

# VOLUNTEER INFORMATION PACK

[www.harlowrugby.club](http://www.harlowrugby.club)



CLUB PRESIDENT • CLUB CHAIRMAN • VICE CHAIRMAN  
HONORARY SECRETARY • FINANCIAL CONTROLLER  
TREASURER • CHAIR OF RUGBY • TRUSTEE • YOUTH CHAIRMAN  
MINIS CHAIRMAN • MEMBERSHIP SECRETARY • 300 CLUB SECRETARY  
DATA OFFICER • GMS ADMINISTRATOR • PLAYER REGISTRAR

CLUB SAFEGUARDING OFFICER  
ASSISTANT CLUB SAFEGUARDING OFFICER  
DBS MANAGER • CLUB COACHING CO-ORDINATOR  
SENIOR FIXTURES SECRETARY • YOUTH FIXTURES SECRETARY

Thank you for being  
part of our team

MINIS FIXTURES SECRETARY • PRESS PR AND SOCIAL MEDIA OFFICER  
INTERNATIONAL TICKETS OFFICER • WEBSITE ADMINISTRATOR  
VOLUNTEER CO-ORDINATOR • TEAM COACH • TEAM MANAGER  
TEAM ADMINISTRATOR • FIRST AIDER • SPORTS THERAPIST  
EXECUTIVE MEMBERS REPRESENTATIVE  
YOUTH DEVELOPMENT OFFICER

COMMUNITY RUGBY COACH • CLUB REFEREE  
CLUB REFEREE CO-ORDINATOR  
DISCIPLINE SECRETARY  
TOUR MANAGER  
FUNDRAISING MANAGER  
GRANTS MANAGER





# VOLUNTEER INFORMATION PACK

Structures, Management, Roles and Policies

A guide to the club's structure, roles and responsibilities,  
volunteer management and good practice.



## **VOLUNTEER** Information Pack

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  - GDPR Information
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  - RFC Volunteer Application & Self Declaration Form**

The completed form must be returned to the club Chair of Rugby marked 'Private and Confidential'  
[rugby@harlowrugby.club](mailto:rugby@harlowrugby.club)
  - Employee and Volunteer GDPR Privacy Agreement Form**

The completed form must be returned to the club Vice Chairman marked 'Private and Confidential'  
[vice-chairman@harlowrugby.club](mailto:vice-chairman@harlowrugby.club)
  - England Rugby Training Courses 2019-20**
  - HRUFC 300 Club Flyer**



## **VOLUNTEER** Information Pack

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### 1. Welcome

**“Rugby is a team sport, on and OFF the field.”**

Without people like you and me, who are willing to freely donate their time, skills and passion, our club could not exist.

Volunteers matter; we make a difference; and our generosity will have a profound and lasting impact on our Club.

Hopefully you will benefit individually too, as you gain skills, confidence and new friends, and become a valued member of our #oneclub who will help shape the future of rugby in Harlow.

Please know that your volunteerism is recognised, appreciated, valued and cherished.

This pack contains everything necessary to help you fulfil your volunteer role, but please do not hesitate to contact any executive member or club officer with any queries or suggestions.

**“Everyone and anyone can be involved in running and supporting the club.  
Remember more and new faces bring more and new ideas.”**

Kind regards  
Tracey Wedd  
Chairman

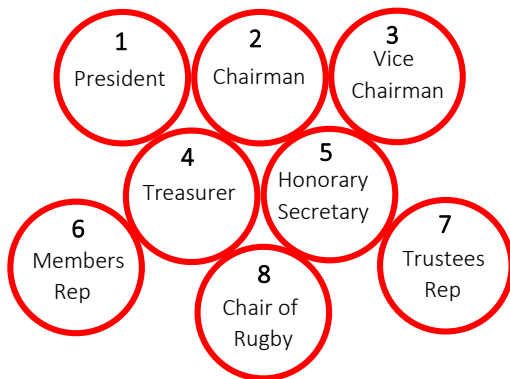
e-mail: [chairman@harlowrugby.club](mailto:chairman@harlowrugby.club)



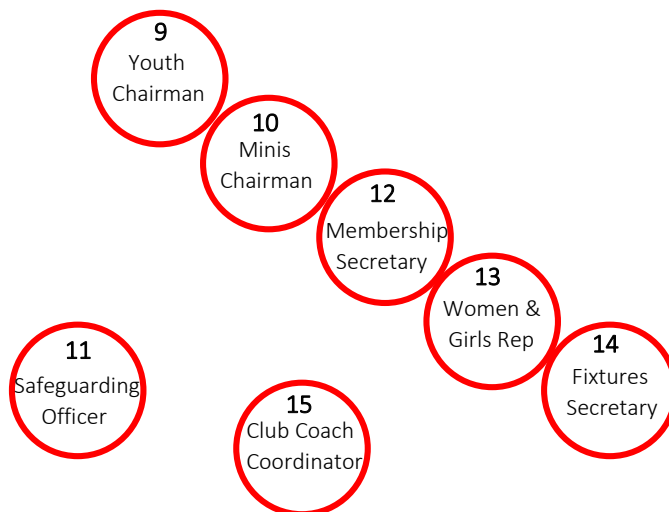
## VOLUNTEER Information Pack

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### 2. Roles and Structures



The executive committee is made up of a pack of strongly committed volunteers driving **FORWARD** all activity within the club. They discuss all issues and ideas within the club at regular committee meetings and pass the information on to the club sub-committees.



The **BACK** ground sub-committees are made up of hardworking volunteers who strive to ensure the growth and development of the club as a whole. They meet each month and report into the clubs executive committee.



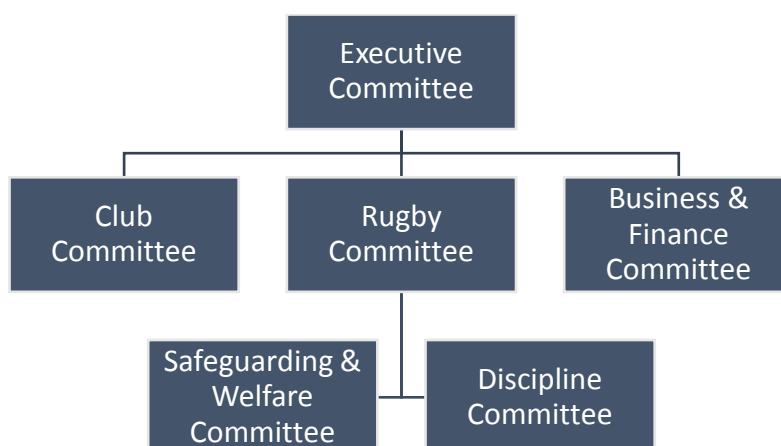
The **SUPPORT** the additional volunteers give to the club will help growth, development and most importantly enjoyment for all.



## VOLUNTEER Information Pack

The Executive Committee consists of the five elected Officers of the Club – Chairman, Vice-Chairman, Chair of Rugby, Treasurer, Honorary Secretary, plus the President, and two elected members’ representatives. The Committee will meet once a month to focus on high-level Club issues and future planning. It will also review/action any matters arising from the other sub-committees, as required.

Three sub-committees will report directly into the Executive Committee, focusing on all matters in their area of respective responsibility, including their own budget. The lead Executive Officer on each sub-committee will provide monthly updates to the Executive Committee.



### Executive Committee, led by the Chairman

Meet once a month on the 3<sup>rd</sup> Monday of each month

<u>Committee Members:</u>	<u>Committee Responsibilities:</u>	<u>Other Stakeholders/Support</u>
President Chairman Vice- Chairman Treasurer Honorary Secretary Chair of Rugby 2 x Members’ Representatives 1 x Trustees’ Representative	Club Constitution Rugby Administration Operations Legal Governance & Compliance Financial & Commercial Oversight Strategy & Planning Club Structure, Committees & Officers	Club Trustees RFU & CB Club Matters

### Club Committee, led by the Chairman

Meet once a month on the 1<sup>st</sup> Monday of each month

Chairman to report to the Executive Committee

<u>Committee Members:</u>	<u>Committee Responsibilities:</u>	<u>Other Stakeholders/Support</u>
Chairman Vice-Chairman Chair of Rugby Volunteer Coordinator Membership Secretary 1 x Member’s Representative	<i>“Non-Rugby Operations”</i> House Membership Volunteers PR & Marketing Website & Social Media Grants, Funding Applications International Tickets	Website Administrator Press & Social Media Officer 300 Club Administrator Grants Manager International Ticket Secretary Your Harlow Bottomline Technologies (Membership) Akuma, Create Identity

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### Rugby Committee, led by the Chair of Rugby

Meet once a month on the 4<sup>th</sup> Monday of each month

Chair of Rugby to report to the Executive Committee

<u>Committee Members:</u>	<u>Committee Responsibilities:</u>	<u>Other Stakeholders/Support</u>
Chair of Rugby Club Head Coach Colts Manager Women & Girls Representative Junior Chairman Mini Chairman Safeguarding & Welfare Officer Senior Fixtures Secretary Junior Fixtures Secretary Mini Fixtures Secretary Club Coaching Coordinator Youth Development Officer 1 x Members' Representative	<i>"Rugby Operations"</i> Playing Registration Fixtures Core Values & Playing Standards Safeguarding & Welfare Coaching Referee-ing First Aid provision Grounds & equipment requirements School development Rugby development Budgets for Rugby	Club Coaches Club Managers Club Referees Club First Aiders RFU & CB

### Business & Finance Committee, led by the Club Vice-Chairman

Meet once a month on the 2<sup>nd</sup> Wednesday of the month

Chairman to report to the Executive Committee

<u>Committee Members:</u>	<u>Committee Responsibilities:</u>	<u>Other Stakeholders/Support</u>
Chairman Vice-Chairman Treasurer General Manager 2 x Sponsors' Representatives 1 x Trustee's Representatives	<i>"Financial, Legal &amp; Commercial Oversight"</i> CASC; PRS; PP etc Health & Safety Risk & Building Management Budgets & Sponsorship Insurance, Licences, Utilities	Grants Manager Bar Manager Staff Braceys Accountants All external contractors

### Safeguarding & Welfare Committee, led by the Club Safeguarding Officer

Meet as required

Club Safeguarding Officer to report to the Rugby Committee

<u>Committee Members:</u>	<u>Committee Responsibilities:</u>	<u>Other Stakeholders/Support</u>
Chairman Chair of Rugby Club Safeguarding Officer (CSO) Assistant CSOs Club Chaplain	Safeguarding & welfare of Club Players	RFU & CB

### Discipline Committee, led by the Disciplinary Officer

Meet as required

Discipline Secretary to report to the Rugby Committee

<u>Committee Members:</u>	<u>Committee Responsibilities:</u>	<u>Other Stakeholders/Support</u>
Disciplinary Officer Discipline Secretary Discipline Panel Members For Club Matters: Vice-Chairman For Rugby Matters: Chair of Rugby	Discipline of Club Players	RFU & CB



