



Bowdon RUFC
Mini & Junior Section
Player's Welcome Pack
Season 2009/10

Chairman's Greeting

Welcome to Bowdon RUFC. If you are a new member, you have made an excellent choice, and to those who have renewed their membership, you have been missed.

As parents you will be keen to understand who we are and what we strive to achieve, so below I have explained a little bit about the club and what we stand for.

Bowdon RUFC is a 'traditional 'rugby club. We believe in playing hard, respecting the referee and rules of the game and most importantly having fun on and off the field.

The junior section is managed by volunteers, and the players coached by volunteers. We actively encourage parents to become engaged in the management of the club, and those with an understanding of rugby and who wish to get involved with coaching to take the necessary coaching qualifications.

Bowdon's ethos is to provide coaches that will engage with children at all levels of experience and ability. Children will progress from individual to unit and then team skills in a structure that takes account of the players' age, maturity and experience.

The junior section provides opportunity for young people between the ages of 6 (under sevens) through to under 19's. Age qualification follows the academic year and so year 1 are under 6's, year 2 under 7's etc.

The junior section has its own management structure, reporting to the senior rugby committee. The coaches and team managers are overseen by the director and assistant directors of rugby. Membership and subscriptions are coordinated by the Junior Secretary. Social, sponsorship, website and kit are dealt with by respective working parties /committees. Further information on the club structure is available on the club notice board (located in the clubhouse), or please contact myself or the Secretary.

I hope you find this welcome pack interesting and useful. If you have any specific questions on coaching aspects please visit the club and ask to be introduced to the coaches or team manager of the relevant age group.

Enjoy your rugby and membership of Bowdon RUFC.

Jim Nicholson
Chairman , Mini and Juniors

Bowdon RUFC Mini and Junior Section Subscriptions.

1 playing mini or junior member + family Membership.

Family Membership to include 1 Player under 18 and one parent who will have a voting right on behalf of the player and another parent with no voting right

£10 per month (£5 per month + £5 voluntary donation)

2 or more mini or junior members + family membership.

Family Membership to include 2 or more players and one parent who will have a voting right on behalf of the player and another parent with no voting right

£15 per month. (£5 per month + £10 voluntary donation)

The Subscriptions this year will cover the following:-

- Training on a Sunday all cost related to this including equipment. (except new shirts)
- All costs relating to away fixtures covered except for travel expenses.
- Match Fee's for home and away fixtures.
- Free post training and match food i.e. Hot Dogs and Drinks at Clay Lane.
- 50% discount for 1 player to take part in the Summer Camp Free in summer 2007 (Usual Cost £60 per person).
- Entrance fee's to all cup and tournament competition.
- Discount on Mini and Junior Merchandising.
- Preferential room hire for Mini or Junior members birthday parties.
- Free entrance to the Mini and Junior Christmas Party.

- Funding of the Trafford Youth Development Officer who actively recruits new players and promotes rugby in local schools.

Registration and Training

Please make sure that your child brings a towel, track suit or clean clothes and trainers to change into after the match or training session. We do not allow dirty kit to be worn in the club house or bar.

Home Games

It is important that parents read the following information regarding dropping off and pick up of your child / children. On a Sunday morning if we are playing or training at home it is the parent's responsibility to sign their child in and out of the club. Most age groups will take a roll at the beginning of every training session. After training, there will be a short trophy presentation for 'player/s of the week' and any messages to parents will also be communicated. The roll will again be taken to ensure all children are present. All the kids, will then be escorted to the club house where they will be given a hot dog and drink. Your child will be available to collect from the club at 12 Noon.

We encourage volunteer participation wherever possible and would encourage parents to volunteer in any way they feel they could help. If you would like to speak to someone about volunteering, please contact James Beazley, Secretary for Minis and Juniors on 07971 318 393.

Away games

It is the responsibility of the player's parent to drive their child to all away matches. Ample warning will be given to parents when we have an away game (via e-mail) and a map will be sent to ensure you arrive at the game in good time. Most matches will be no more than 30 minutes drive from Bowdon RUFC.

Fixtures

We will be hosting home matches and invited for away matches across the season. The season fixtures will be sent to you once confirmed. All teams will be entered into a number of tournaments including the Cheshire Cup, Manchester Festival and Wilmslow Festival. All fixtures and directions will also be posted on the website and will be e-mailed to all parents in due course.

Important Dates for your Diary

Annual General Meeting and Presentation Day
May 2010

Sunday 16th

Communication

All communication regarding mini and junior rugby will be done via e-mail with regular update on what's on via the website.

