



Accredited Club



OLD CRANLEIGHAN RFC MINIS HANDBOOK 2015/16

OLD CRANLEIGHAN RFC

Portsmouth Rd, Thames Ditton, Surrey KT7 0HB



Accredited Club



Welcome note from our Minis Chairman

Welcome to OC Mini Rugby, probably the best family & community based rugby club in Surrey.

An all-inclusive club, we provide the opportunity for boys and girls from 4 upwards to receive coaching and competitive rugby from volunteer qualified & CRB checked coaches.

The club has been accredited and holds the RFU's "Seal of Approval," the Sport England plaque can be found in the clubhouse. The Seal of Approval is awarded to clubs by the RFU, when they are able to demonstrate that they have met their criteria in a number of areas including coaching, safeguarding and protecting children, sporting ethics and exceptional club management.

New players are welcome at any level. It is never too early to teach the basics of rugby in a fun and safe environment.

I hope you find the information in this booklet useful and if you have any suggestions for improvements then I would welcome them.

I look forward to meeting you at the OC Club soon.

Simon Laws

Key Contacts

Chairman – Simon Laws

e-mail: simonlaws@intonet.co.uk

Secretary – Max Vincze

e-mail: ocminirugby@gmail.com

Communications – Will Fawcett

e-mail: willfawcett007@msn.com

Safeguarding Officer - Martin Worsley

e-mail: martin.worsley@wurz.org.uk

Deputy Safeguarding Officer - Wendy Vincze

e-mail: vinczefamily5@gmail.com



Accredited Club



Objectives of OCRFC Minis

First and foremost we want to provide young boys and girls from the local community with the opportunity to have an enormous amount of fun, whilst engendering the core rugby values of teamwork, respect, discipline and sportsmanship.

We aim to provide a safe and friendly setting where young boys and girls can feel free to express themselves both on and off the pitch, and to be proud to be part of Old Cranleigh RFC.

Regardless of ability we aim to provide all children the chance to have fun, improve their skills and to represent the club at festivals.

Age Groups

Currently we have age groups ranging from U5s (from age 4) through to U11s but hope to extend this over future years to continue right through to U18s.

A child's age group is determined by their age on 1st of September, in the same way as school years. This is in line with RFU Regulation 15 which governs Age-grade rugby. For avoidance of doubt the correct groupings are listed below

Pre-school/Reception = U5

Year 1 = U6

Year 2 = U7

Year 3 = U8

Year 4 = U9

Year 5 = U10

Year 6 = U11

Up to and including U8s, the children will be playing Tag Rugby; a non-contact version of the game.

Contact is gradually introduced from U9s with tackling only; U10s introduces rucks, mauls and uncontested scrums and U11s builds on these and also introduces kicking.

More details are available on the RFU website at:

<http://www.englandrugby.com/governance/regulations/>

The club cannot allow players to play out of age-group except for in exceptional circumstances, and parents/guardians **must not** move their child to a different age group without discussing this with the club first.



Accredited Club



Each age group is led by a head coach (see below for contact details) supported by a number of other coaches with the aim of achieving a ratio of children to coaches of:

- 1:10 for U10s and above
- 1:8 for U8s and U9s
- 1:6 for U7s and below

All our coaches are DBS checked, and receive training from the RFU to help them develop their skills.

All coaches are volunteers, mostly drawn from the parents of OCRFC Minis, and if anyone is interested in joining their ranks, please ask at the registration desk as we are always looking for more help.

Head Coach Contacts

U5 – Wendy Vincze (vinczefamily5@gmail.com)

U6 – Francois Meunier (fmeunier@emanenco.com)

U7 – Piers Cushing (piers.cushing@btinternet.com)

U8 – Richard Walters (taffywalters@att.net)

U9 – Tim Ferguson (tim525@me.com)

U10 – Will Fawcett (willfawcett007@msn.com)

U11 – Ray Christopher (ray.christopher@btinternet.com)



Accredited Club



Subscription Fees for 2015/16

This season the yearly subs are set as per the below table, and are dependent on what point during the season you join, with discounts applied to all siblings.