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### 3. Contacts

#### Harlow Rugby Club Executive Committee:

**President:**

Alan Price [president@harlowrugby.club](mailto:president@harlowrugby.club)

**Chairman, Women and Girls Chair & Assistant Safeguarding Officer:**

Tracey Wedd [chairman@harlowrugby.club](mailto:chairman@harlowrugby.club)

**Vice-Chairman & Volunteer Co-Ordinator:**

Stephen Foreman [vice-chairman@harlowrugby.club](mailto:vice-chairman@harlowrugby.club)

**Chair of Rugby, Club Coaching Co-Ordinator & Senior Fixtures Secretary:**

Paul Tucker (Tux) [rugby@harlowrugby.club](mailto:rugby@harlowrugby.club)

**Honorary Secretary:**

Christopher McFerran [secretary@harlowrugby.club](mailto:secretary@harlowrugby.club)

**Treasurer:**

Douglas Brown [treasurer@harlowrugby.club](mailto:treasurer@harlowrugby.club)

**Members' Representative:**

Ben White

#### Harlow Rugby Club Officers:

**Head Coach & Schools and Youth Development Officer:**

Michael Weston [1stHeadCoach@harlowrugby.club](mailto:1stHeadCoach@harlowrugby.club)

**Minis Chair:**

Nicola Wix [minis@harlowrugby.club](mailto:minis@harlowrugby.club)

**Minis Fixtures Secretary:**

Chloe Fletcher [minisfixtures@harlowrugby.club](mailto:minisfixtures@harlowrugby.club)

**Youth Chair:**

Adam Clark (Mex) [youth@harlowrugby.club](mailto:youth@harlowrugby.club)

**Youth Fixtures Secretary:**

Des Keane [youthfixtures@harlowrugby.club](mailto:youthfixtures@harlowrugby.club)

**Club Safeguarding Officer:**

Teresa Keane [safeguarding@harlowrugby.club](mailto:safeguarding@harlowrugby.club)

**Membership Secretary & Assistant Safeguarding Officer:**

Nina Holmes [membership@harlowrugby.club](mailto:membership@harlowrugby.club)

**Sports Chaplain:**

Ben Norris [ben.norris@godcentralchurch.uk](mailto:ben.norris@godcentralchurch.uk)





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### 4. Role Descriptions

#### President

The President is primarily an honorary position within the club and acts as the club's Representative at all internal and external functions. The President is also to act as the Chairman if necessary.

#### What kind of person should you be?

1. **A diplomatic peacekeeper** – a club committee is an arena of many different personalities so the ability to listen and keep the peace is essential. Discretion is also important.
2. **An effective manager** – task will have to be allocated to people; the ability to delegate is required.
3. **A fair leader** – a club needs leadership and this starts at the top. Clubs respond positively to a fair leader who takes in to consideration the views and opinions of others.
4. **A good communicator** – communication is essential to lead meetings and to inspire the club to develop and work efficiently.
5. **Multi-skilled** – a jack of all trades, some knowledge or experience of all aspects of the club is required.

#### The core responsibilities of the role

1. Where necessary, provide advice and guidance to all other officers within the committee and provide liaison and communication between the various sections of the clubs.
2. Help manage the committee meetings to ensure every member has the opportunity to express their opinion on relevant matters and ensure that decisions are made on issues.
3. Ensure through liaising with the Club Chairman that the club is running efficiently and is meeting its obligations to the RFU and the Constituent Body.
4. Contribute to the general standard of the club and provide an understanding of the ethos and codes of conduct required.

#### The commitment from you

The workload will be constant; possibly heavier at the beginning of the season and particularly around club meetings.

#### What do you get out of it?

You will have the opportunity to lead a club that has a strong influence within the local community. With energy and commitment you can lead the development of the club for future generations - something to be proud of.

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### Chairman

The Club Chairman is the captain of the club setting the vision for the club both in terms of the immediate short term plan to the longer terms development plan of the club.

#### What kind of person should you be?

1. **A diplomatic peacekeeper** – a club committee is an arena of many different personalities so the ability to listen and keep the peace is essential. Discretion is also important.
2. **An effective manager** – tasks will have to be allocated to people; the ability to delegate is required.
3. **A fair leader** – a club needs leadership and this starts at the top. Clubs respond positively to a fair leader who takes in to consideration the views and opinions of others.
4. **A good communicator** – communication is essential to lead meetings and to inspire the club to develop and work efficiently.
5. **A multi-tasker** – a jack of all trades, some knowledge or experience of all aspects of the club is required.

#### The core responsibilities of the role

1. Provide leadership within the club setting short term plans for the season being realistic about what the club can achieve in a season **off the field**. Provide leadership by supporting the development of long term objectives for the club.
2. Liaise with the Honorary Secretary in meetings and where necessary provide advice and guidance in responding to club correspondence.
3. Manage the committee meetings to ensure every member has the opportunity to express their opinion on relevant matters and ensure that decisions are made on issues
4. Ensure through liaising with the Honorary Secretary, that the club is running efficiently and is meeting its obligations to the RFU and Constituent Body.

#### The commitment from you

The workload will be constant; possibly heavier at the beginning of the season and particularly around club meetings.

#### What do you get out of it?

You will have the opportunity to lead a club that has a strong influence within the local community. With energy and commitment you can lead the development of the club for future generations - something to be proud of.

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### Honorary Secretary

As Honorary Secretary, you are a key player in the administration for the club. The role has two distinct parts – internal and external. Internally, you are a central element to running the club. Externally, you are the main contact for external bodies such as the RFU and Constituent Body.

#### What kind of person should you be?

1. **A good organiser** – to receive collate and respond to correspondence addressed to the club ensuring it is filed systematically.
2. **A good time manager** – this is essential to ensure that deadlines are met without excess stress
3. **A good communicator** – this is essential to ensure communication with other committee members in a clear and confident manner as well as communicating with a variety of other stakeholders.
4. **Computer literate** – this is essential for many things such as emailing minutes to committee members, to completing online databases.
5. **Experience in producing correspondence and other documents** - The club will rely on you to answer correspondence and produce minutes.

#### The core responsibilities of the role

1. Ensure the committee and the sub committees communicate effectively. You will act as the referee making sure everyone produces the correct documents and shares information.
2. Receive all incoming correspondence on behalf of the club, respond to general correspondence, report correspondence to the committee, distribute correspondence to other members where necessary, and file correspondence.
3. Organise regular club committee meetings, ensuring that a record of decisions is made and distributed.
4. Be the main point of contact for the RFU and where necessary, be responsible for coordination of the completion of the annual on line audits.

#### The commitment from you

The workload of the Honorary Secretary will be heavier at the beginning of the season and should tail off to a constant level thereafter.

#### What do you get out of it?

Being an Honorary Secretary shows a high level of commitment and significant skills. It is a well respected position in the club and in the local community.

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### Club Treasurer

The Club Treasurer liaises with the General Manager of the club to maintain economical integrity, the payment of invoices and accurately records the club's financial position whilst providing financial recommendation to the club.

#### What kind of person should you be?

1. **Well organised** - being able to keep track of income and outgoings in as an up-to-date, effective and efficient manner as possible.
2. **A good time manager** – this is essential to ensure that deadlines are met without excess stress.
3. **A good communicator** – this is essential to ensure communication with other committee members in a clear and confident manner as well as communicating with a variety of other stakeholders.
4. **Experience working with finances** - working within a budget and, experienced making multiple payments and working with several funding opportunities.

#### The core responsibilities of the role

1. Alongside the General Manager be responsible for the management of the club finances in accordance with the decisions of the executive committee and recommending action on financial matters to the committee.
2. Collecting subscriptions and all money due to the club, paying bills on behalf of club, and recording such information.
3. Keep up to date records of all financial transactions and ensuring all cash and cheques are promptly lodged to club's account.

#### The commitment from you

The workload of a Club Treasurer will be heavier at the beginning of the season and should tail off to a constant level thereafter.

#### What do you get out of it?

Being a Club Treasurer shows a high level of commitment and significant skills. It is a well-respected position in the club and in the local community. The results of your work can be seen in a well run club assisting in the quest for on field success.

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### Chair of Rugby

The Chair of Rugby is the captain of the rugby team setting the vision for the club both in terms of the immediate short term plan to the longer term rugby development plan of the club.

#### What kind of person should you be?

1. **A diplomatic peacekeeper** – a club committee is an arena of many different personalities so the ability to listen and keep the peace is essential. Discretion is also important.
2. **An effective manager** – tasks will have to be allocated to people so the ability to delegate is required.
3. **A fair leader** – a club needs leadership and this starts at the top. Clubs respond positively to a fair leader who takes in to consideration the views and opinions of others.
4. **A good communicator** – communication is essential to lead meetings and to inspire the club to develop and work efficiently.
5. **A multi-tasker** – a jack of all trades, some knowledge or experience of all aspects of the club is required.

#### The core responsibilities of the role

1. Provide leadership within the club setting short term plans for the season being realistic about what the club can achieve in a season **on the field**. Provide leadership by supporting the development of long term objectives for the club.
2. Liaise with the Honorary Secretary in meetings and where necessary provide advice and guidance in responding to club correspondence.
3. Manage the committee meetings to ensure every playing member has the opportunity to express their opinion on relevant matters and ensure that decisions are made on issues.
4. Ensure through liaising with the Honorary Secretary, that the club is running efficiently and is meeting its obligations to the RFU and Constituent Body.

#### The commitment from you

The workload will be constant; possibly heavier at the beginning of the season and particularly around club meetings.

#### What do you get out of it?

You will have the opportunity to help lead a club that has a strong influence within the local community. With energy and commitment you can lead the development of the club for future generations - something to be proud of.

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### Club Coaching Coordinator

As the Club Coaching Coordinator (CCC) you will be the link between the development of the coaching staff, the RFU Rugby Development Officer (RDO) and the RFU. You will also be the main contact for coaching matters within the club and actively aid the development of the club's coaches.

#### What kind of person should you be?

1. **A motivator** – coaches within your club will need to feed off your enthusiasm and motivation to progress themselves.
2. **A good organiser** – It is essential to keep records of qualifications of the club's coaching personnel.
3. **Approachable and friendly** – coaches need to share their personnel development plans with you so it's important that they feel able to approach you and that you react positively to them at all times.
4. **A strong communicator** – you will receive information that can benefit coaches and so you must be able to share this information effectively with the coaches.

#### The core responsibilities of the role

1. Maintain an up to date database of club coaching personnel and their qualifications.
2. Assist the club in developing its coaches by agreeing individual development plans. Assist the coaches in achieving their development objectives by communicating with the RDO.
3. Share with coach personnel development opportunities and course information received from the RDO.
4. Act as a point of contact for the RFU and share information with the RFU and the RDO about the current qualification status of the club's coaching personnel.

