



Northwich
Rugby Union Football Club
-the community rugby club for Mid Cheshire

**Accreditation Project
Reference document**

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Reviewed & Approved by :-

Sam Naylor	Club Chairman
Ron McLaverty	Club President
Dave Sargeant	Club Secretary
		Signed	Date



Introduction

Northwich Rugby Union Football Club (NRUFC) is a very active sports club in the Mid Cheshire area. It is eager to raise the quality of the rugby experience for the young people that take part in its activities and wishes to gain recognition with the Rugby Football Union that it is working towards the highest standards. It has therefore decided to gain accreditation using the Active Sports Accreditation scheme in order to earn the 'Clubmark' seal of approval.

This document is intended to be a reference document, which will incorporate all the relevant material and certificates which will be later submitted separately to support the 'Clubmark' assessment.

This document has been prepared by the Junior section of Northwich RUFC, but in line with club procedures has been reviewed and approved for use by the Club as a whole after submission to the Senior committee and Annual General meeting.



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Club Background

Club History

Northwich Rugby Union Football Club (NRUFC) is a very active and energetic club based at the Moss Farm Sports Complex in Northwich. We support and promote the sport of Rugby Union throughout Cheshire in particular in the Vale Royal area of Mid Cheshire and regularly run 4 senior teams, Colts and have a very successful Junior section. Our senior teams and Colts play in the Lancashire & Chester League 1, all teams playing a high standard of rugby against clubs in Cheshire, the Wirral, North Wales, Merseyside, Staffordshire, Greater Manchester and Lancashire. We also work closely with Vale Royal Council and Sport Cheshire to promote sports and health in the Vale Royal community. The club was originally formed in 1964 by a group of local rugby enthusiasts and currently boast a playing membership of nearly 250 players of all ages including a growing contingent of girls. The Junior section was formed in 1990 to introduce, train and develop both boys and girls to the great game of rugby, with the emphasis on teamwork, fitness and sportspersonship so that the best is brought out of them individually and collectively as a team and a club. Members of Northwich Junior teams regularly play at representative level for Cheshire and North of England.

RFU Questionnaire

In line with RFU guidelines the club completed the RFU club questionnaire in February 2002. This was approved by the club committee and subsequently published to the RFU web site. The completed questionnaire has been reproduced from the web site and included in the attached appendices.



Duty of Care (section 3.2)

Child Protection Policy

During 2001 (season 2000-1) the Junior committee undertook a review of the club policies using the RFU Child Protection policy as a guideline. The result was a revised club 'Code of Conduct'. This document was approved by the senior committee and then distributed to all coaches. The content of the document was further discussed at regular committee meetings.

A further recent review (season 2002-3) was carried out as a number of new coaches had joined the club. This recommended that all coaches take time to read the RFU policy in full and complete a copy of appendix II, returning the completed forms to the club Child Protection officer. Thus ensuring the club's records are fully up to date.

In the event that a new coach joins the club, he or she is advised of the Child protection issues and provided an information pack including a copy of the Child Protection policy.

Child Protection training

The following club members have attended Child Protection courses run by Sport Cheshire :-

Phil Clarke	ClubMark Co-ordinator/Chief Coach	December 2001
Trevor Rawling	Former Junior Chairman	December 2001
Paul England	Junior Coach	December 2001

Furthermore all the current club coaches have attended Level I RFU coaching courses which include presentations covering Child Protection issues.

Sport Cheshire will be running further courses during 2003 and it is the club's intention to ensure that all remaining active junior coaches attend a Child Protection course before the start of next season (2003-4).

Code of conduct

The club code of conduct is provided to all coaches as described above. A copy is attached in the appendices.



First Aid equipment

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Club Accident procedures

The club regularly reviews its accident procedures and have recently generated revised procedures in conjunction with the staff at the Moss Farm centre. A copy of the procedure is attached in the appendices.

Players Medical conditions

Through the club's Junior Player registration form (copy attached in Appendices) all parents and/or guardians are asked to provide any relevant information about an individual player's medical condition.

Once registration forms are collected (at the beginning of each season) details are entered into a player database by the Junior Section secretary. Team contact sheets (examples attached in the appendices) are then produced for each age group and distributed to the relevant coaches. These team sheets highlight any medical condition that was noted by the parent or guardians on their original registration form. In turn the coach is encouraged to speak to any parent for further information about any condition or medication as appropriate.

Contact list of parents/carers

As described above all player contact details including parent emergency contact numbers are included on team sheets generated by the Junior Section secretary.



Playing Programme (Section 3.3)

Coaching & fixture list Junior Section

Since the formation of the Junior Section, NRUFC have developed a wide ranging fixture list and event programme, playing against clubs and in tournaments in the Greater Manchester, Cheshire, Merseyside, Wirral and North Wales areas. A copy of the Junior Section fixture list for the 2002-3 season and recently formulated 2003-4 season are attached in the appendices.

Coaching Awards

The club plans to introduce the RFU Proficiency award scheme next season (2003-4). Coaches will be briefed on the scheme during committee meetings or focussed sessions before the end of the current season.

Coach Database

A document containing a record of both the current and former coaches qualifications and course attendance is maintained by the Head Coach. A copy of this document is attached in the appendices.

