

HOPWOOD HALL RLC CLUBMARK
MANAGEMENT SYSTEM

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HOPWOOD HALL RUGBY LEAGUE CLUB

Clubmark Mangement System

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SECTION 1 ACCESS AND CONTROL OF DOCUMENTS

All documents are read only access, except for Club Chairman, Secretary, and Health & Safety Coordinator, who have read/write access. No changes shall be made to the Clubmark Management System (CMS) without the changes being agreed at committee level.

The original signature of the Club Secretary's 'Verifies' whilst the Club Chairman 'Approves for Release'. The Secretary holds these master documents and any changes are not considered live until the issue is changed and a further set of signatures obtained.

Hopwood Hall RLC may be referred to as HH for management system purposes.

When [blue, underlined text](#) appears in the body of the document, it is indicative of a [hyperlink](#) that, with a single mouse click, will take you to another section of the document. To move directly to a page from the content table, simply click on the page number. Use these aids to navigate through the document, use the 'back' and 'forward'   buttons to return.

SECTION 2 DOCUMENT HISTORY

Information gleaned from the BARLA handbook Health & Safety (endorsed by The Rugby Football League and Sport England) together with the Health & Safety Executive guidelines publication INDG163 (rev1 – 11/99) has been used as the basis for this Clubmark Management System Manual.

The details of any changes appear in the [history table](#) appears at the back of this document.

However, the latest change to this document will always be highlighted in yellow to aid recognition.

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SECTION 4 HOPWOOD HALL RUGBY LEAGUE CLUB CONSTITUTION

RULES/CONSTITUTION OF HOPWOOD HALL RUGBY LEAGUE CLUB

1) NAME

The Club shall be known as "Hopwood Hall Rugby League Club" which may be abbreviated to "Hopwood Hall R.L.C."

2) OBJECTIVES

The objectives of the Club are to foster and develop Amateur Rugby League for the local community at all age groups, and to provide a social point for Club members and anyone wishing to become a member without discrimination against race, disabilities, age or gender as declared in the Club's Equality and Equity policy statements.

3) PERMITTED MEANS OF ADVANCING THE PURPOSES

Executive Committee

The Executive Committee, comprising Chairman, Vice Chairman, Secretary, and Financial Manager(s) shall administer matters pertaining to the sound running of the Club complex and all its users and are bound by the rules of this constitution. The Executive Committee is accountable to its members will only be elected from and by members of the RL Committee's of the member associate groups.

The Executive Committee primarily has the power to:

Borrow money and give security for the same, and open bank accounts;

Buy, lease or licence property, and sell, let or otherwise dispose of the same;

Make grants and loans and give guarantees and provide other benefits;

Set aside funds for special purposes or as reserves;

Invest funds in any lawful manner;

Employ and engage staff and others and provide services;

Acquire and provide grounds and clubhouse;

* Raise funds by appeals, subscriptions, loans and charges;

* Do all other things reasonably necessary to advance the purposes;

* Co-operate with or affiliate to firstly any bodies regulating or organising the sport and secondly any club or body involved with it and thirdly with government and related agencies;

Rugby League (RL) Group Committee

The election of RL Group Committee shall be by the Members. The Club's policy is that there will be no discrimination regarding age, sex, race, disabilities, gender, religion, or other beliefs. Immediately upon the election of a RL Group Committee person, they shall be made aware of the

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Club's Child Protection Policy. The RL Group Committee will contain 4 Officers. The maximum number of RL Committee members shall be 15 that include the 4 Officers. The minimum number of RL Group Committee members shall be 4 i.e. the 4 Officers. The RL Group Committee members shall be those that report directly or indirectly to the Chairman (unless through a second party), as described in the Club organisational chart.

Role: Subject to these rules, the RL Group Committee shall have responsibility for the management of the RL Club, its RL funds, RL property, and RL affairs. However, it may choose to form a sub-committee or committees to assist in this role.