#### The commitment from you

The workload will increase slightly over the summer due to the training and induction of new coaching personnel. After this, it will be a more person-oriented role!

#### What do you get out of it?

This is an opportunity to positively influence the education of the coaches within the club and raise the standard of coaching in the club.

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### Club Safeguarding Officer

As the Club Safeguarding Officer (CSO) your primary responsibility is ensuring that the club complies with the RFU Safeguarding Policy and other related matters. Your role is central to ensuring that children and vulnerable adults can participate in rugby in a safe environment. You will be the main point of contact between the RFU and the club in relation to safeguarding matters.

#### What kind of person should you be?

1. **Approachable and empathetic** – the range of people who may want to talk to you about sensitive matters is wide. It ranges from young players to parents through to coaches and the RFU Safeguarding Unit so being approachable and empathetic is essential to the role.
2. **A good communicator** – to ensure that safeguarding is a whole club responsibility, you will need to communicate the policy and the responsibilities contained in it to everyone in the club.
3. **Able to organise and maintain records** – the process of DBS checks is part of the role. To perform this element, you will need to be organised and maintain records of who has been checked and when.
4. **A multi-tasker** – As the first point of contact for concerns and complaints in the club, you will need to be able to investigate or refer the concern / complaint whilst also interacting with the club committee.

#### The core responsibilities of the role

1. Act as the first point of contact with the RFU Safeguarding Unit in relation to DBS checks and also concerns / complaints.
2. Requesting and processing DBS applications for all eligible volunteers at your club.
3. Ensure that everyone in the club is aware of who you are and how you can be reached should they have any queries / concerns regarding safeguarding in the club.
4. Sit as part of the rugby committee particularly when considering its safeguarding matters.
5. Promote the RFU Safeguarding Policy within the Club and ensure it is adhered to.

#### The Commitment from you

The workload will be heavier over the summer due to the influx of new volunteers. Processing DBS checks for these individuals will be a priority at this time. After this, the role will be more about monitoring the club's activities and dealing with any issues that arise, and processing DBS for any newcomers, or renewals throughout the season.

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### What do you get out of it?

This is an opportunity to positively influence the experience of children and vulnerable adults within the club and to ensure everyone can enjoy rugby in a safe environment. Due to the nature of the position, all CSO's will have to have a valid and up-to-date RFU DBS check.

### Mini, Youth and Senior Fixture Secretaries

As a club Fixtures Secretary you are a key player in the administration for the club. You will be responsible for arranging and ensuring games are played on a weekly basis throughout the playing season.

### What kind of person should you be?

1. **A good organiser** – to be efficient correspondence needs to be received, responded to and filed systematically.
2. **A good time manager** – this is essential to ensure that deadlines are met without excess stress
3. **A good communicator** – this is essential to communicate with teams in a clear and confident manner as well as communicate well with other clubs.
4. **Computer literate** – this is essential for many things such as updating the fixtures, as well as updating the audit with fixtures.
5. **Experienced at producing correspondence and other documents** - The club will rely on you to answer fixture related correspondence and track fixtures.

### The CORE responsibilities of the role

1. Ensure the fixture database is up to date and complete with all fixtures throughout the season.
2. Contacting other teams and clubs in regard to arranging and rearranging fixtures throughout the season.
3. Make every attempt to arrange fixtures on 'free' weeks and all missed fixtures are rearranged with the opposing team.
4. Be the main point of contact for the Essex RFU fixture team.

### The commitment from you

The workload of a Fixtures Secretary will be heavier at the beginning and the end of the season but should remain at constant level throughout the main bulk of the season.

### What do you get out of it?

Being a Fixtures Secretary shows a high level of commitment and significant skills. It is a well respected position in the club.

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### Mini and Youth Chairman

As the Section Representative, you are part of the Rugby Committee and an integral part of the Club. This role ensures that all sections are working in tandem to develop the club and create a positive rugby environment. Your role goes beyond the committee meetings through liaising with Team Managers to ensure a communication flow in the club.

#### What kind of person should you be?

1. **A good communicator** – it is essential to communicate with several stakeholders central to the organisation of the club.
2. **A facilitator** – able to represent the Mini / Youth sections based on the outcome of the decision even if it conflicts with your own personal opinion.
3. **Team Player** – as a member of the Rugby Committee you will play an important role in the team running of the Mini / Youth section.
4. **A positive liaison** – your role with the team will require you to present club information in a positive light to encourage engagement from teams and a 'working together' attitude.

#### The core responsibilities of the role

1. Act as the conduit between the rugby committee and the teams, ensuring all relevant information is shared.
2. Communicate on a regular basis with Team Managers to ensure they are receiving all relevant information from the RFU, Rugby Committee and Executive Committee.

#### The commitment from you

The workload of a section representative will vary depending on the agenda of the whole club.

#### What do you get out of it?

Being a section representative shows a clear commitment to the development of the club by ensuring the sections communicate and work together with each other.



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### Women & Girls Representative

As the Women & Girls Section Representative, you are part of the Rugby Committee and also an integral part of the Women's & Girls Committee. This role ensures that the committees of both sections are working in tandem to develop the club, access funding and create a positive rugby environment. Your role goes beyond the committee meetings through liaising with Team Managers to ensure a communication flow in the club.

#### What kind of person should you be?

1. **A good communicator** – it is essential to communicate with several stakeholders central to the organisation of the club.
2. **A facilitator** – able to represent the women / girls committee based on the outcome of the decision even if it conflicts with your own personal opinion.
3. **Team Player** – as a member of the Rugby Committee you will play an important role in the team running of the women & girls section.
4. **A positive liaison** – your role with the Team Managers will require you to present club information in a positive light to encourage engagement from teams and a 'working together' attitude.

#### The core responsibilities of the role

1. Represent the Women & Girls Committee at Rugby Committee meetings and vice versa.
2. Be a point of contact for the RFU and share information with both committees.
3. Communicate on a regular basis with Team Managers to ensure they are receiving all relevant information from the RFU, Women & Girls Committee and Rugby Committee.

#### The commitment from you

The workload of a section representative will vary depending on the agenda of the whole club.

#### What do you get out of it?

Being a section representative shows a clear commitment to the development of the club by ensuring the sections communicate and work together with each other.



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### Team Manager

A Team Manager is central to the successful operation of a team, from engaging with the committee to engaging with players and parents. The role is interpersonal as well as an information sharing one. Being the 'go to' person for the team is essential as well as ensuring everyone has received the appropriate information. You will also play an important role in supporter engagement.

#### What kind of person should you be?

1. **A good organiser** – organising information is key to the role; from distributing match details to keeping emergency contact numbers.
2. **Approachable** – you will be the first point of contact for parents to discuss all rugby matters.
3. **A good communicator** – central to your role will be engaging with parents, encouraging them to be active in the club as well as communicating information to parents.
4. **A team player** – you will need to work in tandem with the Section Chairman as well as other team managers.

#### The core responsibilities of the role

1. Managing the relationship between the club, the team, the parents and the players.
2. Ensure parents / players are aware of match arrangements, club initiatives and volunteering opportunities.
3. Liaise with the club officers to ensure the smooth running of the team through addressing queries and issues in a positive manner.
4. Manage parental behaviour during training / matches to create a positive rugby environment.

#### The commitment from you

A Team Manager is in the role for as long as the team is playing! The workload of a team manager will have two aspects, team organisation and team management.

#### What do you get out of it?

Being a team manager is a central role which contributes to the development and organisation of the team. It is an opportunity for you to contribute to the club through liaising with parents and creating positive communication in the club.



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### Team Coach

As a Team Coach you are responsible for training the team in preparation for matches and act as a highly influential figure in players' lives. You need to be enthusiastic and willing to earn an RFU Coaching Award, knowledgeable about the game and committed to fair play.

#### What kind of person should you be?

1. **A good organiser** – organising players is key to the role; from delivering training sessions to players availability.
2. **Approachable** – you will be the first point of contact for players to discuss all rugby matters.
3. **A good communicator** – central to your role will be engaging with players, encouraging them to be active in the club as well as communicating with their team mates.
4. **A team player** – you will need to work in tandem with other club coaches.

#### The core responsibilities of the role

1. Lead training sessions plan, deliver and review and run safe, engaging and effective training sessions, promote rugby's core values, promote fair play, team standards and codes of conduct while developing individuals' skill, confidence and fitness.
2. Adopt a player centred approach, develop team spirit, select the team and set the tactics, retain and recruit players, build team spirit and encourage participation.
3. Have a clear Coaching and Playing philosophy aligned to the wants and needs of every player.
4. Work with the Club Coaching Coordinator to continue and facilitate personal learning and development

#### The commitment from you

A Team Coach is in the role for as long as the team is playing! The workload of a team coach will have two aspects, training and matchday.

#### What do you get out of it?

You hold a role that is a highly respected in the community and allows you to act as a role model and inspiration to a group of young people. This is an exciting, rewarding and active way of staying in the game and lets you have a direct influence on player performance.

Join **Harlow Rugby**



## VOLUNTEER Information Pack

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### Team First Aider

A Team First Aider helps to provide a safe environment in which the game can be enjoyed by all, any club first aid volunteer needs to attend a training course so that they can respond to basic first aid situations with confidence.

#### What kind of person should you be?

1. **Well Organised** - the First Aider should be organised enough to have all first aid equipment they might need ahead of training and games.
2. **Experienced** - experience and training is vital as not only could a lack of training lead to ineffective injury management, but could lead to further injury.
3. **Eager** - being positive and eager is very important to ensure that the players get the best treatment available.

#### The core responsibilities of the role

1. Take charge when someone is injured or ill, including calling an ambulance if required.
2. Provide emergency first aid to injured or ill persons until more expert help arrives.
3. Look after the first aid equipment, e.g. restocking the first aid box.
4. You should not attempt to give first aid for which you have not been trained.

#### The commitment from you

Attend the Emergency First Aid in Rugby Union (EFARU) course.

The course provides learners with a sound level of knowledge and understanding. It also covers topics specific to relevant rugby volunteers assisting at matches and training sessions. It has extra rugby-specific elements designed for volunteers, coaches and match officials who are designated as a first-aider and are responsible for providing pitch-side cover at both training and matches.

The Emergency First aid in Rugby Union (EFARU) course provides learners with the skills, knowledge and understanding required to give care and manage life-threatening conditions, minor injuries and illness. It specifically focuses on injuries that occur in a rugby environment.

Learners are able to assess an incident, recognise the signs and symptoms of injury and illness, and in a safe and effective manner assist a casualty who is suffering from injury or illness.

#### What do you get out of it?

This is an excellent opportunity to develop your skills, knowledge and experience as a First Aider in a real, working environment and can help you to become part of a team both on and off the field.