Coach Job Description list

The club is presently reviewing the material produced in the existing Code of conduct document and will be considering using it to create separate Job description documents. A Head coach job description is attached in the appendices.

RFU Insurance

The club has the mandatory RFU player's disability and death cover with Marsh Rugby. A detailed copy of policy is available via the RFU. Completed forms requesting cover as well as Marsh's own brochures are attached in the appendices.

Player Coach Ratio

The club currently has 16 qualified volunteer coaches regularly working with players in the Junior section. There are currently 162 registered players in the Junior section making a player:coach ratio of approx 10:1.



Venue Assessment

NRUFC currently use facilities at the Moss Farm Recreation Centre. The Moss Farm centre is owned, managed and maintained by Vale Royal District Council (Current Manager -2003 - Paul Ashley). NRUFC work closely with the resident facility management team and have a leasing agreement with Moss Farm that sets out the services and space allocation required by NRUFC. This lease agreement is reviewed every year. A copy of the current season's agreement is attached in the appendices.

Under the terms of this agreement Moss Farm is responsible for the maintenance of the grounds to the highest standards. Moss Farm is for example a 'no dogs allowed' area, and Moss Farm staff regularly patrol the grounds for litter, broken glass and stones that can be left in the playing zones. A copy of their daily routine 'rota' is attached in the appendices to give an idea of the quality of site care, as well as a map of the grounds indicating pitch location and site amenities.

A further NRUFC venue assessment form is attached in the appendices which is used to regularly assess and control the use of specific Moss Farm facilities intended for matches or training each Sunday.



Sports Equity & Ethics (Section 3.4)

Club constitution

A copy of the NRUFC club constitution, revised at the Annual General meeting in 2000 is attached in the Appendices. To reflect the growing Junior Section of the club and the accreditation process the club has extended the formal senior club rules to include procedures and guidelines for the running of the Junior section. These are also attached in the appendices.

Equal opportunity procedure

NRUFC is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

"Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society".

The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status. The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

'A Club for all' certificates

Trevor Rawling (former Junior Section Chairman) has attended 'A Club for all' workshop. A copy of his attendance certificate is attached in the appendices. The current Junior chairman is scheduled to attend a workshop in January 2003.



'Equity in your coaching' certificate

The following club members have attended the 'Equity in your coaching workshop. Copies of their certificates are attached in the appendices.

Trevor Rawling Former Junior Chairman April 2001

Phil Clarke Head Coach April 2001

Sports Cheshire are running further workshops during 2003 and all remaining coaches will be encouraged to attend before the start of next season (2003-4).

Code of conduct

The club has formulated a 'Code of Conduct' which is distributed to coaches and reviewed at regular committee meetings.

Rules for children

NRUFC is fully committed to safeguarding and promoting the well being 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, be open and share any concerns or complaints that they may have about any aspect of the club with the Junior Section Chairman.

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

- All members must play within the rules and respect match 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 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.
- Junior members should not use bad language.

In addition to these rules a 'Code of conduct' for Parents has been drawn up. A copy is attached in the appendices.



Club Management (Section 3.5)

RFU Entry

The club completed the RFU questionnaire during February 2002. The approved copy was submitted to the RFU and was published on the web site. NRUFC are registered as Club 446.

Public Liability Insurance

As described earlier NRUFC use facilities at Moss Farm provided by Vale Royal District Council (VRDC). VRDC have public liability insurance cover for all activities at the Moss Farm site. In addition NRUFC take out further public liability insurance with AXA Life Assurance. A copy of the certificate is attached in the appendices.

Club membership details

Communications details

Active Sports contact

Schools contact

Development & outreach programme

NRUFC work extensively with both junior and senior schools in the Vale Royal area. This actively extends to providing coaching support to senior schools like Hartford High School and Weaverham High School as well as regular Tag Rugby coaching to over 12 junior schools across Northwich including Hartford Manor School, Comberbach School, Antrobus School, Weaverham Forest School and Hartford Riddings Lane School.



Youth Development Plan (Section 4.1)

Northwich RUFC Club Strategic Development Plan

During 2002 NURFC formulated an overall Club strategic development plan with the aim of developing and extending the club. A number of objectives were agreed to include development of the both the Senior and Junior sections of the club. A detailed description of the clubs visions and objectives is contained in this document (copy attached in appendices).

The following strategic objectives, agreed in the plan, are relevant to the Junior Section and in effect form the core of the Junior Sections Youth development program.

Recruitment - To continue to develop our Junior Section and recruit more effectively so that all ages are filled.

Womens Rugby - Develop a Female section for Girls 12-16 and Women.

Community Rugby Club - Become the leading Community Rugby Club in Mid-Cheshire



Appendices



RFU Questionnaire



RFU Child Protection Policy



Child Protection Training Certificates



Code of Conduct for coaches, administrators and referees



Code of Conduct & child safety policy for coaches, referees & administrators

1. Introduction & background

NURFC has a successful and thriving Junior section covering boys and girls from under 7 years to 18 years. The club accepts that it has a responsibility to be continuously aware of the safety of the young players when they are involved in club activities.

This code of conduct & Child safety policy are designed to ensure full awareness of the issues and risks and to ensure that all adults involved with NRUFC Juniors make every effort to protect our young players.