To assist all club volunteers if you are asked for information please return this within the time frame requested. This will make everyone's jobs a little easier

Volunteers

The club is run on an entirely voluntary basis. In order that we can provide facilities to promote community based Rugby we need volunteers covering a wide range of abilities.

If you are prepared to help out in any way be that from helping out in the Kit Shop or agreeing to be Secretary for the Mini and Junior section just let your child's coach know (remember Grandparents can help out as well!)

Kit Zone

The Club now runs its own kit shop, which is located in the clubhouse. Items not stocked at the club can be ordered and you will be notified when the items arrive.

Visit our web site for further details please go to www.therugbyclubshop.com to order Bowdon Rugby socks, shorts, training shirts, tracksuits and a host of other Rugby apparel.

Point of contact for the shop is Mr Simon Cosh.
Simon Cosh
The Rugby Club shop
Email:simon@therugbyclubshop.com
Mobile:07769 724737

Safety

SAFETY is of paramount concern to us at the club. There a few things we would appreciate your assurance on. Please ensure that boots have the correct kite marked studs fitted (if you are not sure you have the correct studs ask your coach). Incorrect studs will render a player ineligible to train or play. Studs can be purchased from all good sports outlets.

Mouth guards - it is strongly recommended that these are worn at all times during matches and whilst training for the Under 9's and upwards. These can also be purchased through www.therugbyclubshop.com or please seek advice from your dentist.

Medication, if your child needs to take regular medication (for example inhalers to treat asthma), please ensure they bring it with them if they need it. Coaches cannot be held responsible for administering any form of medication, but please notify them of any medical condition or otherwise that you think may have an impact on their training and participation in playing.

Catering & Bar

As last season catering will be available on Sunday mornings. Bowdon RUFC will provide each child that trains or plays in a match with a free Hot Dog (or equivalent) and soft drink .

Club Web Site - www.bowdonruffc.com

We would encourage you to use the website and any feedback you have on how we can improve the site then please feel free to send your suggestions to James Beazley, Secretary of Minis and Juniors on jamesbeazley@sixrecruitment.com

Subscriptions

Please complete your Direct Debit Mandate form on the day of registration or complete and return the week after. **If this has not been completed it will invalidate any insurances that the club has in place.** It is in the interests of all to ensure that they are set up straight away.

Please note, that if necessary , the club committee has the discretion to lower the subscription rate for persons who need assistance, in such cases please contact the lead coach for the age group.

This is inline with the aims of the club to promote youth rugby within our local area.

Hire of Club House/Ground

The bar and main function room is available for hire for Birthdays, Christenings and other occasions. The room can hold up to 200 people seated and is an excellent place to celebrate that special occasion. A discount will be given to all Mini and Junior members who wish to hire it. Ask behind the bar for details.

**This Seasons Coaches are listed below
(Please feel free to call and discuss any training issues you have)**

Age Group	Position Held	Name	Phone Number	email
N/ A	Chairman	Jim Nicholson	0161 928 0692	hutchinsonjane3@hotmail.com
N / A	Treasurer	Paul McKibbin	07971 172 593	paul.mckibbin@talktosps.com
N/ A	Secretary	James Beazley	07971 318 393	jamesbeazley@sixrecruitment.com
N/ A	Fixtures Sec	Nicola Graham	07799 690 340	Nicola.Graham@gmp.police.uk
N/ A	Registration Off	Jane Nicholson	0161 928 0692	hutchinsonjane3@hotmail.com
Under 7	Coach	Chris Bathurst Debbie Thomson (MGR)	07751 423 652	deb.thompson2@tesco.com
Under 8	Coach	Christian James Debbie Thomson (Mgr)	07751 423 652	deb.thompson2@tesco.com
Under 9	Coach	Jim Nicholson	0161 928 0692	Hutchinsonjane3@hotmail.com
Under 10	Coach	Stephen Harrison	07785 337605	stephen.harrison@alico.com
Under 11	Coach	Chris Ronan	07831 369912	chris.ronan@stjohnsbuilding.co.uk
Under 12	Coach	Tony Bennett	0161 445 8737	cilldalualkillaloe@yahoo.co.uk
Under 13	Coach	Neil Lewin	07799 111 446	neil_lewin@btinternet.com

Under 14	Coach	Tom Sloan	07967 452 636	Tom.sloan@vfsc.com

Policies & Forms attached

You will find in the sections following:

1. The Clubs Child Protection Policy
2. Code of Conduct for Parents / Carers
3. Code of conduct for junior players
4. Junior Club Rules
5. Volunteers form
6. Membership form for the new season
7. Registration & Medical consent form
8. Direct Debit Mandate Form

Child Protection Policy

The following procedures and guidelines have been adopted by Bowdon RUFC.