Join **Harlow Rugby**



## **VOLUNTEER** Information Pack

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### **Volunteer Coordinator**

Volunteers are the workforce of rugby clubs so as the Club Volunteer Coordinator you will be responsible for managing that workforce. As well as answering recruitment queries and leading recruitment drives, you will ensure that current volunteers are satisfied and want to continue to volunteer.

#### **What kind of person should you be?**

1. **A good listener** – it's important to identify barriers to volunteering and this can be achieved through listening to the experiences of your current volunteers. You also need to identify and utilise relevant or useful skills they may have.
2. **Confident** – volunteers take reassurance from someone who has confidence in their role.
3. **A leader** – volunteers work best with someone leading their work and delegating tasks.
4. **An effective communicator** – communication is central to the role both in recruiting volunteers, working with existing volunteers and communicating the benefits of volunteering.

#### **The core responsibilities**

1. Maintain an up to date database of volunteers in the club. Coordinate with the Club Safeguarding Officer to ensure volunteers have the appropriate background checks where necessary.
2. Plan the most effective use of the volunteers with in the club based on the skills they have and the role they are seeking. Establish with volunteers their desired level
3. Develop a club wide plan relating to volunteering. Develop and support individual plans to increase the skills of volunteers.
4. Operate a volunteer reward scheme in the club ensuring that the effort of volunteers is recognised by the whole club.

#### **The commitment**

The workload will be constant throughout the season with periods of higher activity at the beginning and the end of the season.

#### **What do you get out of it?**

This is a very social role with everyone needing to know your name. It's also a prominent role with the development of volunteering plans and leading initiatives. It is also a creative one, particularly around the operation of the reward scheme. Seeing the volunteers return season after season will give you a sense of pride and ensures the club is sustainable.

Join **Harlow Rugby**



## VOLUNTEER Information Pack

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### Sports Therapist

A Club Sports Therapist is attached to the club and should be able to offer advice, training and therapy to players and should be able to operate both on their own and as part of a team

#### What kind of person should you be?

1. **Well Organised** - the Sports Therapist should be organised enough to have all equipment and strapping they might need ahead of training and games.
2. **Experienced** - experience and training is vital as not only could a lack of training lead to ineffective injury management, but could lead to further injury.
3. **Eager** - being positive and eager is very important to ensure that the players get the best treatment available.
4. **Involved in Continuous Development** - as the field of sports therapy evolves and progresses, so should the application of your practice on the players.

#### The core responsibilities of the role

1. **Injury Management** - first and foremost you are responsible for helping the recovery of all players, from minor to more serious injuries.
2. **Injury Prevention** - by developing specific training programs which can be given to players to complete or tailoring programmes for individual needs.
3. **Strapping** - applying strapping to those who need it either before the game or during the game but also to understand when strapping would be a waste of resources and potentially damaging to the players.
4. **Recovery** - by use of various methods, the recovery of players from both injury and post-match soreness should be managed by the therapist.

#### The commitment from you

Additional personal training courses should also be considered for this role.

#### What do you get out of it?

This is an excellent opportunity to develop your skills, knowledge and experience as a sports therapist in a real, working environment and can help you to become part of a team both on and off the field.



## VOLUNTEER Information Pack

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### Website Administrator

As the Club Webmaster you will be in charge of building and improving the club's website and keeping the information on the website up-to-date.

#### What kind of person should you be?

1. **Creative** - the website should be well presented, attractive and user friendly for the public.
2. **Good management skills** - are required to ensure the site meets the demands of the club and the club's members.
3. **A great communicator** - both written and oral communication skills are essential when transferring the information given from the club to the information published on the website.
4. **Computer literate** - a good experience working with web design/management is very helpful as a club webmaster.

#### The core responsibilities

1. **Content** - webmasters work with the club committee, club coaches and PR roles within the club to determine the strategy and function of the website and to supply high quality and up-to-date information supplied from club photographers and writers.
2. **Functionality** - the functionality, as with the content, is co-managed by other members within the club to meet the requirements of the club. This could be adding an online catalogue for a club shop or Clubhouse Functions
3. **Performance** - it is the webmasters role to control and maintain a high performing website, testing content to ensure clear display, easy to use site maps, and meet's accessibility demands and requirements
4. **Troubleshooting** - linked with performance, the webmaster must perform regular checks to repair broken links or troubleshoot any and all problems with content (such as unloading photographs/videos). Security systems must also be managed by the webmaster to ensure protection from viruses or cyber criminals.

#### The Commitment from You

A club webmaster must constantly up-date the website. It is recommended at least once a week over one season to provide a high quality website.

#### What do you get out of it?

Great experience in web design and building, as well as the opportunity to gain computer management knowledge and skills and to be creative for the good of the club.

Join **Harlow Rugby**





## VOLUNTEER Information Pack

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### Press PR and Social Media Officer

The PR officer is in charge of the public image of the rugby club, working with the club webmaster, local newspapers and social media websites to promote a positive club image to local communities and beyond.

#### What kind of person should you be?

1. **Have great interpersonal skills** - as the PR officer works closely with many members within the club, in particular the webmaster.
2. **Knowledgeable about media** - a good knowledge about the local media and different media platforms, such as printed and online newspaper, local photographers and journalists.
3. **Ambitious and Pro-active** - consistent work to increasing the public image of the club in a positive way in as many ways as possible.
4. **Creative and communicative** - being able to write match reports and club event articles in a creative, effective and interesting way is helpful if no fixed journalist is attached to the club. Experience in photography may also be helpful but not necessary.

#### The core responsibilities

1. **Connect** - connecting with the various people not only within the club, such as committee members and webmasters, but also with the community as a whole, local newspapers, photographers and journalists. Keeping connected with the RFU.
2. **Promotion** - it is vital the club is promoted in a good and positive way with as many events as possible, working through the club webmaster, social media or local media teams. Promoting stories through the RFU is also a vital part off building grassroots rugby.
3. **Organise ongoing projects** - ensuring that weekly match reports are written with photography if available and that any and all success stories that can promote the club in a positive within the community are shared.
4. **Photographer and Journalist** - in the case of not being able to find anyone to fill in as a match reporter, event journalist or photographer, it is the PR officer's job to fill in these roles as best they can, so photography and journalism experience may prove useful.

#### The Commitment from You

The suggested minimum commitment is once a week to help with the match reports in season. However, the more time committed, the more both you, and the club, get out of it.

#### What do you get out of it?

Being an integral part to increasing the profile of both the team in your community and throughout Essex and to increasing the profile of all grassroots rugby. A very rewarding task gaining plenty of experience with many companies throughout your community

Join **Harlow Rugby**



## VOLUNTEER Information Pack

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### Grants Manager

The Grants Manager will liaise with the executive committee to ensure that all grant application efforts are well directed, realistic and in line with the vision of the club and business development plans. Promote a positive club image to local communities and beyond.

#### What kind of person should you be?

1. **Well organised** - being able to apply for and keep track of grant applications in an effective and efficient manner as possible.
2. **A good time manager** – this is essential to ensure that deadlines are met without excess stress.
3. **A good communicator** – this is essential to ensure communication with committee members in a clear and confident manner as well as communicating with a variety of other stakeholders.
4. **Experience working with finances** - working within the grant application and working with several funding opportunities.

#### The core responsibilities of the role

1. To identify, apply for and follow up grant applications in order to target relevant investment in the club linked to the club's plans and to make the most of the opportunities found in potential grants.
2. Look into and apply for grants to help invest in the club as well as ensuring that all necessary follow-up to the grant application process is completed.
3. Manage the details of grant applications with a careful and methodical approach, you will hold an important position with the potential to bring in additional investment to support the club.

#### The commitment from you

The workload of a Grants Manager will be heavier at the beginning of the season and should tail off to a constant level thereafter.

#### What do you get out of it?

Being a Grants Manager shows a high level of commitment and significant skills. It is a well-respected position in the club and in the local community. The results of your work can be seen in a well run club assisting in the quest for on field success.



## VOLUNTEER Information Pack

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### Club Referee

The old saying “without the referee, there would be no game” holds true. The better the quality of the refereeing, the more likely players are to enjoy their match experience. As a Club Referee, you’ll need to be enthusiastic and willing to earn an RFU Referee Coaching Award, knowledgeable about the game and committed to fair play.

#### What kind of person should you be?

1. **A good organiser** – organising players and the match day experience is key to the role.
2. **Approachable** – you will be the first point of contact for players and coaches to discuss the laws of the game.
3. **A good communicator** – central to your role will be engaging with players, encouraging them to be active in the club as well as communicating with their team mates.
4. **A team player** – you will need to work in tandem with other club referees.
5. **A diplomatic peacekeeper** – the field of play is an arena of many different personalities and opinions so the ability to listen and keep the peace is essential. Empathy is a good virtue.

#### The core responsibilities of the role

1. Promote fair play, team standards and codes of conduct while developing individuals’ skill, confidence and fitness.
2. Adopt an enthusiastic and dedicated approach, be well organised and resourceful.
3. Have a clear refereeing philosophy aligned to the wants and needs of every player.
4. Work with the Club Referee Coordinator to continue and facilitate personal learning and development.

#### The commitment from you

A Club Referee is in the role for as long as the teams are playing! The workload of a club referee is largely matchday.

#### What do you get out of it?

This is a very social role, giving you a good network of rugby people. It’s a good way of contributing to the game and can help develop strong communication and organisational skills. You will hold a position where you could directly influence the success and standard of rugby at all levels of the club.

Join **Harlow Rugby**



## VOLUNTEER Information Pack

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### Membership Secretary

The Membership Secretary will help the club prosper through sustaining and growing the membership by actively encouraging new members to join and taking responsibility for managing existing club memberships.

#### What kind of person should you be?

1. **Well organised** - being able to keep track of memberships in an effective and efficient manner as possible.
2. **A good time manager** – this is essential to ensure that deadlines are met without excess stress.
3. **A good communicator** – this is essential to ensure communication with committee members in a clear and confident manner as well as communicating with the clubs members, new and old.
4. **IT literate** - working within the Game Management System with a strong attention to detail.

#### The core responsibilities of the role

1. Take the lead on ensuring new members sign up as paying members, and make sure the process for sign up is concise and simple.
2. Manage everything to do with memberships, including types, subscriptions, renewals and incomes, ensuring that membership fees are paid and relevant records are kept.
3. Keep the membership database and the Game Management System up-to-date and ensure that all relevant financial documentation for membership is stored securely.

#### The commitment from you

The workload of a Membership Secretary is consistent throughout the year; needs dedication and patience.

#### What do you get out of it?

The Membership Secretary is a socially rewarding post that serves to bring the community together, ultimately supporting the sustainability of the club.



## VOLUNTEER Information Pack

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### Members Representative

The Members Representative acts as the link between the club committees and the club members. A voice from the floor on issues that the club committees may not have picked up on or recognised.