Month Started	Subs	Sibling Rate
September	£130	£95
October	£115	£85
November	£100	£75
December	£90	£65
January	£75	£60
February Onwards	£6 a session	£6 a session

At a cost of roughly £4 per session, we believe that this offers really good value for money, but there is an option to pay on a session-by-session basis if you would prefer.

The fee will be set at **£6/session** for this season.

This does represent a small increase on last year, the first increase since we began in 2011. This is necessary due to the additional costs that the club is experiencing; relating both to the facilities at the club and the increased number of Festivals we are attending each season.

All profits made are put back into developing the club; this season we are investing in significant drainage works which will hopefully alleviate the flooding problems we have had.

OC Minis aims to be a club that is fully inclusive of all members of the local community, and we do not want to exclude anyone based on their financial situation. Please contact Simon Laws in confidence (simonlaws@intonet.co.uk) if you have any concerns.

All new starters will be given a free trial session (and a free t-shirt on their second visit).

Information on Training Sessions

Training sessions run at the club on every Sunday from 6th of September 2015 all the way through to 8th May 2016, except for a 2 week break at Christmas and a week off for Easter.

Sessions begin at 10.30am and all groups will be finished by 12.00pm (younger age groups will finish earlier). Parents/guardians are requested to arrive early enough to allow time to register their attendance before the session begins.



Accredited Club



All children must be registered at the beginning of the session, regardless of whether their subs have been paid in advance or not.

For safety reasons it is important that the club knows which children are attending each session, so this season we will be implementing a policy of hand-stamping children when they register.

Children without a hand-stamp will not be allowed to participate in training sessions until they have returned to the registration desk.

Parents/guardians must remain on site at all times or arrange for another parent to take responsibility for their child. This is mandatory in order to comply with RFU continuum and Child Welfare.

Following the training session, free chips/squash are provided for all players from the kitchen in the clubhouse. The bar will also remain open throughout the session and afterwards for the purchase of tea/coffee, bacon rolls etc.

Dogs are allowed at the club however, we ask that when down beside the pitches they are kept on the lead and, of course, that you clean up any mess.

Kit

For training children should wear warm and comfortable clothing suitable for the weather conditions on the day. Shorts, rugby shirt, jumper, tracksuit bottoms, trainers or boots are all acceptable.

During the winter months the grounds do tend to become fairly muddy, so it is advisable to bring wellies to walk over from the clubhouse to the pitches.

U9s and above **must** have (and wear!) a gum-shield.

OC kit is available for sale each Sunday by the registration desk, but there is no obligation for you to buy this. We also operate a boot exchange where you can swap out boots that have been out-grown or purchase a pair for £5.

For Festivals the club will provide match shirts for all the children.

All children (in particular the younger ones) should come adequately equipped to cope with the weather conditions that can occur during the winter months; including gloves/hats. If children are freezing, they are unlikely to enjoy themselves and may be put off rugby.

All children should also have a water bottle.



Accredited Club



Festivals and Away Training Sessions

During the season there will be numerous rugby festivals and training sessions at other clubs organised for the U7s and upwards (last year there was also one festival for the U6s which we hope to repeat).

A calendar of these events will be included in the weekly newsletter, and full details of instructions/squad selections etc. will be e-mailed out by the head coach/team manager of each age group with as much notice as possible.

It is the club's intention that all players who regularly attend training sessions get the opportunity to attend at least one of these fixtures at some point during the year, regardless of ability.

Communications

The majority of communications from the club will be via e-mail, so it is very important that you inform us of any change in e-mail address, just let us know at the registration desk or drop an email to the Club Secretary, Max Vincze.

Please also inform us of changes to mobile numbers/addresses.

A weekly newsletter will be sent out including details of up and coming events and other information that may be of use.

In addition to the newsletter more up to date info can be found on Facebook & Twitter particularly with regard to cancellation of training or festivals and you are advised to check these before travelling.