They have been adopted for three main reasons:

1. To ensure the safety of children and good practice of club operations.
2. To protect the interests of club members and coaches.
3. To comply with the requirements of The Children Act. (The Children Act (1989) became law in October 1991, and is a major piece of legislation affecting children, their parents and those who work with children).

Procedures and Guidelines

- The club has appointed a Child Protection Officer
- Only recognised coaches/volunteers and recognised/authorised visitors/parents/guardians will be permitted on site during training sessions/matches.
- Only officially appointed Minis/Junior Coaches will be permitted to control Bowdon RUFC activities whilst adhering to the following guidelines:
 1. Be professional and maintain the highest standards of personal behaviour at all times.
 2. Be aware of situations, which can be misconstrued or manipulated by others. For example, if the coach or official is alone with a child in the clubhouse, changing rooms or similar place, they are open to the possibility of allegations about their behaviour.
 3. Be vigilant and aware, of how actions can be misinterpreted.
 4. Not to appear to favour or show interest in one child more than another.
 5. Be very aware that physically handling a player, perhaps to help develop a game skill such as the tackle, scrum ruck or maul, can be misconstrued by an observer or even by the player.
 6. Never swear or use or respond to sexual innuendo.
 7. Design and use training methods and training programmes, which are wholly appropriate to the individual player.
 8. Ensure that, as far as possible, they are not alone when working with young players on an individual basis. If this is unavoidable then the parents should be made aware of the situation for the sake of the coach or official. This also means that children should not be alone in cars or homes with a coach/official on a regular basis. The presence of others is an insurance against false accusations.
 9. Conduct all dealings with children in a public environment in full view of others, in order that all behaviour can be observed.

10. On tours/trips away from home, ensure that another adult is always present when working with children. For example, another adult should always be present if a Child's room is visited at any time and the door should always be left open.
 11. Report any concerns within the area of Child Protection (physical, emotional, sexual or neglect), in confidence and without delay, to the Child Protection Officer or a responsible person who can give advice and recommend any necessary action.
 12. Not, at any time, discuss an allegation or suspicion with another person, other than the police, before either the above person or a responsible person has been contacted.
 13. When reporting an allegation or suspicion, record information, including relevant details (This includes the nature of the allegation, background information of the parties involved, the period of time to which the allegation relates and the degree to which the information is known to be fact rather than opinion or hearsay).
 14. At no time make comment to the media. The RFU Press Office should be made aware of any media interest in relation to child protection.
- All children under 8 years of age must be accompanied by a parent/guardian when arriving and leaving the Club unless written agreement is provided otherwise beforehand.
 - Every child must be checked in on the register when arriving.
 - No child is permitted to leave the site without parental consent during coaching sessions.
 - Children will not be released from the Club's facilities to anyone who is not recognised as the official collector of the child.
 - Equipment shall be suitable, child centred, and in good repair.
 - Accurate records shall be properly maintained for each child including details of names, address, telephone, emergency contact, details of health and necessary confidential notes.
 - Any personal details/information about any child will be kept completely confidential by the staff having access to it.
 - Details of all coaches/volunteers will also be kept on record.
 - All coaches/relevant volunteers will be checked by the Criminal Records Bureau.

Child Protection

As the provider of mini/junior coaching sessions and games all of our members and coaches have a duty of care to protect all children under their supervision from possible cases or causes of abuse.

Our members' and coaches main role in the protection of children will be:

- To be aware of the symptoms children may display if suffering from any form of abuse.
- To report any suspicion they may have about possible cases of abuse.

Child Sickness/Injury

If a child becomes unwell or is injured whilst under the supervision of the Club and it is the appropriate coach/relevant first aider's judgement that it is to that child's detriment to stay on site, the following procedure will be adopted:

- The child will be removed from activities that are likely to deteriorate their state of health.

- The relevant coach/first aider will contact the relevant parent/guardian
- The relevant coach/first aider will record all information about the incident on the Incident/Accident Report Form
- If the parent/guardian cannot be reached the relevant coach/first aider will ensure that the child is supervised until the parent/guardian can be reached.