#### What kind of person should you be?

1. **A diplomat** – a club committee is an arena of many different personalities so the ability to listen but contribute is essential. Discretion is also important.
2. **A challenger** – question what actions are being taken but with enthusiasm and a willingness to contribute in a positive way.
3. **A good communicator** – communication is essential to inform members of tasks and actions undertaken at the club committees.
4. **Enthusiastic** – present fresh ideas with a desire to get involved and take on a 'project'.

#### The core responsibilities of the role

1. Where necessary, provide advice and guidance to all other officers within the committee and provide liaison and communication between the various sections of the clubs.
2. Contribute at the committee meetings to ensure every member has had the opportunity to express their opinion on relevant matters and ensure that decisions are made on issues.
3. Direct member concerns to the appropriate committee and/or committee members with an open mind. Representing members views and not forwarding your own agenda.
4. Be the voice of the members, but also feedback to the members the work and due diligence the club committees undertake prior to any decisions being made.
5. Promote and apply an inclusive style of representation that should help improve commitment and communication to a wider audience. Promote the bigger picture and shun any silo mentality
6. Contribute to the general standard of the club and provide an understanding of the ethos and codes of conduct required.

#### The commitment from you

The workload will be constant particularly around club meetings.

#### What do you get out of it?

You will have the opportunity to help guide a club that has a strong influence within the local community. The results of your attention can be seen in a well run club assisting in the quest for on field success.

Join **Harlow Rugby**



## VOLUNTEER Information Pack

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### 5. How to Volunteer?

#### Club Policies

##### First:

- Consider what role you would like to do?
- Read Volunteer Charter
- Read the RFU Disclosure & Barring Service Information Document
- Read GDPR Information
- Read about Harlow Rugby Club Membership

##### Then:

- Complete and return the Harlow RFC Volunteers Application & Self Declaration Form
- Complete and return the GDPR Form
- Complete the Harlow Rugby Club Membership Direct Debit Form online

During the process of your Disclosure & Barring Service (DBS) check you will be registered with the RFU Game Management System (GMS) online system and will have access to:

- Self-administer your GMS profile
- Access RFU course booking information

You will be deemed a Harlow Rugby Club volunteer once a successful DBS check has been completed and you have completed the minimal training courses required for your role:

##### Prerequisites of being a Harlow Rugby Club Volunteer:

- Enhanced Disclosure & Barring Service (DBS) Check
- Completion of **Headcase** an online Concussion Awareness Course.  
It is available at [www.englandrugby.com/participation/playing/headcase](http://www.englandrugby.com/participation/playing/headcase)
- Completion of **Play it Safe** course.  
This course is for every volunteer, coach or match official who is working or has responsibility for children and vulnerable adults within rugby. Identifying best practice, it provides information and guidance on the responsibilities and support available for ensuring children and vulnerable adults are safeguarded appropriately.

“Thank you for volunteering at Harlow Rugby Club”

Join **Harlow Rugby**



## **VOLUNTEER** Information Pack

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### Volunteers Charter

The Core Values of rugby, as defined by the Rugby Football Union are summarised as TREDs:

#### **Teamwork, Respect, Enjoyment, Discipline and Sportsmanship.**

These values guide everything that we do as a Club and form the backbone of how we treat others and wish to be treated ourselves.

As a volunteer with Harlow Rugby Club, you can expect:

- The chance to use your talents and skills to benefit the Club
- A chance to meet people, make new friends, increase your skills base and keep active
- To be given clear information on what is expected of you
- To receive advice and/or appropriate training on how to carry out your role
- To be treated with respect and consideration by all Club members
- Recognition and thanks
- Reimbursement of any reasonable out-of-pocket expenses incurred during your volunteering (pre-agreed)
- Health and safety advice
- To be covered by appropriate insurance

As a volunteer with Harlow Rugby Club, you are in a position of trust.

You may be supervising young children or vulnerable adults, responsible for Club funds or looking after equipment.

We ask you to preserve the good name of Harlow Rugby Club by:

- Supporting the aims and objectives of the Club and upholding the core values of rugby
- Knowing and keeping to the Club policies, rule and guidelines
- Being open minded and honest in your dealings with the Club
- Treating fellow volunteers, members and others associated with the Club with courtesy and respect
- Sharing information, thought and feedback with the Club to ensure that you play a full part in our activities
- Help us identify how we can work better for the Club's benefit
- Maintaining confidentiality where appropriate

Join **Harlow Rugby**



## **VOLUNTEER Information Pack**

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### **Disclosure & Barring Service (DBS) Checks**

The RFU is committed to ensuring that all children enjoy rugby union in a safe and enjoyable environment. The RFU requires any individual engaged in a Regulated Activity to undertake a Disclosure & Barring Service (DBS) check through their club in order to work with children or vulnerable adults in accordance with the RFU Regulation 21.

Applications for individuals engaging in their roles as volunteers are free of charge. Having a criminal record does not automatically prohibit an individual from undertaking a role working with children or vulnerable adults. All DBS disclosures are handled confidentially, with every case treated on its own merit. The RFU operates an online e DBS application system. This system allows the RFU to effectively monitor all DBS applications and disclosure results.

It is important that the ID verification requirements issued by the DBS are adhered to in order to accurately verify an applicant's identity. This includes ensuring that only original documents are provided and that photocopies/scanned copies are not accepted.

The Disclosure service offers organisations a means to check the background of applicants to ensure that they do not have a history that would make them unsuitable for posts they are trying to fill.

Disclosures will provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). If the position involves working with children, Disclosures will also contain details from lists held by the Department of Health (DH) and the Department for Children, Schools and Families of those considered unsuitable for this type of work.

#### **What sort of Disclosure do I need?**

As a volunteer of Harlow Rugby Club you will need to apply for an Enhanced Disclosure as determined by The Rugby Football Union. An Enhanced Disclosure includes an additional check against local Police records.

In order to facilitate the process our DBS Manager will need to see a) driving licence + b) passport or if these aren't available c) birth certificate d) marriage certificate (a total of 2 documents). You will also need 1 other document showing your current address (e.g. utility bill, council tax statement, bank statement etc., dated within the last 3 months) and your mobile phone number and e-mail address.

#### **Online Disclosure Process upon completion of the Harlow RFU Volunteers Form:**

##### **Stage 1 – Harlow Rugby Club DBS Manager**

A profile will be created for you and details entered from your ID documentation via a secure Home Office portal.

Join **Harlow Rugby**





## **VOLUNTEER** Information Pack

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### **Stage 2 – You**

You will be issued with your invitation to complete your online DBS Application by e-mail. You are required to confirm that all the information is correct in your online application before giving your online consent to Disclosure. Your application will then be submitted to the DBS electronically via a secure Home Office portal.

If you have any questions about DBS please e-mail [rugby@harlowrugby.club](mailto:rugby@harlowrugby.club)

### **GDPR Information**

The GDPR applies in some way to any organisation which collects and processes personal data. This includes all sports clubs and governing bodies, whatever their size or level of funding.

- It covers not only the personal data of a club's members but also the data of the club's employees or volunteers.
- 'Personal data' is any information from which an individual can be identified or is identifiable. This will include name, address, and financial details.
- The law also covers 'Special Category Data' such as race, ethnic origin, politics, religion, trade union membership, genetics, biometrics, health, sexual life or orientation.

The GDPR rights and principles means that the organisation must:

- only collect data for a specific purpose
- keep it secure and up to date
- only hold what is needed for as long as it is needed and
- permit the data subject access to their information on request

If you have any questions about GDPR please e-mail [data@harlowrugby.club](mailto:data@harlowrugby.club)

### **Membership**

#### **Why should you be a member of Harlow Rugby Club?**

Harlow Rugby Club, as its name signifies, is a membership-based organisation. It is a local amateur sports club that exists primarily to provide facilities for the sport of rugby. The provision of these facilities cost money. Membership fees exist for all participants to pay towards the costs of providing rugby at Harlow Rugby Club. Members need to club together to reimburse the expenses of their collective rugby and social activities, whether playing, volunteering or spectating!

Join **Harlow Rugby**



## **VOLUNTEER** Information Pack

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As the Club also aspires to develop and grow their participants and facilities, this creates an additional need for financial profits over and above its operating costs. The social facilities exist to provide an environment to encourage and facilitate interaction and collaboration between participants to promote and enhance rugby.

They also exist to provide the Club with an additional revenue source, since the membership fees do not cover all the costs of providing and developing the sport. Other revenue streams include sponsorship, grants, donations, and the hiring of our facilities for non-rugby related activities; all of which are required, together with the Membership income, to pay our operating costs and to provide profits to invest in the Club's future development.

All participants are required to pay to support their activities associated with the Club.

Others are more than welcome to pay to support the Club's activities in its desire to make improvements to our community's physical and social health, wellbeing and overall functioning.

Membership gives you an opportunity to invest in our Club personally; to enjoy being part of the organisation and the value it gives; to experience an increased sense of belonging and comradeship through the sport we love, in your local Club.

If you have any questions about membership please e-mail [membership@harlowrugby.club](mailto:membership@harlowrugby.club)



## VOLUNTEER Information Pack

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### 6. Support and Training

#### Courses

High quality coaching, officiating and first aid/immediate care all contribute to reducing the risk of injury and provide a safe playing environment.

Therefore, it is important that individuals keep up to date with training specific to their role and have access to general information about safe practice both on and off the pitch.

The England Rugby Training Course Booklet provides an overview of all the courses available for coaches, match officials, First Aiders, Health Care Professionals and other volunteers.

ALL volunteers will be supported in taking their CPD's and England Rugby Coaching Award's but they should be appropriate to the age grade you are working with.

ALL course bookings should be pre-authorised by the Chair of Rugby and, if applicable, will be paid for by the club. In this instance we would ask for a two-year commitment and if you left the club within this time we will ask for any fees to be repaid.

#### How to book a course?

##### First:

- Identify the course you would like to attend.
- Seek pre-authorisation from the Chair of Rugby for reimbursement.

##### Then:

- Book your course using your RFU login details.  
It is available at [www.englandrugby.com/participation/coaching/booking-a-course](http://www.englandrugby.com/participation/coaching/booking-a-course)
- Forward your RFU course application receipt and bank account details to the Chair of Rugby [rugby@harlowrugby.club](mailto:rugby@harlowrugby.club) for reimbursement.

If you have any questions about courses please e-mail [rugby@harlowrugby.club](mailto:rugby@harlowrugby.club)

“volunteers happily support their clubs, so their clubs should happily support them.”