2. Objectives of the Junior section

NRUFC Junior section has the following aims and principles :

- To introduce young people to the game of rugby & to teach them its skills and laws
- To provide a safe environment for them to learn, train and play the game.
- To develop a sense of fair play and good sportsmanship by example.
- To make being a player at NRUFC fun and enjoyable.
- To develop adult players and/or life-long supporters of the game

3. Child safety co-ordinator

In accordance with the recommendation of the RFU, NRUFC has appointed a Junior Section Child Safety co-ordinator.

This is Colin Naylor. Besides being a past captain of NRUFC, Vice Chairman of NRUFC Junior Section and an experienced Junior coach, he is also a former Inspector in Cheshire CID.

The primary responsibilities of this role are:

- To ensure all coaches have and understood the club's policies and procedure regarding child safety.



- To maintain the registration of coaches and to take up references or vet coaches as necessary
- To act as key contact person in the event of an 'incident'.
- To ensure recommended processes are followed.

4. References

Full reference has been made to the published RFU guidelines on child safety in preparing this policy document and the Coaches Code of Practice.

5. Child Safety Policy

NRUFC believes that taking part in sport should be a positive, development and enjoyable part of children lives.

We want to ensure, as far as is possible that our junior members are protected and kept safe from physical, sexual and emotional harm while they are with the Club's coaches, helpers and other volunteers.

To do this we have the following aims.

- All lead coaches for each age-group will become qualified to RFU Preliminary Award level
- All coaches will keep up to date with changing Rugby, coaching and child protection issues
- All coaches will be given a copy of this policy & code of conduct
- All coaches will complete the RFU coaching Registration form in full

All coaches will promote fair play and work strictly within the spirit of the laws of rugby and the RFU continuum for Mini, Midi and junior rugby. Wherever possible the coaches for age groups Under 7 to under 12 will include a woman (preferably the mother of a young player)

We will keep written records of registration, accidents and safety issues. The safety of the children will take precedence over all other issues. All coaches and parents will be made aware of the RFU 'RU Safe in rugby' programme. We will identify a person to deal with all concerns about physical, sexual or emotional abuse with the Junior section.



6. Coaches code of conduct for junior rugby

Any coach working with young players with NRUFC is part of a structure which has many stakeholders and as such he/she has responsibilities to all of them :-

E.g. The club, the RFU The parents, The opposition, the game

This code has been written to remind or inform all junior coaches, referees and other club personnel of those responsibilities and the minimum standards of behaviour commensurate with fulfilling them. Each season every season every coach active in the junior Section will be called on to confirm that they have read, understood and intent to abide by this code.

6.1 Treatment of Players

Rugby is only part of player's lives. Recognise this and allow for it in your demands and expectations of them.

Treat games against other clubs as lessons and opportunities to learn, not as tests.

Rugby is for everyone and NRFUC is for everyone. Do not rely on star players never have 'favourites' or make any players feel unwanted or a spare part. Share your time and effort equally with all players.

Never belittle or ridicule a player. Make every player feel valued and respected and build the self-esteem of all players

Use only positive feedback in coaching and game situations

Respect loyalty by players and be loyal to them. Don't dump regular and committed players because some new player has arrived however good they are.

Find out what makes each player 'tick' and motivates them. Be sensitive to changes in behaviour and mood.



Learn the facts about child development and the different physical, intellectual and emotional capabilities of the children you work with.

Never bully or victimise a child in any way and do not tolerate among the players

Remember young players develop at different rates. Today's poor player may be tomorrow's star - and today's star may fade.

Rugby is a potentially dangerous game which relies on each participant playing it in a spirit of mutual respect. Teach the players you work with the meaning of 'fair play' and set them a good example.

Rugby works best when sides are evenly matched. Insist on mixing and matching in ill-matched games.

A lot of thought went into the design of the Continuum. Understand it and fully abide by it - you have no choice it is part of the laws of the game.

Learn the laws and learn to referee - fairly.

Teach players, by your own example to respect the referee - Always

Insist on parents setting a good example in all aspects also. If they do not, ask them to leave.

Remember the physical limitation of your players

- Never over-play young players

- Never play an injured player

- Never over train young players

- Never force a player to undertake something he is not capable of or is frightened of

- Always respect the children in your care.

Playing enjoyable and safely and learning are more important than winning at all costs.



6.2 Conduct while Coaching

When you call yourself a coach or referee you apply to join an elite. When others call you a coach or referee you have been granted membership! You owe it to yourself and all other coaches and referees to behave as a coach or referee.

Always look like a coach. Always act as a coach

Start on time and finish on time. This will encourage players and parent also.

Plan every session

Plan every season

Do not drink alcohol before or during sessions

Do not smoke during sessions

To be a coach stay in touch with up to date information on coaching and rugby issues

You are responsible for the safety of the young players you work with :

Mark out a safe area to work and keep it safe. Make sure all equipment is safe and in good repair

Never join in with contact drills and games - you are too big and too hard you will break them

Don't encourage players to play or train on an injury. Refer injured players to their doctor or sports injury clinic

Do not put yourself in a position where you could be suspected if or accused of physical or sexual abuse of any child associated with this or any club. Use a separate changing room from the players never been alone with individuals behind closed doors and never 'get in the bath with the boys'.