Children Taking Medication:

- Children who take medication, of any nature, will be responsible for administering it themselves.
- Under no circumstances will any club member/coach accept responsibility for securing or administering a child's medication.
- Any medication that a child brings to the club must be labelled with the child's name.

Although these are 'rules' club members and coaching staff will be encouraged to use their common sense and decide when it would be appropriate to handle medication, e.g. a coach may hold medication such as inhalers while a child participates in physical rugby activities.

POLICY STATEMENT RELATING TO THE USE OF VIDEO/PHOTOGRAPHIC IMAGES

Bowdon RUFC recognises the need to ensure the welfare and safety of all young people in rugby union.

As part of our commitment to ensure the safety of young people if you do not wish rugby related pictures taken of you child please inform the team coach. Any pictures used in connection with promoting the club will require the consent of the Childs parent. The club will follow the RFU guidance for the use of images of young people and will take all steps to ensure these images are used solely for the purposes they are intended, which is the promotion and celebration of the activities of Bowdon RUFC.

Anybody becoming aware that these images are being used inappropriately you should inform Bowdon RUFC's **Child Protection Officer** – Peter Baldwin.

CODE OF CONDUCT

Code of conduct for Parents/Carers

- Encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.

Code of conduct for Junior players

- All players must play within the laws/rules and respect officials and their decisions.
- All players must respect opponents.
- All players should respect the directions of coaches at all times both for their safety and the safety of others.
- Players should advise coaches/team managers of their availability for matches/training.
- Players should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.

- Players must wear suitable kit for training and match sessions, as agreed with the coach/team manager.
- Show respect for the equipment and facilities provided by the club.
- Bullying of any description (physical, verbal or emotional) is deemed by the club to be unacceptable behaviour and should be reported to the coach/team manager in order that it can be investigated and appropriate action taken.
- Junior players must pay any fees for training or events promptly.
- Junior players are not allowed to smoke on club premises or whilst representing the club at competitions.
- Junior players are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.

Junior Club Rules

Bowdon RUFC is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with either The Chairman of the Mini and Junior section, Jim Nicolson or your Head Coach.

As a member of Bowdon RUFC you are expected to abide by the following junior club rules:

- All members must play within the laws/rules and respect officials and their decisions.
- All members must respect opponents.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members must wear suitable kit – Correct studs and Mouth guards are Mandatory – for training and match sessions, as agreed with the coach/team manager.
- Members must pay any fees for training or events promptly.
- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.

Mini & Junior Sections Volunteer Form season 2009/10

I would like to express an interest to volunteer / find out more information to help in the following areas:

Category	Tick If Interested
Coaching / Assisting	
Running Club Kit Shop	
Administration	
Sponsorship / Fund Raising	
Secretary	
Social Functions	
Junior Section Secretary	
Junior Section Press Officer	
Assistant Club Treasurer	

Name: _____

Phone Number: _____

E-Mail Address: _____

Child's Age Group: U7, U8, U9, U10, U11, U12, U13, U14, U15, U16, U17

Other Activities / tasks that you could assist with (painting, building etc.)

APPLICATION FOR MEMBERSHIP

Bowdon RUFC

E-MAIL: enquiries@bowdonruffc.com WEBSITE: www.bowdonruffc.com

TEL: 0161 980 8321

I wish to apply for membership of BRUFC Season 2009/10 (from 1st September 2009 to 31st August 2010)

TYPE OF MEMBERSHIP	Subscription and Donation	Type Req'd	NOTES
1 Player + Family (Complete Section A,B,C and D)	£10 / Mth		May be playing or non-playing. Players over the age of 21 on 1 st September 2009 must be Ordinary Members.
2 or More Players plus Family (Complete A,B,D and C)	£15 / Mth		Must be aged under 21 on 1 st September 2009. Please note that this type of membership is for the Junior Member only . Includes Mini, Junior or Senior rugby where Family Membership is not required.
Please complete the relevant parts of the form below, using CAPITALS			
Section A (Lead Person for Family Membership)			
Title:	Surname:	First Name:	
Address:			
Post Code:	Home Phone #:	Mobile Phone #:	
Email Address:			Work Phone #:
Status : <i>(delete whichever does not apply)</i>			
Section B (Spouse / Partner)			
Title:	Surname:	First Name:	
Section C (Parent Guardian U7 – U18)			
Title:	Surname:	First Name:	
Address:			
Post Code:	Home Phone #:	Mobile Phone #:	
Email address :			
Section D Children under 18			
Surname	First Name	D.O.B	Mini/Junior Team
			Under
			Under
			Under
			Under
Please complete the direct debit mandate attached . All payments to be collected on the 1st of each month commencing 1 month after the date of this application.			
I enclose cheque/cash for the total amount of £		(cheques payable to BOWDON RUFC Ltd.)	
SIGNATURE		DATE:	
Please return completed form and Direct Debit mandate with remittance to your Lead Coach for Mini & Juniors.			