Join **Harlow Rugby**



## **VOLUNTEER** Information Pack

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### 7. Appendix

#### **RFC Volunteer Application & Self Declaration Form**

The completed form must be returned to the club Chair of Rugby marked 'Private and Confidential'  
[rugby@harlowrugby.club](mailto:rugby@harlowrugby.club)

#### **Employee and Volunteer GDPR Privacy Agreement Form**

The completed form must be returned to the club Vice Chairman marked 'Private and Confidential'  
[vice-chairman@harlowrugby.club](mailto:vice-chairman@harlowrugby.club)

#### **England Rugby Training Courses 2019-20**

#### **HRUFC 300 Club Flyer**



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## Harlow Rugby Club



# RFC Volunteer Application & Self Declaration Form

### NOTES ON COMPLETING SELF DECLARATION

#### WHO MUST COMPLETE THE FORM?

Any member of the Club/CB or organisation who is seeking to work/volunteer in a role where they will have contact with children (persons under 18 years of age) or “Adults at Risk”.\*

#### DO I HAVE TO COMPLETE THIS FORM?

Yes, as it is in line with the safer recruitment processes, as set out in the RFU’s Safeguarding Children Policy, Guidance and Procedures and the Safeguarding Toolkit. Non-completion will be taken into account when making any risk-based decision regarding suitability to be deployed in a role with children or Adults at Risk.

#### WHAT WILL HAPPEN TO THE FORM ONCE COMPLETED?

The form will be kept and stored securely in accordance with the Data Protection Act 1998. Any concerns will be reported to the RFU Safeguarding Department for investigation. Where necessary, statutory agencies may be contacted and the outcome recorded.

#### WHO DO I RETURN MY FORM TO?

The completed form must be returned to the club Chair of Rugby marked ‘Private and Confidential - SDF’. If you are considered to be unsuitable to work with children or Adults at Risk, appropriate action may be taken and the relevant organisation(s) will be informed.

\*

For a full definition of Adults at Risk see RFU Safeguarding Policy - Adults at Risk in rugby union which may be found here: <http://www.englandrugby.com/governance/safeguarding/at-risk-adults>



# Volunteer Application Form

## PART A- CONFIDENTIAL

If you need more space to enter your details, or wish to give additional information, please use a separate sheet

## PERSONAL DETAILS

SURNAME			
FIRST NAME(S)			
ADDRESS			
	POSTCODE		
HOME TELEPHONE NO			
MOBILE TELEPHONE NO			
WITH DISCRETION, MAY WE CONTACT YOU AT WORK?			
WORK TELEPHONE NO			
E-MAIL ADDRESS			

## PROFESSIONAL QUALIFICATIONS RELEVANT TO THIS ROLE

DATES	AWARDING BODY /QUALIFICATION

## MEMBERSHIP OF PROFESSIONAL BODIES

DATES	MEMBERSHIP DETAILS



# Volunteer Application Form

## TRAINING COURSES

Please give details of attendance on training courses that are relevant to this application

DATES	COURSE DETAILS

## EMPLOYMENT DETAILS

Please detail your most recent first. This can include any paid, unpaid or voluntary work that you may have undertaken that you believe is relevant to this post.

EMPLOYER			
FROM/TO			
ADDRESS			
	POSTCODE		
TYPE OF BUSINESS			
POST HELD			
VOLUNTARY OR PAID?			
BRIEF OUTLINE OF DUTIES			

PLEASE DETAIL THE ROLE(S) YOU CURRENTLY FULFIL OR ARE APPLYING FOR WITHIN THE CLUB

--



PLEASE LIST ANY PREVIOUS CLUBS AND/OR CHILDREN'S SERVICES (E.G. SCOUTS) YOU HAVE VOLUNTEERED/WORKED FOR

1.	
2.	
3.	





## PART B - REFERENCES

Please give details of two referees (not relatives) who the club or the RFU may contact to request character references from should it be considered necessary to do so. These should be people who have known you for at least five years and have some professional standing in your community.

NAME			
POSITION			
ORGANISATION			
ADDRESS			
		POSTCODE	
TELEPHONE NO			

NAME			
POSITION			
ORGANISATION			
ADDRESS			
		POSTCODE	
TELEPHONE NO			
E-MAIL ADDRESS			

SIGNED	DATE



## PART C - SELF DECLARATION

The Rugby Football Union (RFU) and this club aim to promote equality of opportunity for all persons and welcome applications from a wide range of individuals, including those with prior criminal records. The position/role for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974 (as amended by the Rehabilitation of Offenders Act 1975). All 'spent' and 'unspent' convictions must be declared. Having an 'unspent' conviction will not necessarily impede your appointment within rugby union, this will depend on the circumstances and background to your offence(s). If you fail to disclose an offence and the RFU or this club is later informed of any previously undisclosed criminal matter, you may be subject to disciplinary action. Any information you provide will be held on a strictly confidential basis and dealt with the utmost discretion.

### 1. Have you ever received a conviction/caution/reprimand or final warning for any criminal offences?

YES

NO

If yes, please supply details:

### 2. Are you a person known to any Social Services department/statutory agency as being an actual or potential risk to children or adults at risk?

YES

NO

### 3. Have you ever been the subject of disciplinary sanction (from any sport or other organisation's governing body) in relation to children.

YES

NO

If yes, please provide relevant details:



I understand that it is necessary for me to declare any information requested and that the position/membership for which I have applied may involve access to Children, Young People and/or Adults at Risk. I hereby give my consent to the RFU to conduct a Criminal Record (DBS) check if so required.

NAME	
DATE OF BIRTH	
SIGNED	

The completed form must be returned to the club Chair of Rugby marked 'Private and Confidential - SDF'.  
[rugby@harlowrugby.club](mailto:rugby@harlowrugby.club)

# Harlow Rugby Club



## General Data Protection Regulation (GDPR)

### Non-disclosure and confidentiality obligation for employees & volunteers

I, the undersigned, employed (PAYE or Volunteer) by Harlow Rugby United Football Club Ltd as \_\_\_\_\_ acknowledge that:

a) In order to perform all activities specified in the employment contract/volunteer agreement signed on \_\_\_\_\_ I am required to collect and/or process personal data.

b) I am informed that any information that allows the identification of a natural person, either directly or indirectly, is considered personal data, including information such as an identification number, location data, an online identifier or one or more characteristics specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

c) Harlow Rugby United Football Club Ltd provided specific instructions with reference to the processing of personal data pursuant to the General Data Protection Regulation (GDPR) and other applicable rules and regulations.

Notwithstanding the above, which forms an integral part of the present agreement, I hereby undertake to:

1. Collect and/or process personal data only according to the Volunteer agreement Form / instructions received by HRUFC Ltd / the controller and, in any case, according to the applicable data protection provisions, including those set forth in the GDPR.

2. Process personal data in strict compliance with the law and the instructions received by the Harlow Rugby United Football Club Ltd.

In particular, I undertake to make sure that all the data processed as a result of the performance of my job/role is:

- processed only if and to the extent required to fulfil the purposes of processing (“data minimisation”);
- always accurate and, where necessary, kept up to date;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;

- processed in a manner that ensures appropriate security of the personal data (password protected), including protection against unauthorised or unlawful access or processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (“integrity and confidentiality”).
- only the necessary data is requested and processed
- processed only for the reason that the information was originally collected for

3. Observe strictest confidentiality with respect to the personal data I shall collect, process, or access as a result of the performance of my job/role/position, and refrain from disclosing it to any other natural or legal person, including co-workers/staff members/other volunteers, where the latter are not expressly authorised to access such data by virtue of instructions of the employer, contract or law.

This non-disclosure and confidentiality obligation is not subject to any time limits and shall survive the termination of my employment/volunteer relationship.

I am aware that any infringement against this obligation or against the applicable law may result in significant fines pursuant to art. 83 GDPR or other applicable European or national legislation, and potentially cause damage to natural or legal persons, including the employer.

I am aware of the binding nature of the instructions provided by Harlow Rugby United Football Club Ltd and that the breach of any such instructions, as well as of the rules set out in the present document, may cause the imposition of disciplinary sanctions provided for in my employment/volunteer agreement and by applicable law (including contractual fines), in addition to compensation for any damage caused as a result of such breach.

**Name:**

**Date:**

**Signature of employee/volunteer:**

**Position/Role:**

# TRAINING COURSES 2019/20



**ENGLAND RUGBY  
TRAINING COURSES**  
[ENGLANDRUGBY.COM](http://ENGLANDRUGBY.COM)





**THINK  
RUGBY... THINK:**



**RUGBY  
SAFE**

**PUTTING PLAYER WELFARE  
AT THE HEART OF THE GAME**



**England  
Rugby**

# WHAT ENGLAND RUGBY TRAINING IS APPROPRIATE FOR YOU?

## RECOMMENDED FOR ALL

Headcase Online Concussion Module
Play it Safe
Emergency First Aid in Rugby Union

## WHO DO YOU WORK WITH?

U7	U8	U9	U10	U11	U12	U13
		England Rugby Coaching Award				
Age Group Specific Quilter Kids First CPD Courses						
		Quilter Kids First Refereeing Children				
		Principles of Scrummaging				

U14	U15	U16	U18	ADULT
England Rugby Coaching Award				
England Rugby Refereeing Award				
Principles of Scrummaging				
Continuous Match Official Development Courses				
Coaching U14 Rugby, CARDS, Principles of Attack, Principles of Defence, Coaching GameChangers				
Director of Rugby Course				
Level 3 Coaching Course				
Level 4 Coaching Course				



# DO YOU HAVE A SPECIFIC ROLE?

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Role	Training Course
Primary School Teacher	Quilter Kids First Rugby - Schools
Secondary School Teacher	Rugby Union in Secondary Schools
Safeguarding Officer/Manager	In Touch Course
Pitch Side Medical Practitioner	PHICIS Level 2
Advanced Pitch Side Medial Practitioner	PHICIS Level 3

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# PLAYER WELFARE

COURSE TITLE	COURSE DESCRIPTOR
<p><b>Rugby Ready</b></p> <p>Cost: £20 Duration: 3 hours Min. Age: 14</p>	<p>The Rugby Ready course is targeted at coaches and match officials and provides information on the importance of sufficient and appropriate preparation for training and playing while reducing the risk of serious injury.</p>
<p><b>Headcase Online Concussion Module</b></p> <p>Cost: Free Duration: 30-45 minutes Min. Age: Open</p>	<p>Part of the RFU's "Don't be a headcase" concussion education programme, these 20 minute online courses will explain what concussion is, how it happens and what individuals can do to help players avoid injury or return safely to playing following a concussion. There are modules for coaches, match officials, players, teachers and parents/guardians. It is available at <a href="http://www.englandrugby.com/headcase">www.englandrugby.com/headcase</a></p>
<p><b>Emergency First Aid in Rugby Union</b></p> <p>Delivery Option 1 Duration: 1 x 9 hour day Cost: £60</p> <p>Delivery Option 2 Duration: 3 x 3 hour evening modules Cost: £75 Min. Age: 16</p>	<p>The EFARU provides learners with the skills, knowledge and understanding required to give care and manage minor injuries and illness and potentially life threatening conditions specifically focusing on those occurring in a rugby environment. The EFARU course sits on the national qualification framework and is recognised as an equivalent to the Emergency First Aid at Work (EFAW) and is transferable into the work place. The course includes extra rugby specific elements and is designed for coaches, referees and volunteers who are designated as a first aider and are responsible for providing pitch side cover at both training and matches.</p>
<p><b>Headcase Online Concussion Module</b></p> <p>Cost: Free Duration: 30-45 minutes Min. Age: Open</p>	<p>This course is for pitch side practitioners seeking an introduction to the delivery of immediate care in sport. The course will address the Immediate Care training needs of doctors, physiotherapists and postgraduate allied medical personnel working within rugby and other contact sports. It is approved by the Faculty of Pre Hospital care - Royal College of Surgeons of Edinburgh and is specifically designed to address the needs of those working within rugby union. The course draws on existing hospital emergency care courses, i.e. ALS, ATLS, and pre-hospital immediate care courses, i.e. PHEC, but has additional rugby/collision sport specific modules such as the on field assessment of concussion, wound care and wound closure.</p>

