

NORTH BRISTOL RFC COACHES RECRUITMENT AND DEVELOPMENT POLICY

Summary

This document outlines North Bristol RFC known here on as “NBRFC” or the “Club” approach to coaching in our Juniors and Minis section. The coaching role is very important, not only as someone who teaches young people how to play rugby but as a role model, carer, and support for these young people who you will have such an impact on in their early lives that will go on to shape them in adulthood.

At NBRFC we want our coaches to feel like the club is theirs and that they are part of a forward-thinking club that they enjoy coaching at and want to be a part of.

This document outlines the process of becoming a coach, what is expected and how we protect you and the players. To do this NBRFC will -

- Provide volunteers with clearly defined roles and responsibilities
- Give parents/guardians the assurances that measures are taken to recruit only suitable people to work with children and young people
- Maintain our reputation and standing for excellence in mini and youth rugby

Revision

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Who are North Bristol RFC

NBRFC provides rugby for all, in the minis and junior section it has an infrastructure that enables young persons and their parents/guardians to enjoy the sport of rugby. Children will receive every support to enable them to achieve their potential in the game in a safe, supportive environment.

The Mini's and Junior Section comprises of members who are represented in the age ranges Under 6's (Unicorns) through to Under 18's (Colts) (as at midnight, August 31st of the relevant year).

The Mini's and Junior Sections shall follow the Laws of the Game as laid down by the Rugby Football Union for each age group.

The Mini's and Junior section will be run as a section within NBRFC, and all rules and regulations of NBRFC, including adopted policies whenever introduced, will govern the activities of the Mini's and Junior section.

The aims and objectives of the club will be:

- Provide safe facilities for children's rugby
- To offer coaching and competitive opportunities in Rugby Union
- To ensure a duty of care to all members of North Bristol RFC
- To promote the club and sport of rugby union within local communities
- To ensure all present and future members receive fair and equal treatment
- To promote fun, enjoyment and friendship.

To do this NBRFC understands that safeguarding children is paramount and involves promoting children's welfare in every way. It means protecting them from abuse and neglect; but also ensuring their appropriate development and maximising their opportunities. Safeguarding is about creating child-centred rugby.

NBRFC rely on our 100s of volunteers who give up their time to organise mini and youth rugby and aim to provide the highest standards of care for children in a safe and enjoyable. To do this we follow the following rules/process steps.

Safer Recruitment

North Bristol RFC is committed to safeguarding and promoting the welfare of children and expects all volunteers to share this commitment. Children are entitled to participate in rugby union activities in a safe and welcoming environment. The RFU uses the [Disclosure and Barring Service \(DBS\)](#) to operate and manage a criminal record checking process for those working with children, which helps shape a safe and welcoming environment.

The DBS process is a key aspect of safer recruitment procedures that enable clubs or Constituent Bodies (CBs) to reduce the risk of abuse to children. When recruiting volunteers who work with children, all reasonable steps must be taken to ensure that only suitable people are selected.

Rugby relies on thousands of well-motivated volunteers without whom we would not exist. It is essential that we have effective recruitment and selection procedures. This will help to create a safe place for volunteers, as well as help to screen out and discourage those who are not suitable from joining our club.

Coach Recruitment process

Job Description's

NBRFC have developed a job description for the role of Coach in our mini and juniors section, see Appendix 1. The job description will describe the full range of tasks, duties and responsibilities for Coaches and help everyone to understand the extent and nature of the role. If you decide to proceed with the application of the role an interview will be arranged. Age groups often have multiple coaches and a Head Coach, once recruited the team will nominate the Head Coach who will share aspects of organisational responsibility with the team.

Criminal records check

NBRFC coaches are all subject to criminal records checks; information about previous criminal convictions or other concerns should be risk assessed and may prevent recruitment to a coaching role.

The Disclosure and Barring Service provide criminal records checks for England and Wales.

Interview

North Bristol will arrange for you to meet our Coach Co-ordinator, Safeguarding Officer and Chair of Mini's & Juniors.

The interview will enable us to understand your previous experience, and motivations to coach and to confirm your ability and commitment to meet the standards required by NBRFC, it will also enable us to direct you to the right training courses.

NBRFC may also request two references to speak to your history and character.

You will get feedback on this process either in the room or shortly after.

Once Recruited

NBRFC will ensure you receive a comprehensive induction to coaching at our club.

Each coach will be expected to complete coaching, safeguarding and competence training courses with annual continued professional development essential:

1. Introduction to Safeguarding – annual on-line training
2. Play it Safe (Head Coaches) – every 3 years
3. Headcase – annual on-line training
4. Age grade CPD – annually to U12's
5. Principles of Scrummaging – U13's
6. Principles of Lineouts – U15's

All courses can be found by accessing your GMS account <https://gms.rfu.com/GMS/Home/Start>

NBRFC are supportive of any coach wanting to develop, with access to funding for enhanced training courses.

- RFU Coaching Awards
- ERRRA Referring Rugby Union

Each Head Coach will be assigned an experienced mentor to ensure an appropriate level of support is available during your first season with North Bristol RFC.

All coaches will attend regular planned meetings with North Bristol RFC's committee.

Safeguarding

Attached is a link to our club [safeguarding policy](#)

Safeguarding is a term used to describe measures that help keep children and adults at risk, free from abuse or harm in the game. Safeguarding in rugby is everyone's responsibility.

Whilst safeguarding in rugby is everyone's responsibility, the Club Safeguarding Officer (CSO) is responsible for championing safeguarding at NBRFC.

The CSO is responsible for championing the safety and welfare of all children and adults at risk at their club.