Young Player Registration and Medical Consent Form

This form must be completed for all young players within the club. Please complete each section in BLOCK CAPITALS and return to your Coach.

Player Details (Sheet 1)		MEM #
Surname:	First Names:	DOB:
Home Address & Postcode:		
Email Address:		
Contact Telephone (Home)		(Mobile)
Ethnic Origin (Circle where appropriate):- Afro Caribbean / (U.K. European/Irish) / U.K.Asian / (U.K.Afro Caribbean) / Other European / Other		
School/Education Establishment Name & Address:		
Post code:		
Telephone Number:		
Medical Information:		
Doctors Name:		Phone Number:
Surgery Address:		
Does the Player named above have any medical conditions requiring treatment, including medication? Yes / NO. If Yes Please give full details using a separate sheet if necessary,		
Is the player named above allergic to any medication? Yes/No. If Yes Please give full details using a separate sheet if necessary,		
When did the player named above last receive a tetanus injection?(dd/mm/yy)		
Completing this section is not obligatory but Bowdon RUFC in the interest of child safety strongly recommends that you do so.		
Playing History:		
Previous Club(s)		
Representative Playing History (Please give dates etc. using separate sheet if necessary)		
Playing Position(s)(please circle as necessary):		
Tight Head / Hooker / Loose Head / Left Lock / Right Lock / Blindside Flanker / Openside Flanker / Number Eight / Scrum Half / Stand Off / Left Wing / Inside Centre / Outside Centre / Right Wing / Full Back		

Player Details (Sheet 2) for (Name of Player):	
Parent/Guardian Details	
Contact 1	
Surname:	First Name:
Relationship to Player:	
Address & Post code of Parent/Guardian (if different from above)	
Email address if different from above:	
Contact Telephone Home	Contact Telephone Mobile
Contact 2 (If Necessary)	
Surname:	First Name:
Relationship to Player:	
Address & Post code of Parent/Guardian (if different from above)	
Email address if different from above:	
Contact Telephone Home	Contact Telephone Mobile
Data Protection	
The information above will be held for registration purposes only and will not be made available to any person outside the Rugby Football Union.	
Declaration:	
I/We agree to my/our child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I/We also agree to this information being held on a computerised database and to be used only for the purposes of Bowdon RUFC.	
Parent/Guardians Full Name:	Signed:
	Date:
	Photos Attached Yes / No
Return completed forms to your coach along with TWO passport size photographs (Photos only required if details are for RFU registration – Ask your coach).	

INTRODUCTION SESSION – PERMISSION FORM

It is the policy of Bowdon Rugby Club to give every child a chance to come and experience the fun and enjoyment of rugby before committing to becoming a full member. Therefore, we offer all new starters two introductory training sessions before confirming if they would like to join as a full member. As such, we need to confirm permission from the parent or guardian for their child to train and play with the club.

I _____, as parent/guardian of

Agree that Bowdon Rugby Club, its coaches and any other authorised volunteers associated with the club will not be held liable for any injury or any other incident should it occur during two Introduction Sessions at the club. I warrant that I will disclose any condition, medical or otherwise, that may have an impact on my child's ability to play or train with the club, to the coaching and volunteer staff at Bowdon Rugby Club.

Signed _____

Date

Print _____
Parent or guardian

If after the first or second training session, you and your child wish to continue training and playing with Bowdon Rugby Club, we ask that a full Registration and Direct Debit Mandate Form be completed and submitted at the next training session. Without this, your child won't be covered by insurances and we have strict policies with regards to Health and Safety and appropriate coverage for all players and members.

With Thanks

James Beazley
Secretary
Minis and Junior Section



Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Bowdon RUFC
Clay Lane
Timperley
Cheshire
WA15 7AF

Service User Number

6 9 4 2 6 9

Name(s) of Account Holder(s)

Reference

Bank/Building Society account number

Instruction to your Bank or Building Society

Please pay FCC re Bowdon RUFC Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with FCC re Bowdon RUFC and, if so, details will be passed electronically to my Bank/Building Society.

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society
Address

Postcode

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit instructions from some types of account

DD12

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change FCC re Bowdon RUFC will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by FCC re Bowdon RUFC or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.