The RL group Committee primarily has the power to:

- * Acquire and provide equipment, coaching, training, and playing facilities, and transport, medical and related facilities;
- * Provide coaching, training, medical treatment, and related social and other facilities;
- * Take out any insurance for club, employees, contractors, players, guests and third parties;
- * Raise funds by appeals, subscriptions;
- * Co-operate with or affiliate to firstly any bodies regulating or organising the sport and secondly any club or body involved with it and thirdly with government and related agencies;
- * Do all other things reasonably necessary to advance the purposes;

Where there is a duplication of interest (*), then both the Executive and RL Group Committees hold secondary responsibility and power to work in partnership to further advance the purposes.

NONE of the above powers may be used other than to advance the purposes consistently with the Rules and the general law.

4) PROCEEDINGS OF THE RL GROUP COMMITTEE

The Chair or (in his or her absence) another member chosen at the meeting shall preside.

The RL Group Committee will meet regularly, once a month.

The Secretary is to notify all members of meetings giving seven days notice.

The RL Committee shall also meet on the requisition of the Chairman or two thirds of the members of the RL Group Committee.

Except as otherwise provided in these Rules every resolution shall be decided by a simple majority of the votes cast on a show of hands. In a case of equality of votes, the Chairman shall have a second or casting vote.

The quorum shall be a third of the members of the RL Group Committee as described in the Club Organisational Chart, plus two Officers.

The RL Group Committee shall from time to time, make, repeal, and amend all such bylaws and regulations (not inconsistent with these rules) as they shall think expedient for the internal management and well-being of the Club. All bylaws and regulations made by the RL Group Committee under this rule shall be binding upon the members until repealed by the RL Group Committee or set aside by a resolution of a General Meeting of the Club.

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All members may attend all general meetings of the Club in person.

Formalities in connection with General Meetings (such as how to put down resolutions) shall be decided by the RL Group Committee and publicised to Club members.

5) MEMBERSHIP

Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The Club RL Group Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

◆ Categories of Membership shall be: -

Full Member - a person who is over 18's (non-playing) who wishes to be actively involved with the Club by fulfilling the role of a recognised volunteer as described in the Club organisational chart. A Full Member may also be referred to as a voting member.

Playing Member – An over 18's Playing Member, who is up to date with payment of Club subscriptions (see SUBSCRIPTIONS), may also be referred to as a voting member.

Junior Member – A player 18 and under who is up to date with payment of Club subscriptions. (See SUBSCRIPTIONS).

Family Member - A person (non-playing), who is the parent/guardian of a junior playing member who is up to date with payment of Club subscriptions. (See SUBSCRIPTIONS).

Honorary Member - The Club RL Group Committee may refer honorary membership on such person or persons they think fit for recognition of his or her efforts in connection with the Club, past or present, for the period of membership stated.

6) SUBSCRIPTIONS

All members shall pay such subscriptions as determined by the RL Committee.

All annual subscriptions are due, in total, on 1st. September or as deemed otherwise by the RL Committee (e.g. instalments) for that coming year and paid to the Treasurer.

Any member who is in 28 days arrears with their necessary subscriptions may result in cancellation of his or her membership at the RL Group Committee's discretion.

No member, who is entitled to vote, shall be allowed to vote by the membership secretary unless all subscriptions as detailed herein have been discharged up to the date of the AGM or any EGM that is called. Furthermore that member that has not made payment of subscriptions or received special dispensation from no other body other than RL Group Committee shall forfeit their right to attend AGM or EGM gatherings.

The relevant committee will treat cases of hardship on an individual and confidential basis.

7) PROPERTY ETC

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The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the club.

The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

- ◆ The Club may also in connection with the sports purposes of the Club:

- Sell and supply food, drink and related sports clothing and equipment;

- Employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Executive Committee without the person concerned being present;

- Pay for reasonable hospitality for visiting teams and guests;

- Indemnify the Executive and RL Group Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

The Executive and RL Committee will have due regard to the law on disability discrimination and child protection.