Tell yourself, the players and the parents that winning and losing are only the by-products of relative performance. We are there to teach and learn rugby, to strive to improve and above all to enjoy playing our great game. - no more!

Remember that in the eyes of the law young players under 18 years old are still children and must be respected as such for example



Never play a child above his age group especially not in senior rugby without the express (preferable written) consent of the parent or guardian.

Buying alcohol for minors is illegal and can be a form of child abuse. Do not do it - leave it to the parents if that is what they want.

6.3 Working with Parents

Parents can play a key role. Make them aware of what is expected of you as a coach and NRUFC as a club and encourage them to be supportive and adopt the same attitudes 'on the touch line'.

Involve parents and keep them informed. Encourage them to help in training sessions and match preparations but insist that you are in charge of proceedings.

Be available to give honest and fair feedback on what is happening and the reasons for it - particularly with team selections.

Where players can work on individual skills on their own away from the club, take time to explain the skill or drill and the key coaching points to parents who are willing to assist their child.

Never tolerate unacceptable behaviour or language from parents particularly during matches. If necessary remind them that referee are empowered to ask them to leave.

Remind parents that NRUFC is only responsible to their children during training sessions and matches and for a short while after matches. It is the parent's responsibility to ensure their children arrive and leave safety from the club before and after sessions.

KEEP IT PROFESSIONAL, FAIR, SAFE, FUN



Code of Conduct for parents/carers



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.
- Help 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.



Accident Procedure



Sports Injury Reporting Procedure in Association with Moss Farm Recreation Centre

Moss Farm Telephone Number 01606-79987

1. It is the responsibility of the Northwich RUFC coach to report any injury to a player, spectator, supporter etc from the game they are with to the duty staff at *Moss Farm Recreation Centre*. Moss Farm staff can be found in either the *General Office* or the *Social Centre Reception Area*.
2. The duty staff can administer first aid if necessary and will ring for an Ambulance.
3. If an Ambulance is called for by a member of the public the duty staff still need to be advised of the injury and also that an ambulance has been requested.

4. The Northwich RUFC coach or delegate will need to gather the following information:

Injured Party:	Name
	Address
	Contact Number
	Parent or Guardian if a junior
	Details of the incident/accident

If a junior	Above Details of the Club coach
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These details will be required, as a formal record needs to be kept at Moss Farm.

5. Obtain as much information about how the injury happened, as this will help the first aider/ambulance personnel.



Registration form & example Team sheets

Northwich Rugby Union Football Club - Accreditation Project Document



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Christian Name	Surname	Address 1	Address 2	Town	Postcode	Tel #	Mobile #	Email	DOB	Regis Y/N	Paid Y/N	Medical
Henry Anthony	Chambers	113 Shipbrook	Rudheath	Northwich	CW9 7HG	01606 44944	07798 701782		29/07/1988	Y	Y	Slight Asthma associate
Howard	Green	1 The Paddock	Hartford	Northwich	CW9 1NQ	01606 783324			20/09/1987	Y	Y	Hayfever
Phillip	Jones	Shipbrook Hill	Wharcton	Northwich	CW9 7RH	01606 49151			28/03/1988	Y	Y	
James Timothy	Pilling	9 Chipstead	C Hartford	Northwich	CW9 1ST	01606 77445		pennypilling@	13/05/1988	Y	Y	
Michael	Preston	9 Atholbrae	C Riverside	Gar Northwich	CW9 1EA	01606 724001			18/01/1988	Y	N	
Joel David	Shields	46 Burnside	V. Winnington	Northwich	CW9 4XS	01606 79074		liam@valrusd	15/04/1988	Y	Y	
Jonathan	Shields	10 Westgate	L. Great Budwor	Northwich	CW9 6HJ	01606 891998			09/11/1987	Y	Y	
Ben	Walton	159 Cromwell	Winnington	Northwich	CW9 4BK	01606 74866			29/02/1988	Y	Y	Asthma & Hayfever - us
Matthew	Waters	8 Favens Leap	Delamere Park	Northwich	CW9 2UF	01606 889665			14/05/1988	Y	Y	
Edwin	Naylor	21 Cedar Drive	Bamton	Northwich	CW9 4NA	01606 79578		nonenraylor@	12/12/1987	Y	Y	
Joe	Baker	23 London Road		Northwich	CW9 8AQ	01606 46276			03/03/1988	Y	Y	
Alexander	Fletcher	4 Downs End		Knutsford	WA16 6BQ	01565 634491			26/08/1986	Y	Y	Asthma
Michael	Bradley	Silverdale		Norley	WA6 8LJ	01928 788574			28/08/1988	Y	N	Asthma
Joel David	Rossall		Sandway	Northwich		01606 882278			04/02/1998	Y	Y	
Summary		Registered	Paid									
		14	12									