Every person at NBRFC has the responsibility to adhere to their safeguarding duties, as per the Rugby Football Union (RFU) Safeguarding Children Policy and [Regulation 21](#).

The Key Principles of the RFU Safeguarding Policy are that:

- The child's welfare is, and must always be, paramount to any other considerations.
- All participants, regardless of age, gender, ability or disability, race, faith, culture, size, shape, language or sexual identity, have the right to protection from abuse or harm.
- All allegations or suspicions of abuse, neglect, harm and poor practice will be taken seriously and responded to swiftly, fairly and appropriately.
- Working in partnership with other organisations, statutory agencies, parents, carers, children and young people is essential for the welfare of children.
- Children have a right to expect support and personal and social development delivered by an appropriately recruited, vetted and managed in relation to their participation in rugby union, whether they are playing, volunteering or officiating in the community or professional areas of the sport.

If you witness or are aware of an incident where the welfare of a child has been put at risk you must, in the first instance, inform the Club Safeguarding Officer. They will then inform the CB Safeguarding Manager and the RFU Safeguarding Team. If an incident involves the Club Safeguarding Officer you should inform the Club Chair and either the CB Safeguarding Manager or the RFU Safeguarding Team.

The Club Safeguarding Officer is Craig Hazzard.

Telephone: 07989030716

Email: chazzard@me.com

Rugby Safe

RugbySafe is different to safeguarding and important to define the two.

[RugbySafe](#) is the RFU's overarching player safety and wellbeing programme, putting player welfare at the heart of the game and covering how the game should be organised and managed to ensure that rugby is played in a safe and enjoyable environment.

We know that prevention is better than cure. North Bristol RFC recognise that mental and physical wellbeing go hand in hand with developing a positive player welfare culture and keeping the rugby community healthy.

North Bristol RFC have a responsibility towards the health and safety of players, staff and volunteers. Appropriate measures for training, first aid provision and equipment should be in place to ensure that rugby union is delivered to the highest standards in a safe and enjoyable environment.

Using the Rugby Safe guidelines, toolkit and paying specific attention to [Regulation 9](#) the Rugby Safe lead will endeavour to support the club in promoting awareness and driving good practice in player welfare.

The club RugbySafe lead is Louise Parcell

Telephone: 07989030716

Email: lkparcell@sky.com

TREDS

Nbrfc follow the RFU policy of TREDS; this is for our parents, guardians, supporters, coaches as well as our players.

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 in 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.

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 sport. 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 upon which rugby union is built. We uphold the rugby tradition of camaraderie with teammates 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.

APES

NBRFC ask that all coaches **think APES**. Rugby should be Active, Purposeful, Enjoyable and safe.

NBRFC want to ensure children have fun and meet new friends whilst learning the importance of living a healthy and active lifestyle. Coaching should improve communication skills, build self-confidence, develop valuable social skills and be able to express themselves through rugby and sport.

Parental / Guardian Attendance

NBRFC considers the presence of parents/guardians during training to be important, particularly for children under 11 years of age. All our coaches are volunteers and in the unlikely event of an unhappy child, we need the parent or guardian to step in and support the coaches.

RFU best Practice in relation to parental attendance can be found here:

<https://www.englandrugby.com/dxdam/c0/c0caf734-41ab-48bc-9a3d-ff1149d718bf/Parental%20attendance%20at%20Rugby.pdf>

Physical Intervention and contact

North Bristol RFC do not permit the touching or handling children by Coaches or any volunteer or person in a regulated role. Physical intervention is only permissible when it is necessary to prevent children from being hurt or to reduce the risk of greater harm.

North Bristol RFC applies RFU best practice in relation to Physical Intervention and contact which can be found here: <https://www.englandrugby.com/dxdam/a4/a4f02b3f-8726-4c12-bcd3-6610345b7f68/safeguardingpolicybooklet.pdf>

Appendix 1

Purpose of role and primary objectives:

North Bristol RFC coaches will work to develop mini and junior rugby for all ages and abilities. Delivering high quality coaching sessions that understand children's strengths and weaknesses, and promote fun in a safe and encouraging environment.

Duties:

- Ability to deliver structured, fun and challenging coaching sessions.
- Demonstrate an enjoyment of working with children.
- Demonstrate efficiency and a sense of humour, with a proven ability to remain calm and professional at all times.
- Provide evidence of flexibility, adaptability and a willingness to undertake a range of tasks and commitments.
- Demonstrate energy, enthusiasm and positive attitude.
- Display an ability to use initiative and take responsibility.
- Behave and act as a member of North Bristol RFC when working with children and maintain an appropriate distance.
- Demonstrate good communication and listening skills and be able to build relationships with players, parents and North Bristol RFC fellow volunteers, committee and staff.
- Be flexible and adaptable.

Policies:

- Maintain an up to date knowledge of all North Bristol RFC and RFU policies for safeguarding children.
- Maintain and up to date knowledge of all North Bristol RFC and RFU policies for RugbySafe.

Qualifications:

- Introduction to Safeguarding – annual on-line training
- Play it Safe (Head Coaches) – every 3 years
- Headcase – annual on-line training
- Age grade CPD – annually to U12's
- Principles of Scrummaging – U13's
- Principles of Lineouts – U14's

Vision, purpose and values:

All coaches of North Bristol RFC are expected to work with all members of the club and represent the values of a united club committed to the development of all players. We provide a family friendly inclusive club where rugby players can develop in a safe and enjoyable environment. All coaches will:

- Value all contributions
- Welcome all
- Respect each other
- Working with all other members in a respectful and welcoming manner
- Represent North Bristol RFC and rugby's core values