORSHIP

In addition to the sponsorship the entire club benefits from from our lead sponsors, the M&Y section also benefits from the continued support of the Hitchin Youth Trust. We are enormously grateful to them for their very generous support. However, if you think you know of someone or a company who would like to help the kids of Hitchin through funding, please let our Sponsorship Officer know.

KITCHEN

The kitchen is open every Sunday during the season providing hot-dogs, bacon sandwiches and the like as well as teas and coffees. It's also open on Saturdays when the senior squads are playing at home.

The kitchen is effectively "franchised" out. In return, Sue provides match food for players.

SOME OF THE PEOPLE WHO GIVE TO THE CLUB

THE COMMITTEE

There are many people who "do" but these are the elected ones ...

Christophe Lavalie	M&Y Chair	MYChair@hitchinrugby.com
Laurie Ray	Vice-Chair	MYViceChair@hitchinrugby.com
Sam Sutton	M&Y Secretary	MYSecretary@hitchinrugby.com
Paul Cacchioli	Treasurer	MYTreasurer@hitchinrugby.com
Geoff Stringer	Safeguarding Officer	Safeguarding@hitchinrugby.com
Adrian Pomfret	Girls Rugby Rep	GirlsRugby@hitchinrugby.com
Richard Hampshire	Coaching Coordinator	MYCoachRep@hitchinrugby.com
Martin Brace	Youth Fixtures Secretary	MYFixturesYouth@hitchinrugby.com
Angela Gregory	Minis Fixtures Secretary	MYFixturesMinis@hitchinrugby.com
Jo Osman	Social Secretary	MYSocialRep@hitchinrugby.com
Michael Emmerson	M&Y Membership Secretary	MYMembership@hitchinrugby.com

AGE GROUP CONTACTS

<u>Age-group</u>	<u>Lead Coach</u>	<u>Team Manager</u>
<u>MINIS</u>		
U06	Adam Nethersole	Chris Hubbard + Rachael Scott
U07	David Rowsell	Ollie Moorhead + Greg Schultz
U08	Nick Pitman + John Dungay	Jon Lovick
U09	Steve Davis	Stu Pledge
U10	Paul Watson	Paul Kotrys
U11	Birant Osman	Ade Osoba
U12	Mark Scott + Lloyd Besa	Rich Bradford
U13	Derek Kerr	Hugo Norton-Taylor
<u>YOUTH</u>		
U14	Jase Keen	Matt Messer
U15	Dan Thompson	Richard Bailey
U16	Rob Laing	Geoff Stringer
U17	Andy Dudley	Helen Dudley
Academy	Jim Panter	Tim Jeffries
<u>GIRLS RUGBY</u>		
U13Girls	Eddie Rennell	Dermot Coughlan
U15Girls	Martin Prior	Dermot Coughlan
U18Girls	Neil Gregory	Mandy Saville

These are just a few of the people who get involved – there are so many more. Thanks everyone! All volunteers giving freely!

Contact details for each age-group can be found at www.hitchinrugby.com/Minis.aspx

REMEMBER HITCHIN RUGBY IS YOUR CLUB – PLEASE BE INVOLVED