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Christian Name	Surname	Address 1	Address 2	Town	Postcode	Tel #	Mobile #	Email	DOB	Regis Y/N	Paid Y/N	Medical
Robert William	Batey	7 Devon Close	Cottage Garde	Middlewich	CW10 9GT	01606 738286	07808 097144		30/06/1993	Y	Y	
Melissa	Beesley	10 Haneswood	Close	Winford	CW7 2TP	01606 550314	07971 641554	wendy@beesl	10/01/1992	Y	Y	Asthma
Kieran James	Bemington	Catsdough Lc	Grange Lane	Winford	CW7 2PS	01606 861377		cats.dough@	08/10/1992	Y	Y	
Neve	Jones	11 Haneswood	Close	Winford	CW7 2TP	01606 892494	07755 382 649	konsko_uk@	30/04/1993	Y	Y	
Jordan	Raid	3 Bramhallis	P. Anderton	Northwich	CW9 6AH	01606 872199		david.g.raid@	11/02/1993	Y	Y	Rayners Disease - poor circulation - ifz
Mark	Stone	44 Kingsway		Northwich	CW9 5RH	01606 44323		stone.garden@	11/04/1993	Y	Y	
Katie	Stone	44 Kingsway		Northwich	CW9 5RH	01606 44323		stone.garden@	27/04/1991	Y	Y	
Jamie David	Sweeney	26 Bollington	Avenue	Northwich	CW9 8SB	0797 149833	00797 149833C	davesweeney@	07/07/1993	Y	Y	
Oliver Philip	Townend	6 Tall Trees	C Hartford	Northwich	CW9 4YA	01606 783288			30/04/1993	Y	Y	Mild hayfever sufferer
James Christ	Minton	11 Westbrook	Kingsley	Frodsham	WA6 8EA	01928 788979			14/07/1993	Y	Y	Dyspraxia

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Fixture Lists



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NORTHWICH RUGBY UNION FOOTBAL CLUB							
JUNIOR FIXTURES 2002-2003							
DATE	U16's		U15's		U13's		U8's-U12's
01/09/2002	*****Registration Day*****						
08/09/2002							
15/09/2002	Caldy	H	Caldy	A	Caldy	A	Sandbach
22/09/2002	Wirral	A	Wirral	H	Wirral	H	
29/09/2002	Omskirk	H	Congleton	H			Congleton
06/10/2002	Lymm	H					Wirral
13/10/2002			Stockport	A	Stockport	H	
20/10/2002	Oldershaw	A	Whitchurch	A	Whitchurch	H	Wilmington Bk
27/10/2002	Crewe & Nantwich	H	Crewe & Nantwich	H	Crewe & Nantwich	A	
03/11/2002					Ashton on Mersey	H	Crewe & Nantwich
10/11/2002							
17/11/2002							
24/11/2002	Manchester	H	Manchester	H	Manchester	A	Hoylake/Histon Moor
01/12/2002	Sandbach	A	Sandbach	A	Sandbach	H	
08/12/2002							
15/12/2002	Orell	A					Stockport & Trafford M.V.
23/12/2002							XMAS
30/12/2002	& NEWYEAR						
05/01/2003	Wilmington Bk	H	Lymm	A	Lymm	H	A
12/01/2003	Wirral	H	Wirral	A	Wirral	A	Orell
19/01/2003							Wirral
26/01/2003			Congleton	A			Congleton
02/02/2003	Oldershaw	H	Oldershaw	H			
9/02/2003					Ashton on Mersey	A	
16/02/2003			Whitchurch	H			H&F Term
23/02/2003							Widmslow
02/03/2003	Newcastle	A	Newcastle	H	Newcastle	H	Newcastle
9/03/2003	Orell	H					
16/03/2003	Crewe & Nantwich	A	Crewe & Nantwich	A	Crewe & Nantwich	H	Crewe & Nantwich
23/03/2003	Whitchurch	H			Whitchurch	H	
30/03/2003			Omskirk	H	Omskirk	A	Ashton on Mersey
06/04/2003	Marple	H					
13/04/2003	Caldy	A	Caldy	H	Caldy	H	Hoylake
20/04/2003	Elster		Elster		Elster		Elster
28/04/2003							



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Northwich Rugby Union Football Club
- the community rugby club in mid Cheshire