COURSE TITLE	COURSE DESCRIPTOR
<p><b>PHICIS L3</b></p> <p>Year 1 - Level 3 First Course (2 days): £780 Year 2 - Level 3 Re-accreditation (1 Day): £510 Year 3 - Level 3 Re-accreditation (1 Day): £510 Year 4 - Level 3 Re-certification (2 days): £780 Min. Age: 18</p>	<p>This course is for pitch side practitioners seeking advanced skills in the delivery of immediate care in sport. The PICIS Level 3 course will address the Immediate Care training needs of doctors, physiotherapists and postgraduate allied medical personnel working at the professional/ performance level of rugby and other contact and collision sports. It is approved by the Faculty of Pre Hospital care - Royal College of Surgeons of Edinburgh and is specifically designed to address the needs of those working within rugby union. The course draws on existing hospital emergency care courses, i.e. ALS, ATLS, and pre-hospital immediate care courses, i.e. PHEC, but has additional rugby/collision sport specific modules such as the on field assessment of concussion, wound care and wound closure.</p>
<p><b>Play it Safe</b></p> <p>Cost: £20 Duration: 2.5 hours Min. Age: 16</p>	<p>This course is for any volunteer, coach or match official who is working or has responsibility for children and vulnerable adults within rugby. Identifying best practice, it provides information and guidance on the responsibilities and support available for ensuring children and vulnerable adults are safeguarded appropriately.</p>
<p><b>RugbyAware</b></p> <p>Cost: Free Duration: 2 hours Min. Age: Open</p>	<p>Aimed at parents, coaches, team management and volunteers, the Rugby Aware workshop discusses the current and important topics within the game. The resources have been designed so that clubs (and schools) can deliver the workshop themselves, at their own convenience. Focusing on Touchline Behaviour and Player Welfare, it aims to highlight the role and impact that individuals can have on players and the importance of promoting rugby union's core values and putting player welfare at the heart of the game. For more information and to download the resources visiting the RugbyAware section at <a href="http://www.englandrugby.com/rugbysafe">www.englandrugby.com/rugbysafe</a></p>
<p><b>Activate - Injury Prevention Exercise Programme</b> (<a href="http://www.englandrugby.com/activate">www.englandrugby.com/activate</a>)</p> <p>Cost: Free Duration: 2.5 hours Min. Age: Open</p>	<p>The Activate - Injury Prevention Exercise programme is based on a research which found the targeted exercise programme to significantly reduce rugby injuries including by over 70% and concussion. The session equips coaches and teachers with the key components of the exercises and provides ideas on how to the implement programme as part of existing rugby and PE sessions. These sessions are supported with online resources including videos and downloadable content.</p>

# COACHING

COURSE TITLE	COURSE DESCRIPTOR
<p><b>England Rugby Coaching Award</b>            Cost: £170            Duration: 3 days            Min. Age: 16</p>	<p>This course is an entry point for coaches working with players of U9 and above, it is tailored to the needs of the players you are coaching. It provides coaches with the knowledge, skills and attributes to effectively coach young players and adults. Attendees must have completed the RFU online Headcase module prior to attending the course.</p>
<p><b>England Rugby Coaching Award 1:1 Route</b>            Cost: £415            Min Age: 16</p>	<p>This course can now be offered as a 1:1 route to achieving the qualification. Book online and England Rugby will allocate you with a course tutor. They will visit you 4 times in your own coaching environment to observe your coaching. You will also be required to complete online modules and compile a portfolio of evidence.</p>
<p><b>Towards Level 3</b>            Cost: £30            Duration: 6 hours            (3 hours eLearning/3 hours face to face workshop)            Minimum Age: 18</p>	<p>This course is for coaches wishing to apply for the Level 3 RFU Advanced Coaching Award. It will explore the model of developing players who are Creative, Aware, Resilient, Decision Makers and Self Organisers. Attendees will be encouraged to reflect on their current coaching practice and content will support their Level 3 application. Attendance on this course is a prerequisite for those wishing to apply for the Level 3 Advanced Coaching Award.</p>
<p><b>UKCC Level 3: RFU Advanced Coaching Award</b>            Cost: TBC for 2020/21            Duration: 3 days plus full season programme            Min. Age: 18</p>	<p>The course is a combination of face to face, online and in situ coaching observations, supported by a trained RFU mentor. The course lasts one year and applicants should make themselves available for all modules. The coach must be aged 18 years of age or over and hold a Level 2 or equivalent Rugby Coaching Qualification. The coach must demonstrate evidence of regularly attending recent coach development courses, seminars or coaching conferences &amp; must have significant experience. The coach must have a minimum of 3 years experience as a Level 2 (England Rugby Coaching Award) coach and have completed all pre requisites before applying for the course. Pre-requisites can be found on the England Rugby website.</p>
<p><b>Level 4: Coaching Rugby Union</b>             Cost: TBC for 2020/21            Duration: 12 days across 10 months of study            Min. Age: 18</p>	<p>The Level 4 Course in Coaching Rugby Union is postgraduate in nature and it is intended that coaches on the course receive academic credit for achieving Level 4 in partnership with a Higher Education (HE) institution (subject to achieving the required standard of a prescribed supplementary module and paying the HE administration and management fee - amount to be confirmed). For admission to the UKCC Level 4 Rugby Union course applicants will normally require evidence of the following criteria: UKCC endorsed Level 3 Award or equivalent, Appropriate experience of talent development, performance or elite coaching in Rugby Union, Evidence of a capacity for extended study at postgraduate level and demonstration of currency, involvement in the sport, and commitment to the game.</p>

COURSE TITLE	COURSE DESCRIPTOR
<p><b>Quilter Kids First U7 Tag</b>            Cost: £20            Duration: 2.5 hours            Min. Age: 14</p>	<p>The U7 workshop will help coaches to understand the Kids First philosophy and how to develop players movement skills, coach through adaptive games, game management and refereeing. It will explore the U7 Tag Rugby rules and the core skills needed to play Tag Rugby.</p>
<p><b>Quilter Kids First U8 Tag</b>            Cost: £20            Duration: 2.5 hours            Min. Age: 14</p>	<p>The U8 workshop will help coaches to understand the Kids First philosophy and how to develop players movement skills, coach through adaptive games, game management and refereeing. It will explore the changes to Tag Rugby rules at U8 and the core skills needed to play Tag Rugby.</p>
<p><b>Quilter Kids First U9</b>            Cost: £20            Duration: 2.5 hours            Min. Age: 14</p>	<p>The U9 workshop will help coaches to understand the Kids First philosophy and how to develop players movement skills, coach through adaptive games, game management and refereeing. It will focus on the introduction to tackling and the rules associated with the tackle and offside.</p>
<p><b>Quilter Kids First U10</b>            Cost: £20            Duration: 2.5 hours            Min. Age: 14</p>	<p>The U10 workshop will help coaches to understand the Kids First philosophy and how to develop players movement skills, coach through adaptive games, game management and refereeing. It looks safely and effectively coaching the scrum, ruck and maul and the rules associated with introducing these elements of the game.</p>
<p><b>Quilter Kids First U11</b>            Cost: £20            Duration: 2.5 hours            Min. Age: 14</p>	<p>The U11 workshop will help coaches to understand the Kids First philosophy and how to develop players movement skills, coach through adaptive games, game management and refereeing. This workshop explores further progressions in the scrum and tackle area, as well as kicking.</p>
<p><b>Quilter Kids First U12</b>            Cost: £20            Duration: 2.5 hours            Min. Age: 14</p>	<p>The U12 workshop will help coaches to understand the Kids First philosophy and how to develop players movement skills, coach through adaptive games, game management and refereeing. This workshop looks at safe coaching of pushing in the scrum, coaching the 5 man scrum &amp; changes to the tackle area.</p>
<p><b>Quilter Kids First U13</b>            Cost: £20            Duration: 2.5 hours            Min. Age: 14</p>	<p>The U13 workshop will help coaches to understand the Kids First philosophy and how to develop players movement skills, coach through adaptive games, game management and refereeing. This workshop explores further developments to the scrum and kicking.</p>
<p><b>QKF Rugby Primary Schools</b>            Cost: £25            Duration: 3 hours            Min. Age: 18</p>	<p>Developing children as confident, capable young people first is at the core of the Rugby Football Union's offer to all schools. Using Rugby Union as a vehicle for developing a young person's personal and social skills alongside their rugby skills can have a dramatic impact on all aspects of their life and has real whole school impact. This course will support primary school staff to develop an understanding of how to teach rugby in a fully inclusive, engaging and enjoyable manner &amp; help them to use Rugby Union to meet the outcomes of the National Curriculum for Physical Education.</p>