Website: www.ocrfc.com

Facebook: www.facebook.com/OCMiniRugby?fref=ts

Twitter: [@OCs_mini_rugby](https://twitter.com/OCs_mini_rugby)

Please contact Will Fawcett with queries relating to any of these.



Accredited Club



Safeguarding

The club is fully compliant with the RFU Safeguarding policy which can be found at www.englandrugby.com/governance/safeguarding/ and has also implemented its own club specific policies relating to:

- Child Protection
- Anti-Bullying
- Equity
- Video & Photography
- Volunteer Recruitment and Development

All these policies are available on the website at www.ocrfc.com.

Above all we strive to provide a safe environment for children to enjoy their rugby, and we would encourage anyone who has any concerns, no matter how small, to report them to one of the Club Safeguarding Officers; Martin Worsley or Wendy Vincze.

If necessary they will assist you in completing the **Initial Issue/Concern Reporting Form** which can be found below, and this will then be passed to the Constituent Body and the RFU Safeguarding Teams.

All of our coaches follow strict codes of conduct as laid out in the above mentioned policies and in addition we have the below codes of conduct for players and parents/spectators.

Players Codes of Conduct

- Play for fun. Enjoy your rugby.
- Take training seriously.
- Always turn up for training and matches on time.
- Always play within the laws of the game.
- Play with and for your teammates.
- Aim to win but be prepared to lose with a grin.
- Never argue with referees or match officials their decision is final.
- Do not get involved in foul play.
- Never show off or lose your temper.
- Acknowledge good play by both team mates and opposition players.
- Reject racism, violence and drugs.
- Strive to improve your skills every time you play.



Accredited Club



Parents/Spectators Codes of Conduct

- Encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognize good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognizing fair play and applauding good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgments.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Encourage and guide performers to accept responsibility for their own performance and behaviour.
- Please bring children suitably dressed for rugby football and arrive on time for training and matches.
- Reinforce to your child that taking part and trying your best is the most important part of learning and playing rugby.
- Applaud good play by all.
- Support your coaches they give up their free time to coach the children.
- Any general worries please speak to the most appropriate official at the club. For playing issues your Team Manager/Lead Coach/ Chairman of the minis section.
- For club issues the Chairman – Will Fawcett.
- Parents must inform the club and lead coach of any medical problems their child may have.
- Parents must be present at training and matches and remain on the Old Cranleigh RFC site for the duration. Coaches and assistant cannot act *in loco parentis* and cannot take legal responsibility if parents/guardians leave. Please make sure that if you cannot attend that you appoint a responsible person to look after the child. You must also notify the Coach of this arrangement.



Accredited Club



Initial Issue/Concern Reporting Form

Please provide information on this form, if you have a concern or an issue relating to someone or something at your rugby club.

Name of child/adult : Male/Female	Address:
Age/Date of Birth: 	Club: Age Grade:
What is the concern? (include details of the person whose behaviour has raised concerns)	
When and where did this concern/incident occur?	
Do you have any other comments?	
Your name: 	Club: Club Role:
Address: 	Email address: Mobile Phone No:



Accredited Club



What should be reported?

The welfare of the child is paramount. In order to assist the RFU and your club in upholding this principle you are asked to complete the form for any issues/concerns or incidents. When completing the form please give full names and their club roles. Concerns may be about the behaviour of any child or adult involved or spectating at your club and *could* include:

- General concerns about a child's welfare
- Concerns related to a safeguarding incident e.g. bullying or poor practice
- Concerns, Suspicions or allegations of misconduct
- Breaches of the RFU Core Values or your club Code of Conduct
- Allegations of abuse made by or against any child or adult

If you would like further detail of what should be reported please refer to the *RFU Safeguarding Policy, Procedures and Guidance* which can be found on Safeguarding pages of the RFU website

To discuss a specific concern or issue please contact your Club Safeguarding Officer or your Constituent Body Safeguarding Manager (contact details are available on-line at <http://www.surreyrugby.com/pages/pv.asp?p=surrey242>) in the first instance.