Junior Section fixtures 2003-4

DATE	U 16'S	H/A	U 14'S	H/A	U 13'S	H/A	MINIS U7/8's to U12's	H/A	NOTES / RUGBY WORLD CUP
Sep-07	ORRELL	H	ORRELL	H	ORRELL	H			
14									
21	M'CHESTER	H	M'CHESTER	A	M'CHESTER	H			
28	C/NANTWICH	H	C/NANTWICH	H	C/NANTWICH	A			
Oct-05	OLDERSHAW	A	CONGLETON	A	CONGLETON	A	CONGLETON	H	
12									Eng vs Georgia KO 13.11
19									
26	CALDY	H	CALDY	A	CALDY	H	CALDY/ COLLEGIATE	A	Matches at Caldby Eng vs Samoa KO 17.11
Nov-02									Eng vs Uruguay KO 18.11
9	ORRELL	A	ORRELL	A	ORRELL	A	ORRELL	H	Quarter Final
16	W'PARK	H	W'PARK	H					Semi Final
23							M'CHESTER / LEIGH	A	Matches at Manchester
30	WIRRAL	A	WIRRAL	A	WIRRAL	H	C/NANTWICH	H	
Dec-07	WHITCHURCH	A	WHITCHURCH	A	WHITCHURCH	H			
14	CHESTER	H	CHESTER	H	CHESTER	A			
Jan-11	LYMM	H	LYMM	H	LYMM	A			
18	C/NANTWICH	A	C/NANTWICH	A	C/NANTWICH	H			
25							SANDBACH/ W'PARK	A	Matches at Wilmington Park
Feb-01			CONGLETON	H	CONGLETON	H			
8	OLDERSHAW	H							
15							WHITCHURCH	A	
22	WIRRAL	H	WIRRAL	H	WIRRAL	A	ORMSKIRK	H	
29							CHESTER	A	
Mar-07	WHITCHURCH	H	WHITCHURCH	H	WHITCHURCH	A	CHESHIRE CUP	A	
14	M'CHESTER	A	M'CHESTER	H	M'CHESTER	A	STOCKPORT	H	
21									
28							C/NANTWICH	A	
Apr-04							LYMM		u'10-12s H u'7-10s A
11	ORMSKIRK	A	ORMSKIRK	A					
18	EASTER		EASTER		EASTER				
18							WIRRAL	H	
25	B-HEAD PARK	H	B-HEAD PARK	A	B-HEAD PARK	H			

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Coach database



Northwich RUFC Coach Training & Qualifications Database 2002-3 Season *Active Coaches*

Name	Position	Course	Status	Date
Simon Bridle	Junior Chairman	Junior Tag	Completed	October 2002
		Club for All	Completed	October 2002
		Equity in Sport	Completed	January 2003
		First Aid	Completed	March 2003
		Good Practice & Child Protection	Completed	May 2003
Dave Sweeney	U7's & U8's Coach	Mini/Midi Level I	Completed	September 2002
		Junior Tag	Completed	October 2002
		First Aid	Completed	March 2003
Dave Hunt	U9's Coach	Mini/Midi Level I	Completed	September 2001
		Junior Tag	Completed	October 2002
		First Aid	Completed	March 2003
Dave Beesley	U9's Assistant Coach	Mini/Midi Level I	Incomplete	July 2002
Phil Clarke	U10's Coach	Mini/Midi Level I	Completed	April 2002 October 2002 October 2002 December 2002
		Youth Level II	Completed	
		Equity in your coaching	Completed	
		Sports & Injury	Completed	
		Club for All	Completed	
		Good Practice & Child Protection	Completed	
Level III	Working towards	March 2003		
First Aid	Completed			
Ken Houghton	U11's Coach	Mini/Midi Level I	Completed	September 2001
		Referee Foundation	Completed	May 2002
		Youth Level II	Completed	September 2002
		Sports & Injury	Completed	October 2002
		Club for All	Completed	October 2002
		First Aid	Completed	March 2003
		Good Practice & Child Protection	Completed	May 2003
		Completed	Completed	
Kevin Jones	U11's Assistant Coach	Mini/Midi Level I	Completed	September 2002
		Junior Tag	Completed	October 2002
		First Aid	Completed	March 2003
Ashley Barber	U12's Coach	Youth Level II	Completed	October 2002
		First Aid	Completed	March 2003
Geoff Dodd	U12's Assistant Coach	Youth Level II	Completed	October 2002
		First Aid	Completed	March 2003
Andy Hallwood	U12's Assistant Coach	Mini/Midi Level I	Incomplete	June 2001
Trevor Rawling	U13's Coach	Mini/Midi Level I	Completed	December 2001 March 2002 April 2002 October 2002 October 2002 October 2002
		Referee Foundation	Completed	
		Good Practice & Child Protection	Completed	
		Working with the disabled	Completed	
		Equity in your coaching	Completed	
		Sports & Injury	Completed	
		Club for All	Completed	
		Youth Level II	Completed	



		Junior Tag First Aid	Completed Completed	October 2002 March 2003
Malcolm Griffiths	U13's Assistant Coach	Referee Foundation Youth Level I	Completed Completed	2001 October 2002
Mike Naylor	U15's Coach	First Aid Youth Level I Youth Level II	Completed Completed Awaiting Assessment	April 2003
Paul England	U15's Assistant Coach	Good Practice & Child Protection Youth Level II	Completed Completed	December 2001 July 2002
Dave Johnson	U16's Coach	Youth Level I	Completed	2001
John Blower	U16's Assistant coach			
Colin (Sam) Naylor	U18's Coach	Youth Level II	Awaiting Assessment	April 2003

Other Club Members with Coaching or Referee qualifications

Name	Position	Course	Status	Date
Chris Hart	Parent	Mini/Midi Level I Referee Foundation Youth Level II	Completed Completed Completed	October 2002 July 2002 January 2003
Graham Mottershawe	Parent	Mini/Midi Level I	Completed	September 2001
Melissa Mottershawe	Club Member	Mini/Midi Level I	Incomplete	September 2001
Ian Dale	Parent	Level I (Army)	Completed	
Jim Brunlees	Parent	Referee Foundation	Completed	
Paul Taylor	Player	Youth Level I Referee Foundation Referee	Completed	2000
Gavin Venter	Player	Referee Foundation First Aid	Completed Completed	May 2002 March 2003
Simon Jones	Parent	Referee Foundation	Completed	May 2002



