



Harlow Rugby Club

Rugby Volunteers Pack

September 2026

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1. Welcome to Harlow Rugby Club

Thank you for choosing to volunteer with us. Your time, energy, and enthusiasm make a real difference to our players, families, and wider community. Whether you're helping on match days, supporting our youth teams, or lending a hand behind the scenes, you're now part of a club built on teamwork, respect, and a love of the game.

This volunteer pack gives you everything you need to feel confident and supported in your role. Inside, you'll find key information about how the club works, who to contact, our safeguarding approach, expectations for volunteers, and practical guidance to help you get started. It's designed to make your experience enjoyable, safe, and rewarding.

We're delighted to have you with us and look forward to everything we'll achieve together

2. Safeguarding

At Harlow Rugby Club, the safety and wellbeing of every child, young person, and vulnerable adult is at the heart of what we do. As a volunteer, you play a vital role in creating an environment where people feel welcome, supported, and protected both on and off the pitch.

Safeguarding isn't just a policy — it's a shared commitment. It means staying alert, acting responsibly, and speaking up if something doesn't feel right. You don't need specialist training to make a difference; you simply need to follow the club's guidance, respect boundaries, and know who to contact if you have a concern.

Our Safeguarding Team is here to help, and you'll never be expected to manage a situation alone. If you see or hear anything that worries you, report it straight away. Your actions, no matter how small they may seem, help keep our club a safe place for everyone.

**Any safeguarding concerns must be reported to our
safeguarding officer by emailing :**

safeguarding@harlowrugby.club

**For further information please [visit the club's website](https://harlowrugby.club/safeguarding/)
harlowrugby.club/safeguarding/**

Thank you for being part of a culture where respect, protection, and care come first. Your commitment ensures that players, families, and fellow volunteers can enjoy rugby with confidence.

3. RugbySafe at Harlow Rugby Club.

At Harlow Rugby Club, player welfare is central to everything we do. RugbySafe — the RFU’s overarching player safety and wellbeing programme — guides how we organise, deliver, and support rugby across all age groups at Latton Park. It ensures that every training session, match, and rugby activity is run in a way that is safe, enjoyable, and puts our players’ wellbeing first.

We believe that prevention is always better than cure. RugbySafe gives clubs like ours clear guidance and practical resources to help us create the right environment before anyone steps onto the pitch. This includes making sure our coaches, first aiders, team managers, and volunteers understand their responsibilities and have the support they need to keep players safe.

Physical and mental wellbeing go hand in hand. At Harlow, we work hard to build a positive welfare culture where players feel supported, included, and confident to speak up if something isn’t right. Whether it’s safeguarding, first aid, concussion management, or simply checking in on a player’s wellbeing, every volunteer plays a part in keeping our rugby community healthy.

As a club, we have a responsibility to ensure that appropriate training, first aid provision, equipment, and safety measures are always in place. By following RugbySafe standards, we make sure rugby at Harlow Rugby Club is delivered to the highest level — safe, enjoyable, and rooted in the values that make our sport special.

For further Information please take a look at:

<https://www.englandrugby.com/run/player-welfare/rugbysafe>

Code Of Conduct

At, Harlow Rugby Club we operate in line with the core values: (TREDS)

- **Teamwork** - Teamwork is essential to our sport. We welcome all new team members and include all because working as a team enriches our lives. We play selflessly: working for the team, not for ourselves alone, both on and off the field. We take pride in our team, rely on one another and understand that each player has a part to play. We speak out if our team or sport is threatened by inappropriate words or actions.
- **Respect** - Mutual respect forms the basis of our sport. We hold in high esteem our sport, its values and traditions and earn the respect of others in the way we behave. We respect our match officials and accept their decisions. We respect opposition players and supporters. We value our coaches and those who run our clubs and treat clubhouses with consideration.
- **Enjoyment** - Enjoyment is the reason we play and support rugby union. We encourage players to enjoy training and playing. We use our sport to adopt a healthy lifestyle and build life skills. We safeguard our young players and help them have fun. We enjoy being part of a team and part of the rugby family.
- **Discipline** - Strong discipline underpins our sport. We ensure that our sport is one of controlled physical endeavour and that we are honest and fair. We obey the laws of the game which ensure an inclusive and exciting global sport. We support our disciplinary system, which protects our sport and upholds its values. We observe the sport's laws and regulations and report serious breaches.
- **Sportsmanship** - Sportsmanship is the foundation upon which rugby union is built. We uphold the rugby tradition of camaraderie with teammates and opposition. We observe fair play both on and off the pitch and are generous in victory and dignified in defeat. We play to win but not at all costs and recognise both endeavour and achievement. We ensure that the wellbeing and development of individual players is central to all rugby activity

We are committed to developing a culture that lives and breathes the core values, is free of abuse, discrimination and harm, and where everyone feels safe and able to raise any concerns they have.

