

OLD PENARTHIAN'S RFC

MINI & JUNIOR SECTION OPERATING GUIDE.

1. INTRODUCTION

This document represents an operating guide regulating the actions the Old Penarthians RFC Mini & Junior Section

Please note that this Operating Guide is intended to be gender neutral and that whenever a gender-specific term is used, it should be understood as referring to both genders, unless explicitly stated.

2. AIMS OF THE SECTION

The stated aims of the M&J section are:

- To promote the teaching and playing of the game of rugby football in accordance with the rules of the WRU Pathway and the World Rugby Laws of the Game (all age groups).
- To provide an enjoyable, safe, suitably resourced, welcoming environment for all children wishing to learn and play the game of rugby union.
- To concentrate on enjoyment and the development of skills where results are of secondary importance. Priority to develop each player's maximum potential, including personal and social qualities by deliberately boosting the confidence of all players within an equal, fair and inclusive environment.
- To promote the 'spirit of rugby'. This recognises and rewards effort, as much as achievement, and encourages enjoyment, teamwork and respecting the efforts of others
- To adhere to the rules and regulations of Old Penarthians RFC (referred to as the Senior Club)

3. CLUB COLOURS

The Club colours shall reflect those of the Old Penarthians RFC senior XV's. It is intended that the colours and patterns of the kit are consistent throughout the Club

4. AFFILIATION

Old Penarthians Minis & Juniors are affiliated to:

- Old Penarthians RFC (OPRFC)
- The Welsh Rugby Union (WRU)
- Cardiff & District Rugby Union (CADRU)

The Section will adhere to all policies and procedures which are mandated or recommended by the WRU, CADRU and any other appropriate governing bodies.

5. COMMITTEE

The committee of the M&J Section are comprised of volunteers. The core committee is made up of the following officers:

- Chairman
- Fixture Secretary
- Registration Secretary
- Club Safeguarding Officer
- Club Coaching Coordinator
- A representative of each of the age group teams

The committee are responsible for the administration and management of the M&J Section. Any decisions taken by the committee will be by majority vote.

The quorum for making decisions is five committee members. In the event of a split decision the Chairman (or his deputy) shall have the casting vote.

6. APPOINTMENT OF COMMITTEE

The outgoing Committee of the M&J Section shall decide at their meeting in July who shall be appointed to the positions of Chairman, Registration Secretary and Fixture Secretary.

All appointments will be referred to the Management Committee of the Senior Club for their approval at their August meeting. The Senior Club will have the power to refuse approval and to nominate an alternative person (persons) to be responsible for the administration of the M&J Section.

The Club Safeguarding Officer shall be appointed by the Senior Club in accordance with WRU policy

7. DELEGATE TO ATTEND SENIOR CLUB MANAGEMENT MEETINGS

The M&J Section shall be represented at the Senior Club Management meetings which are held on the first Thursday of each month. The representative shall be nominated by the M&J Section committee at their July meeting.

The representative will report to that meeting on the progress of the M&J Section during the month prior to the meeting and advise of any relevant matters that may be arising in the future. The representative will report back to the M&J Section all relevant information appertaining to the management of the Senior Club and the M&J Section

8. MEETINGS

The Committee shall meet formally in August, November, March, May and July at the clubhouse of Old Penarthians RFC. The meetings will be arranged and publicised at least two weeks in advance.

The purpose of the July meeting will be to appoint the officials for the following season and to nominate the representative of the M&J Section who will attend the Senior Club Management meetings. The July meeting will be held at least three weeks before the advertised date of the Senior Club Annual General Meeting.

Other meetings may be held at the discretion of the Chairman to discuss the organisation of the M&J Section

Each age group is encouraged to have one representative from their age group at the meetings to assist in the running of the Club and communication of the decisions taken to their age groups.

The meeting will be chaired by the Chairman. In his absence, the meeting will be chaired by a person appointed by those in attendance

Minutes of the meetings will be taken and distributed to the Committee members and age groups following the meeting.

9. MEMBERSHIP

Membership of the Club is open to all children between the ages of 4 and 17 as at the 1st September of each season.

Where possible, it is the intention of the club to run squads in each of the following age groups:

Development : Intended for children who have reached the age of 4 and are in a school reception class.

Minis : Under 7, Under 8, Under 9, Under 10, Under 11, Under 12

Junior : Under 13, Under 14, Under 15, Under 16

If there is sufficient interest the Club will also promote girls' rugby teams across mixed age ranges

10. SUBSCRIPTIONS

The annual subscription becomes due on the first Sunday in September when the season starts. The rate of subscription will be agreed by the Management Committee of the Senior Club and will be reviewed annually.