RFU Insurance



Venue Assessment & Lease



Risk Assessment form - Equipment

Venue: Moss Farm Recreation Centre
Name and position of person doing check: _____
Date of check: _____

Equipment

Check that it is fit and sound for activity and suitable for agreed group /ability

Is the equipment safe and appropriate for activity? **Yes** **No**
(If no please outline unsafe equipment and who may be at risk and action taken if any)

Performers

Check that the attendance register is up to date with medical information and contact details. Check that performers are appropriately attired for the activity

Is/are register(s) in order: **Yes** **No**
(If no please outline current state and action taken, if any)

Are performers appropriately attired and safe for activity? **Yes** **No**
(If no please outline unsafe equipment/attire and action taken, if any)

Safety information

Check that the evacuation procedures are published and posted somewhere for all to see. Ensure that volunteers and staff have access to information relating to health and safety.

Are emergency procedures published and accessible to those with responsibility for sessions in the club? **Yes** **No**
If no, please outline what information is missing and action taken, if any)

Does the club need to take any further action (If yes, please specify)

Signed: _____ Date: _____



Club Constitution



Club Constitution

RULES : NORTHWICH RUGBY UNION FOOTBALL CLUB FOUNDED 1964

NAMES AND OBJECTIVES

1. The name of the Club shall be Northwich Rugby Union Football Club, hereafter called the Club.
2. The Club shall be in membership with the Rugby Football Union, Cheshire Rugby Football Union and the Manchester District Rugby Union Referees' Society.
3. The objectives of the Club are the furtherance of the interests of Rugby Union Football.
4. The Club colours shall be black shirts and shorts, black socks topped with gold rings. The Club emblem shall be the "STAG" motif of Hartford Village.

CLUB STRUCTURE

5. The Senior Officer of the Club shall be the President.
6. The President shall be elected by the members at an Annual general Meeting for a term of 3 years. After which he may be available for re-election. Nominations for this position shall be approved by the Committee prior to submission at the next Annual General Meeting for election.
7. The other Officers of the Club shall consist of the Chairman, Vice Chairman responsible for playing, junior section, administration and operations, Secretary, Fixture Secretary, Treasurer, Director of Rugby, 1st XV Captain.
8. The club shall be administered by the General Committee hereafter called the 'Committee'.
9. The President shall be an ex. officio member of the committee.



10. The Club Coach shall be appointed by the Committee annually, or for such longer period as may be deemed appropriate, but not exceeding three years; and may be available for re-election.
11. The Committee shall be responsible for the ratification of the nominated captains from all teams for the ensuing season, such nominations to be confirmed at the Annual General Meeting.
12. All other Officers shall be elected by the members at the Annual General Meeting and nominations duly proposed, seconded and agreed, must be in the hands of the Committee Secretary, in writing by the 15th April.
13. Players representatives shall be elected at the A.G.M. These members' nominations duly proposed, seconded and agreed, must be in the hands of the Committee Secretary, in writing by the 15th April.
14. At all General Meetings of the Club, the President shall take the chair when in attendance. At all Committee Meetings the Chairman of the club shall take the chair.
15. At its first meeting after the Annual General Meeting the Committee shall delegate the duty of the selection of all teams to a Sub-Committee which will include a Chairman of Selectors, specifically nominated by the Committee, the Club Coach and the 1st XV Captain. One of the members shall act as secretary to the Selection Committee.
16. Disciplinary matters concerning breaches of club rules, or misconduct on or off the field of play shall be dealt with by a committee made up of the Club Chairman, Director of Rugby and one Vice Chairman. Players dismissed from the field of play shall be personally responsible for fines/admin charges levied by the RFU or their representatives.
17. The Committee shall be empowered to delegate any other of their duties to sub committees with such powers as the Committee determines to manage the affairs of the Club.
18. The Committee shall have the power to co-opt temporary members to fulfil specific functions that may arise during its term of office.



19. The Junior Section, under the jurisdiction of the Junior section chairman shall have its own constitution designed to take into account the specific and evolving needs of junior players of both sexes.

VICE-PRESIDENTS

20. Vice Presidents shall be elected at the discretion of the Committee.

TRUSTEES

21. The real and leasehold property of the club shall be vested in not more than three Trustees who shall be nominated by the Club in General Meeting and be non-committee members. They shall hold office until death or resignation or until removed from office by a resolution of the Club in General Meeting.

22. In all matters relating to the disposition of or dealing with such property of the Club, the Trustees will act under the direction of a resolution of the Committee (of which an entry in the Minute Book shall be conclusive evidence).

MEMBERSHIP

23. The maximum number of members shall be determined by the Committee, and election thereof shall be vested solely in the said Committee.

24. Any person wishing to become a member shall be proposed and seconded by members, who themselves have been members for not less than twelve months and who are in good standing.

25. The name, address, date of birth and any current club affiliation of each candidate, with the names of the sponsors shall be posted on the club notice board at least 14 days prior to the day of election.

26. Any member who is of the opinion that any candidate so proposed would not be a desirable member, shall record the fact in writing to the Secretary for consideration by the Committee.