We are committed to developing an inclusive culture where it is safe and acceptable for everyone involved in rugby to raise concerns about any unacceptable practice, behaviour, wrongdoing or misconduct.

This Code of Conduct and our policies and procedures, and the terms and conditions of any volunteer or employment agreement with the club, provide a framework in which clubs and participants can be empowered to create safe, respectful and enjoyable environments.

Everyone who is involved in rugby, whether as a player, coach, parent, spectator, or volunteer, is expected to uphold the Core Values.

Our Full code of conduct can be found here: <https://harlowrugby.club/documents/>

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4. Club Structure and Contacts.

Harlow Rugby Club is run by an Executive Committee made up of dedicated volunteers who oversee the club's governance, operations, and long-term direction. Alongside them, a wider team of coaches, managers, coordinators, and support volunteers work together to ensure every part of the club runs smoothly—from safeguarding and player development to match-day organisation and community engagement. Understanding how these roles fit together helps you know where to go for support, how decisions are made, and how your contribution strengthens the team that keeps Harlow Rugby Club welcoming, safe, and thriving.

Executive Committee.

- **Club Chair, Paul Eynon** - provides leadership, oversees governance, and represents the club. chairman@harlowrugby.club
- **Vice Chair, Nichola Shambrook**- supports the Chair and steps in when required. Responsibilities include: Membership Experience, Events Manager, Membership Secretary, Data Officer, International Tickets vicechair@harlowrugby.club
- **Vice Chair, Steve Forman** -supports the Chair and steps in when required. Responsibilities include: Welfare & Safeguarding, Discipline, H&S (Facilities), Rugby Safe, Safeguarding, Volunteers.vicechair@harlowrugby.club
- **Club Secretary, Paul Adams** - manages administration, communications, and compliance. honsecretary@harlowrugby.club
- **Assistant Secretary/ Chair of Discipline Committee – David Eynon**
- **Treasurer, Gordon Reid** - oversees finances, budgeting, and reporting. finance@harlowrugby.club
- **Chair of Rugby, Vacant**- responsible for rugby strategy, coaching standards, and player pathways. chairofrugby@harlowrugby.club (Contact Paul Eynon in the interim)
- **Members Rep – Victoria Broad.** membersrep@harlowrugby.club
- **Members Rep - Rebecca Middleton.** membersrep@harlowrugby.club

Safeguarding and Welfare.

- **Club Safeguarding Officer (CSO), Mel White** — ensures the safety and welfare of all children and vulnerable adults. safeguarding@harlowrugby.club
- **JOCA (Just One Click Away), Tasha Stallman & Ross Ashcroft** - can provide expert advice from our network of experts such as financial, employment, substance abuse, family matters, relationships, sexuality and just about anything else you could need. JOCA is also able to refer to our own counsellor and therapist without the usual queues or costs. Harlow@jocarugby.co.uk
- **Rugby Safe, Rebecca Middleton.** membersrep@harlowrugby.club

Club Support

- **President, Alan Price** - president@harlowrugby.club

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- **Club Discipline, David Eynon (Discipline Committee Chair) -** disciplinerugbysafe@harlowrugby.club
- **Mini Chair, Craig Armstrong** - oversees junior rugby, coaches, fixtures, and parent engagement. minichair@harlowrugby.club
- **Youth Chair, Mex Clark** - oversees junior rugby, coaches, fixtures, and parent engagement. youthchair@harlowrugby.club
- **Women and Girls Chair, Kelly Smith** - oversees women and girls rugby, coaches, fixtures, and parent engagement. girls@harlowrugby.club
- **1st Team, Paul Tucker** - 1stxv@harlowrugby.club
- **2nd Team (Rams), Shane Evans** - rams@harlowrugby.club
- **3rd Team (Saints), Tasha Stallman** - saints@harlowrugby.club
- **Vets Team, Neil Boggas** - vets@harlowrugby.club
- **Facilities Manager, Taylor Harvey** — oversees Latton Park facilities, maintenance, and health and safety. enquiries@harlowrugby.club
- **Bar & Events Manager, Hayley Adams** — manages bar and events operations, staff, and match-day service. enquiries@harlowrugby.club
- **Membership Secretary, Linda Eynon** — handles registrations, renewals, and membership queries. membership@harlowrugby.club
- **Referee Coordinator, Dan Ricketts**— arranges referees for fixtures and supports referee development. referees@harlowrugby.club
- **Sponsorship Lead, David Straddling** — builds partnerships and manages sponsorship activity. sponsorship@harlowrugby.club
- **Ram Shack (Club Shop) -** clubshop@harlowrugby.club
- **Data Officer, Nichola Shambrook-** vicechair@harlowrugby.club

5. Support and Other Information.

Training

Below is a link to the training required and on offer for all the roles in rugby.