COURSE TITLE	COURSE DESCRIPTOR
<p><b>Rugby Union in Secondary Schools</b>            Cost: £60            Duration: 1 day            Min. Age: 18</p>	<p>Developing children as confident, capable young people first is at the core of the Rugby Football Union's offer to all schools. Using Rugby Union as a vehicle for developing a young person's personal and social skills alongside their rugby skills can have a dramatic impact on all aspects of their life and has real whole school impact. This course will support secondary school staff to develop an understanding of how to teach rugby union in a fully inclusive, engaging and enjoyable manner. It will help them to develop confidence in teaching and officiating the contact elements of rugby union in a safe and effective manner, and how to build the game progressively to enable students to play competitive rugby.</p>
<p><b>Principles of Scrummaging</b>            Cost: £20            Duration: 2.5 hours            Min. Age: 14</p>	<p>The Principles of Scrummaging CPD aims to increase the number of players able to play in the scrum, particularly the front row. This course has a blend of theory and practical and will look at exploring England Rugby's principles of scrummaging, looking at recent developments in scrum coaching and match officiating. The course is designed to help coaches, match officials and players to understand individual and collective techniques as well as position specific conditioning, developing these in a fun and engaging way.</p>
<p><b>Coaching U14 Rugby</b>            Cost: £20            Duration: 2.5 hours            Minimum Age: 14</p>	<p>The U14 workshop will introduce learners to coaching 15 a side rugby. It will continue to utilise the Kids First philosophy by coaching through adaptive games and the principles of play, and is designed to support coaches to successfully transition players into the 15 a side game from Kids First rugby.</p>
<p><b>CARDS</b>            Cost: £20            Duration: 2.5 hours            Minimum Age: 14</p>	<p>This course explores how coaches can develop and use the England Rugby model of developing players who are Creative, Aware, Resilient, Decision Makers and Self - Organisers. We will explore how using challenges and creating problems for players to solve can help develop these skills along with examining of the coaches actions and behaviours to support.</p>
<p><b>Principles of Attack</b>            Cost: £20            Duration: 2.5 hours            Minimum Age: 14</p>	<p>This course has a blend of theory and practical and will look at exploring the England Rugby principles of attack- Go Forward, Support, Continuity and Pressure. The practical activities are designed to help coaches to challenge player's creativity, decision making and self -organisation in attack and includes the use of effective contact skills.</p>
<p><b>Principles of Defence</b>            Cost: £20            Duration: 2.5 hours            Min. Age: 14</p>	<p>This course is a blend of theory and practical which will look at exploring England Rugby's principles of defence which are:</p> <ul style="list-style-type: none"> <li>• Assess threats</li> <li>• Cut down options</li> <li>• Get the ball back.</li> </ul> <p>The practical activities are designed to help the coach to challenge player's decision making and self -organisation in defence, whilst developing tackle technique.</p>
<p><b>Coaching Game Changers</b>            Cost: £20            Duration: 2.5 hours            Min. Age: 14</p>	<p>This workshop explores ideas around shaping and sharing meaningful game based practices to effectively facilitate player development within a fun and inclusive environment. Attendees will be helped to understand the key principles that are necessary for effective game design through a blend of theory and practical. Those attending will leave with tangible ideas around 'what' and 'how' to coach through effective Game Zones.</p>

COURSE TITLE	COURSE DESCRIPTOR
<p><b>Managing Contact</b>            Cost: £20            Duration: 2.5 hours            Min. Age: 14</p>	<p>Using intelligence from the RFU Injury survey to identify risk areas of the game, Managing Contact is a practical course supported by online footage which looks at how techniques from other sports such as Grappling and Judo to help coaches develop players who are physically prepared and have safe and effective skills in the contact area.</p>
<p><b>Director of Rugby Course</b>            Cost: £600            Duration: 4 days            Min. Age: 18</p>	<p>The Director of Rugby course has been developed by the RFU in partnership with the Ashridge Sport and Business Initiative to develop and support a generation of dynamic and inspirational leaders for the game. It is aimed at those leading rugby programmes in Clubs, Schools, Colleges and Universities. The course will develop leadership and management themes, but set them firmly in an applied rugby context.</p>
<p><b>Inside 7s – January to April</b>            Cost: Free            Duration: 4 online modules            Min. Age: Open</p>	<p>Available from January to April, Inside 7s is an online coaching course released in weekly chapters. England 7s Head Coach Simon Amor works with the England team, explaining Coaching of Attack, Defence, Passing and realignment, and the Breakdown.</p>







# MATCH OFFICIATING

COURSE TITLE	COURSE DESCRIPTOR
<p><b>England Rugby Refereeing Award</b>            Cost: £85            Duration: 2 days Min. Age: 14</p>	<p>This course is the entry point for those wishing to referee the 15 a side game, it provides referees with the knowledge, skills and attributes to effectively referee young players and adults. Prior to participating attendees must have completed the RFU online Headcase module and the World Rugby online Laws test.</p>
<p><b>England Rugby Refereeing Award 1.1 Route</b>            Cost: £415 Min age: 14</p>	<p>This course can now be offered as a 1:1 route to achieving the qualification. Book online and England Rugby will allocate you with a course tutor. They will visit you 4 times to observe your refereeing in training session and match environments. You will also be required to complete online modules and compile a portfolio of evidence.</p>
<p><b>Quilter Kids First Refereeing Children</b>            Cost: £20 Duration: 2.5 hours            Min. Age: 14</p>	<p>This course has been designed specifically for those who wish to start their refereeing career by refereeing children (U7-U13). This course will provide you with a solid basis on which you can continue to build and improve your skills as a referee of children. Before attending the course participants should complete Kids First Refereeing Children Online test.</p>
<p><b>Tackle and Ruck</b>            Cost: £20            Duration: 2.5 hours            Min. Age: 14</p>	<p>Updated for the 2019/20 season, this course will develop further a candidates understanding of the Tackle and the Ruck, supporting a safe playing environment. Develop an understanding of what the Tackle and Ruck may look like at the level the officiate. Review how the Tackle and Ruck are managed at the level they officiate and consider how they plan to officiate the Tackle and Ruck in their next game.</p>
<p><b>Game Values</b>            Cost: £20            Duration: 2.5 hours            Min. Age: 14</p>	<p>This course will develop further a candidates understand of the Games Values and how these can be demonstrated/recognised and rewarded during a match. Candidates will understand what good Games Values look like and how the quality of communication between match officials, players and coaches can improve the rugby experience for everyone.</p>
<p><b>Lineout to Maul</b>            Cost: £20            Duration: 2.5 hours            Min. Age: 14</p>	<p>New for 2019/20, this course will develop further a candidates understanding of the purpose of the Lineout and Maul. Candidates will understand what good to set-up of the Lineout looks like and how to officiate the Lineout and Maul safely. The course will increase the candidate's confidence in managing the Lineout and Maul and help candidate's consider how they plan to officiate the Lineout and Maul in their next game.</p>
<p><b>Scrum</b>            Cost: £20            Duration: 2.5 hours            Min. Age: 14</p>	<p>This course will develop further a candidates understanding of the purpose of the Scrum and how to referee the Scrum safely. Candidates will understand and recognise a safe and effective body position/shape for the Scrum. The course will increase the candidate's confidence in managing the Scrum and help candidates consider how they plan to officiate the scrum in their next game.</p>

COURSE TITLE	COURSE DESCRIPTOR
<p><b>Refereeing Sevens</b>            Cost: £20            Duration: 2.5 hours            Min. Age: 14</p>	<p>This course helps candidates develop knowledge of the 7s Laws variations, develop an understanding of the Principles of Play, understanding 7s: How does it impact our officiating of 7s and consider how they might plan to next referee 7s.</p>
<p><b>Match Preparation</b>            Cost: £20            Duration: 2.5 hours            Min. Age: 14</p>	<p>This course prepares candidates to recognise and understand the importance of pre-match preparation (mental and physical) and provides a framework for developing and completing a Personal Development Plan. It aims to increase the candidate's awareness of the benefits to them and the game of planning and preparation.</p>
<p><b>Understanding the Game</b>            Cost: £20 Duration: 2.5 hours            Min. Age: 14</p>	<p>This course provides candidates with an understanding of the Principles of Play. Through practical application consider the laws in relation to these attendees develop an understanding of how the principles of play may be used by teams.</p>
<p><b>Communication and Management</b>            Cost: £20 Duration: 2.5 hours            Min. Age: 14</p>	<p>This course provides candidates with an understanding of why and how conflict can escalate. They will learn how to prepare identified strategies for which to avoid and deal with conflict between themselves and Coaches &amp; Captains. Attendees will develop an awareness of how to receive and benefit from feedback with the opportunity to develop practice.</p>
<p><b>Assistant Referee &amp; Touch Judge</b>            Cost: £20 Duration: 2.5 hours            Min. Age: 14</p>	<p>This course prepares candidates to understand their responsibilities as a Touch Judge (TJ) or Assistant Referee (AR). They will develop understanding of the laws around touch and be able to put them into practice confidently and know how to signal correctly with best practise around positioning.</p>
<p><b>Advantage</b>            Cost: £20            Duration: 2.5 hours            Min. Age: 14</p>	<p>This course develops candidates understanding of Law 8 and the purpose of "advantage". They will understand and recognise the different types of advantage and increase the candidates confidence in using and applying advantage.</p>
<p><b>Use of Sanctions (Yellow &amp; Red card)</b>            Cost: £20 Duration: 2.5 hours            Min. Age: 14</p>	<p>This course will support the development of candidates in understanding how to apply and use sanctions during a match. It will provide a solid basis on which candidates can continue to build and improve their knowledge, skills and experience.</p>





# HRUFC 300 CLUB



The "300 Club" provides fundraising for HRUFC. Each member is allocated a permanent number, from 1 to 300, and entered in a monthly draw. Members, aged 16 and over, pay £5 per number, monthly, by direct debit and can select as many numbers as desired.

The monthly draw will take place at the club, during the first weekend of the month, usually the Sunday. Each month three numbers will be selected at random to win monetary prizes. December's draw will be a Christmas special with higher value monetary prizes ... just what we'd all like at Christmas time!

## 300 CLUB PRIZES ARE AS FOLLOWS:



1st prize £65; 2nd £35; 3rd £15  
Christmas Draw prizes of  
£250; £65; £35



1st prize £130; 2nd £70; 3rd £30  
Christmas Draw prizes of  
£500; £130; £70



1st prize £200; 2nd £100; 3rd £50  
Christmas Draw prizes of  
£700; £200; £100

Winners will be identified at the Club on the day of the draw and subsequently notified direct. We will request permission to publicise your win via social media and our website, but you reserve the right to opt out of any publicity. Winnings will be paid primarily by cheque, but other options are available.

Currently there are a range of numbers to choose from, therefore if you wish to join the 300 Club you can either choose your own number, whilst available, or see if you have any Ram's Luck and let me pick your number!

Sign up quickly as we are sure that with the fantastic prizes on offer all 300 numbers will go rapidly!

- Follow this link to join the HRUFC 300 Club:  
<http://harlowrugby.club/hrufc-300-club/>
- Upon receiving automatic notification of your direct debit set up, I will contact you to select your chosen number(s).

If you would like any further information regarding the HRUFC 300 Club, then please email [clubdraw@harlowrugby.club](mailto:clubdraw@harlowrugby.club)





# LATTON PARK

HOME OF HARLOW RUGBY CLUB

Welcome to Latton Park, the home of Harlow Rugby Club. Our Clubhouse is modern and furnished in a contemporary style, with three bars, a large terrace and a full commercial kitchen. It is truly a venue for all occasions.

Everyone's welcome at Latton Park – to enjoy our three bars, our open events, or to dine with us. If you want to join as a **Social Member** or be part of our **300 Club**, which attracts other benefits then go to our Members Page on our website. [www.lattonpark.com](http://www.lattonpark.com)



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