The annual subscription shall be charged per player for one year and provides a Membership to the Old Penarthians Social Club for one parent. If more than one child from a family is engaged in the playing of rugby then a reduced subscription for a second or subsequent child will be applicable.

The annual subscription for a player will be waived if the parent is involved as a coach, referee, helper or administrator. The appropriate membership subscription for the Old Penarthians Senior Club or Social Club for the adult will still be applicable.

For special cases, the Committee will consider the option to waive full or part payment of the subscription where it is considered that the child's family may have reduced means and enforcing payment would prevent the child learning and playing the game.

For new players joining after 1st January of a given season, a reduced rate may be made available at the discretion of the Registration Secretary and as approved by the Committee.

The responsibility for the collection of the subscription will lie with the organisers of each age group. The subscriptions collected will be passed to the Treasurer of the Senior Club. At the same time, the name of the player and the parent to be admitted as an Old Penarthians Social Club Member shall be passed to the Membership Secretary of the Social Club.

11. CHILD PROTECTION

The Club will have a volunteer Club Safeguarding Officer (CSO) and at least two members of the club, one of whom is a qualified WRU coach, will have attended formal child protection training.

The Club will follow the current WRU Safeguarding Children and Adults at Risk Policy which is available on the WRU website and is freely available to all parents and children. A copy of the document is available for viewing from the CSO upon request.

All coaches, helpers and club officials that have contact with children as part of the Club are to have the recognised requirement/s for the safe recruitment of WRU Volunteer Workforce at that time. Currently this is a Disclosure and Barring Service (DBS) A DBS carried out for any organisation except the WRU is not acceptable. A disclosure application form must be submitted through the WRU.

Any child protection issue to be raised by a concerned person should be submitted directly to the CSO who will liaise with the WRU Safeguarding Advisor. Any poor practice in relation to child protection shall be dealt with in accordance with the WRU Case Management System – Club Procedures for Managing Cases of Poor Practice

12. COACHING

Each age group will be run (whenever practical) by one or more WRU Qualified coaches. Qualification will be by attendance at an approved, and appropriate to the age group, WRU Coaching course. The Club will fund the training courses for volunteer coaches.

13. REFEREEING

It is the aim of the Club for each age group to have a coach or parent who has attained a refereeing qualification. Qualification will be by attendance at an approved WRU refereeing course. The Club will fund the training courses for volunteer referees.

14. INSURANCE

Appropriately qualified coaches and referees will be covered by Public Liability Insurance arranged through the WRU.

15. FIRST AID

It is the aim of the Club for each age group to have a coach or parent holding a current, relevant first aid qualification in attendance at all training sessions and matches.

16. CODE OF CONDUCT

The Club will follow the WRU published Codes of Conduct for all coaches, officials and volunteers working with young people, players and spectators. All new players (and their parents), coaches and officials will be provided with a copy of the Codes of Conduct

Any breach of the respective Code of Conduct will result in appropriate disciplinary action being taken by the Committee.

17. DISCIPLINE AND APPEALS

All complaints regarding the behaviour of Members should be submitted in writing to the Chairman of the M&J Section and the instances will be reported to the committee of the Senior Club for their attention in line with their disciplinary procedures.

Any disciplinary issue relating to a Mini or Junior Player, who has been sent from the field of play, (Red Card), or who has been reported for inappropriate behaviour by a Coach, will be dealt with by the M&J Disciplinary Committee. This Disciplinary Committee will be chaired by the Chairman of the M&J Section and will include the team coach, and the CSO. If the player is present they must be accompanied by a parent or guardian. If there is no clear majority for a course of action then the Chairman will have a casting vote.

The Disciplinary Committee will have the power to take appropriate action to deal with the incident. If this action is to ban the individual from playing for more than 6 weeks or to recommend suspension or expulsion from the Club then this decision must be ratified by the Committee.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.

There will be the right of appeal to a meeting of the Chairman of the Senior Club, the President of the Senior Club and the Registration Secretary of the M&J Section, ("the Appeals Committee") following disciplinary action being announced. The Chairman of the M&J Section will attend the Appeals Committee meeting to present the views and decision of the Committee. The Appeals Committee will be chaired by the President of the Senior Club. Decisions of the Appeals Committee will be made by simple majority and in the case of a split decision the President of the Senior Club will have a casting vote.

The Appeals Committee should consider the appeal within 21 days of the Chairman receiving the appeal. The Chairman should communicate the outcome of the appeal to the individual(s) concerned within 14 days of the appeal hearing. The decision of the Appeals Committee will be final.

18. DISSOLUTION

A resolution to dissolve the M&J Section can only be passed at an AGM or EGM of the Senior Club through a majority vote of the membership.

In the event of dissolution, any assets of the M&J Section that remain will become the property of Old Penarthians RFC