[Welcome to England Rugby Learning - Overview | Rise 360 -
https://share.articulate.com/OvzlySABw1LARtZOBQ5Vf](https://share.articulate.com/OvzlySABw1LARtZOBQ5Vf)

Please ensure you are registered on this online platform. Where the courses are free, please feel free to complete any required courses. Where the course incurs a fee, please speak with your section Chair to get approval **before making any booking**.

Volunteer Application and Self Declaration Form is available on
<https://harlowrugby.club/documents/>

Harlow Rugby Club Coaching Curriculum

We have a coaching curriculum available to help coaches plan the season please contact our Chair of Rugby for more details. chairofrugby@harlowrugby.club

Age Grade Code of Practice

The [Age Grade Codes of Practice](#) provide practical support and best practice to those delivering the Age Grade game.

The codes give practical advice on how to adopt a player-centred and holistic approach to rugby and support the application of Regulation 15. The codes cover a number of topics ranging from playing and training frequency to the grouping of players and key information on player welfare.

If you are involved with Age Grade Rugby, read and commit to the Codes of Practice.

Other Useful Information

Useful information can be found on our website <https://harlowrugby.club/>

- A list of Club Events - <https://harlowrugby.club/events/>
- Sign to our 300 Club by emailing: 300club@harlowrugby.club
- To contact the Ram Shack (Club Shop) email: clubshop@harlowrugby.club
- Sign up for Easy Fund Raising: <https://harlowrugby.club/easy-fundraising/>

6. Role Descriptions.

Below you'll find descriptions for a number of volunteer roles within the club. These outline what each role involves, the level of commitment expected, and who you'll be working closely with.

They are intended as helpful guides and can be adapted to suit your coaching team's availability, experience, and strengths.

We'll make sure you have the training and support you need to feel confident and effective in whichever role you choose to take on.

Roles:

- Lead Coach
- Coach
- Team Admin
- Team First Aider
- Additional roles could include running the line, water boy/girl, setting up respect roles etc, whatever jobs and tasks you need completed.



Lead Coach

Role description:

The Lead Coach ensures training and Matches are well planned and organised. Encourage and ensure that the Coaches have or are working towards their RFU Coaching Awards. Acting as a highly influential figure in players' lives. This is an exciting, rewarding and active way of taking part in the game and lets you have a direct influence on player performance.

Key aspects of the role:

- Oversee and lead training sessions
- Oversee the planning, deliver and review of safe, engaging and effective training sessions. Can be delegated as required to the coaching team.
- Act as a role model for rugby's core values and codes of conduct while developing individuals' skill, confidence and fitness
- Adopt a player-centred approach (refer to RFU information "Age Grade Rugby Code of Practice")
- Have a clear coaching and playing philosophy aligned to the wants and needs of every player
- Pitch/Training set up and risk assessment.
- Learning and development, work with the club coaching coordinator to continue and facilitate personal learning and development
- Encourage and ensure that the Coaches have or are working towards their RFU Coaching Awards.
- Attend briefings, debriefings, and training updates with the club's first aid coordinator to ensure consistent communication and review of incidents

What will you get from this role?

- Opportunity to act as a role model and inspiration to a group of young people
- Opportunity to be part of a community of volunteers
- Access to wider development opportunities and networks

Key relationships: Chair of Rugby, Coaching coordinator, Section Chair (Minis, Youth, Girls) team admin (your age grade and other age grades) , RugbySafe lead, Safeguarding officer

Time commitment: This will vary depending on where we are in the season but on average this role would require 1 to 2 hours planning plus training and games per week.

Other information:

- Volunteers will need to comply with the club & RFU Safeguarding Policies & Procedures.
- Clubs will focus on the activities that the individual will undertake when determining eligibility for a DBS check. Guidance can be found [here](#).
- Volunteers will need to agree to the club's code of conduct.



Coach

Role description:

Coaches are responsible for training the team in preparation for matches, acting as a highly influential figure in players' lives. This is an exciting, rewarding and active way of taking part in the game and lets you have a direct influence on player performance.