27. Providing no reasonable objection is raised, the Candidate's name will be submitted to the Committee and he shall be duly elected provided the votes received are favourable.

28. No candidate elected by the Committee shall be deemed a member or participate in the privileges or benefits until such times as their first subscription has been paid.

29. The Committee shall be empowered to elect Honorary Life Members at their discretion.

30. A record shall be kept of the names and addresses of all members of the Club.

31. Any member may resign by giving notice to that effect in writing to the Secretary but will not be relieved of any debts due to the Club, nor entitled to a refund of any part of his subscription for the current year.

32. There shall be the following classes of Membership:

- a) Playing Member
- b) Life Vice Presidents
- c) Vice Presidents
- d) Non-playing Member
- e) Junior Member up to 18-years of age
- f) Family Membership

and a subscription is payable on joining. The annual amount, and the weekly match fee for playing members, shall be decided by the Committee and ratified at the AGM

33. In the event of a playing member being a student in full time education or registered unemployed the subscription payable may be reduced by 50%.

34. It shall be a condition of membership of the Club that:

- i) any person who has not paid his subscription by October 31st shall not be permitted to play in any Club XV.
- ii) Any person who has not paid his subscription by October 31st shall not be allowed to use the Club facilities;



- iii) In order that (i) and (ii) above may be implemented the Hon. Treasurer shall provide the Selection Committee, the Team Captains and the Moss Farm Club Steward with a list of the names of any persons whose subscriptions are outstanding on the 1st November.

35. The names of the persons present whose subscriptions for the previous season are unpaid shall be read out by the Hon. Treasurer at the AGM, and such persons shall be debarred from voting. Similar action shall be taken at any Extraordinary General Meeting.

36. Club members and guests using the Moss Farm facilities and social centre must adhere to the rules of the management.

FINANCE

37. The Financial Year will commence 1st May and end 30th April.

38. The Treasurer is authorised to open a bank account, receive monies, draw cheques and pay out cash on behalf of the Club and will keep a correct record of all incoming and outgoing in an acceptable form approved by the Club.

39. He will be required to present to the AGM a statement of receipts and expenditure for the preceding financial year and a balance sheet showing the assets and liabilities of the Club as at the end of the financial year.

40. He will ensure that all cash, cheques, Postal Orders or money orders received are paid into the Club's bank account without undue delay.

AUDITORS

41. An auditor not being a member of the club or committee shall be appointed at each AGM to audit the accounts of the Club.

ANNUAL GENERAL MEETING

42. The AGM shall be held not later than the 3rd Tuesday in May, 21 days notice having been given to all members.



43. The purpose of the *AGM* shall be:

- i) to receive from the *Committee* reports and a balance sheet and statement of account for the preceding financial year;
- ii) to elect *Officers* and ratify *Committee* nominations in terms of these Rules;
- iii) to discuss and vote on any resolution included on the agenda for the meeting.

EXTRAORDINARY GENERAL MEETING

44. The *Club Committee* may call an *Extraordinary General Meeting* at any time.

Upon a written request from the membership stating the reason(s) and signed by not less than 20 members, the minimum notice shall be 14 days.

QUORUM

45. The quorum of members, including the member taking the *Chair*, shall be 15 for *General Meetings* and 5 for *Committee Meetings*.

CASTING VOTE

46. In the event of an equality of votes at any meeting, the *Chairman* shall have the casting vote.

RULES - INTERPRETATION AND CHANGES

47. The *Committee* shall be the sole authority for the interpretation of these Rules and such interpretation shall be final and binding upon the members.

48. No alteration of these Rules shall be made except at an *Annual* or *Extraordinary General Meeting* when due notice has been given to all members in terms of Rules 42 or 44, and then only with the sanction of two-thirds of the members present.

AVAILABILITY OF RULES

49. A copy of these Rules shall be available to each member on request.



WINDING UP

50. If upon the winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members, but shall be given or transferred to some other Club or Association having similar objectives to those of the Club' provided that such recipients shall prohibit the distribution of such property amongst its members to an extent at least as great as is imposed on the Club in this Rule. The committee at the time of the winding up or dissolution of the Club shall take all decisions in terms of this rule.

NORTHWICH R.U.F.C.

The following club rules were passed by the Northwich RUFC Annual General Meeting held at Moss Farm, Northwich in accordance with the constitution on 12th May 2000.

Signed and witnessed by:

John Nancollis, Vice chairman:

Philip Clarke, Vice chairman:

Date:



Junior Section Club Constitution



'Club for All' Certificates



'Equity in your coaching' Certificates



Head Coach Job Description



Job description: Head Junior Coach

Name of coach: Phil Clarke

Responsible to: Northwich RUFC Management Committee

Main duties

- To take full responsibility for the club's junior coaching sessions at Moss Farm on Sunday's from 10:30am to 12 noon.
- To prepare all coaching sessions in advance.
- To work with and include all coaches in the preparation and running of each session. (see coach database list)
- To attend junior club meetings and report on progress.
- To offer the club feedback on the organisation and degree of success of junior coaching and competitions.
- To assist in the selection of teams.
- To travel to competitions with the junior team(s).
- To inform the Junior Co-ordinator in advance of any sessions that cannot be attended.



Public Liability Insurance



Club Strategic Development Plan