Key aspects of the role:

- Coach training sessions
- Assist planning, delivery and review safe, engaging and effective training sessions
- Act as a role model for rugby's core values and codes of conduct while developing individuals' skill, confidence and fitness
- Adopt a player-centred approach
- Have a clear coaching and playing philosophy aligned to the wants and needs of every player
- Learning and development, work with the club coaching coordinator to continue and facilitate personal learning and development
- Attend briefings, debriefings, and training updates with the club's first aid coordinator to ensure consistent communication and review of incidents

What will you get from this role?

- Opportunity to act as a role model and inspiration to a group of young people
- Opportunity to be part of a community of volunteers
- Access to wider development opportunities and networks

Key relationships: Chair of Rugby, Coaching coordinator, Section Chair (Minis, Youth, Girls) team admin (your age grade and other age grades) , RugbySafe lead, Safeguarding officer

Time commitment: This will vary depending on where we are in the season but on average this role would require 1 hour a week plus training and games.

Other information:

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- Volunteers will need to comply with the club & RFU Safeguarding Policies & Procedures.
- Clubs will focus on the activities that the individual will undertake when determining eligibility for a DBS check. Guidance can be found [here](#).
- Volunteers will need to agree to the club's code of conduct.



Team Admin

Role description:

The team admin represents the team to the club management, including the Chair of rugby, the fixture secretary and coaches. They are responsible for keeping the team in the loop on club requirements and passing on knowledge about the games and acting as a role model. Adding club briefing sessions and sharing wider club information.

Key aspects of the role:

Organise the dissemination of all match information

- Using SPOND make sure players, families and supporters know where they are playing and training each week
- Work with the coaching team to share information before matches with players/parents (as appropriate)
- Disseminating club information

Ensure the team kit is properly maintained

- Make sure the team has appropriate kit for matches, especially with mouthguards and safety studs
- Share responsibility for the kit to be washed between matches (where applicable)
- Ensure all kit is returned at the end of the season (where applicable)

Comply with appropriate player registration

- Liaise with relevant player registrar to make sure all players are registered with GMS before the first match, and hold the relevant paid membership with Harlow Rugby Club
- Ensure all relevant forms are submitted before matches, including electronic match cards if required
- The team complies with club guidelines

What will you get from this role?

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- Opportunity to hold a role that exemplifies the positive effect that rugby can have on people's lives
- Opportunity to be part of a community of volunteers
- Build a team of people to support you, the players and help them grow their social development. Integrating with the wider club.
- Access to wider development opportunities and networks

Key relationships: Data officer, membership secretary, player registrar, coach, Chair of Rugby, Coaching coordinator, Section Chair (Minis, Youth, Girls) team admin (your age grade and other age grades), RugbySafe lead, Safeguarding officer

Time commitment: This will vary depending on where we are in the season but on average this role would require approx. 2 hours per week.

Other information:

- Volunteers will need to comply with the club & RFU Safeguarding Policies & Procedures.
- Clubs will focus on the activities that the individual will undertake when determining eligibility for a DBS check. Guidance can be found [here](#).
- Volunteers will need to agree to the club's code of conduct.



Team First Aider

Key Responsibilities

Player Care and First Aid:

- Provide immediate first aid and injury management during training sessions, matches, and tournaments. Ensure player safety and assess injuries within your level of competence.
- Recognise and respond to medical emergencies, arrange transfers to medical facilities if necessary, and maintain communication with healthcare services
- Apply injury prevention techniques and raise awareness on safe practices, including concussion management, in line with RFU guidelines
- Ensure parents and guardians are engaged when their child / player is injured

Administrative and Safety Duties:

- Monitor and maintain first aid equipment, including kits and first aid rooms, ensuring timely replenishment and cleanliness
- Record and update players' medical conditions, injuries, and treatments confidentially, following GDPR and club safeguarding policies.
- Ensure serious injuries are reported promptly according to RFU regulations and club emergency procedures
- Contribute to the development and implementation of the club's Medical Emergency Action Plan (MEAP) and pitch-side care standards

Coordination and Communication:

- Liaise effectively with coaches, parents, team managers, and school/club medical teams as required
- Attend briefings, debriefings, and training updates with the club's first aid coordinator to ensure consistent communication and review of incidents
- Network with other first aiders across the club and assist each other
- Arrange cover when you are not available

Required Qualifications and Skills

- Current first aid qualification (preferably advanced or sports-specific first aid) and experience in delivering care at sporting events
- Ability to remain calm under pressure and take initiative during emergencies
- Strong organizational and communication skills to manage care, documentation, and coordination effectively
- Empathetic, reliable, and committed to player welfare

Time Commitment and Benefits

- Commit to attending all trainings, matches, and events covered by the club, typically averaging a few hours per week
- Stay up to date with mandatory refresher courses, certification renewals, and club first aid training