8) COMPOSITION ETC

The RL Committee members may co-opt club members (up to the maximum permitted number) to serve until the end of the next AGM.

Any RL Group Committee member may be re-elected or re-co-opted without limit.

A RL Group Committee member ceases to be such if he or she ceases to be a member of the Club, resigns by written notice, or is removed by the RL Group Committee for good cause after the Member concerned has been given the chance of putting his/her case to the RL Group Committee with an appeal to the Club members, or is removed by club members at a general meeting. The RL Group Committee shall fairly decide time limits and formalities for these steps.

Whenever a RL Group Committee member has a personal interest in a matter to be discussed he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.

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9) DISCLOSURE

Annual club reports and statements of account must be made available for inspection by any member and any RL Group Committee member may inspect all club records.

10) THE OFFICERS OF THE CLUB SHALL BE: -

Chairman

The Chairman shall preside at all meetings and keep order, and shall give advice to any member who may require it on any matter that concerns the Club. Also he shall make or cause to make all necessary enquiries as to any irregularities that may exist, and report the result of such enquiries as to any irregularities to the next RL Committee Meeting.

He shall enforce to the utmost of his ability a strict observance of the rules of the Club. He shall have free access to the accounts and books of the Treasurer, and shall sign the minutes of all meetings passed by the RL Committee.

He shall put all motions, which shall have been duly proposed and seconded.

The decision of the majority of those present shall be deemed the decision of the whole body.

The Chairman may vote on any motion or amendment. In a case of equality of votes, the Chairman shall have a second or casting vote.

Vice-Chairman

The Vice-Chairman shall assist the Chairman in the discharge of the duties of his office and shall perform the duties of the Chairman in his absence.

Treasurer

The Treasurer shall keep accounts and be responsible for all moneys handed to him in connection with the Club. He shall keep a cashbook in which shall be entered the receipts and disbursements of the Club. He shall after receiving instructions from the RL Committee discharge payment of all bills and obtain receipts for all moneys paid. He must pay in or withdraw from the bank in the name of the Club any amount which the RL Committee may from time to time determine and shall furnish a receipt at each RL Committee Meeting of the balance at the bank and in hand and produce all books, vouchers and papers in support thereof.

He shall have his books prepared for the Auditors at the time of auditing or any other time the Chairman or RL Committee deems it necessary. He shall also prepare a statement of accounts, which having been declared correct by the Auditors and by them signed shall be submitted to the AGM of the members or at such other meeting as shall be determined by the RL Committee.

Secretary

The Secretary shall keep a correct register of the names and addresses of every member. He shall also supply the Steward with a copy of the name of every member for his guidance. He shall also keep a Minute Book in which shall be recorded the transactions and resolutions of all meetings. He shall conduct all correspondence and supply the members with all the necessary information in accordance with these rules.

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11) SUB-COMMITTEES

The RL Group Committee's may delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of the Club; its membership; its duty to report back to the RL Group Committee. The RL Group Committee may wind up any sub-committee at any time or to change its mandate and operating terms.

The Junior Section, U/18's and younger, will comprise of elected Junior Section representatives including a Junior Section Manager, an Assistant Manager, Secretary and other's described as reporting directly to the Junior Section Manager in the Club organisational chart.

Such sub-committees shall periodically report their proceedings to the Executive or RL group Committee (as appropriate) and shall conduct their business in accordance with the direction of the Executive or RL Group Committee (as appropriate).

12) TIME IN OFFICE

All Officers and RL Group Committee members shall continue to retire annually at the AGM except for the Chairman, Vice-Chairman, Secretary, and Treasurer who will hold their position for a minimum of three years, and shall be eligible for re-election at the AGM.

Upon election to the Executive Committee, the Chairman and Financial Manager shall hold office for a minimum of three years and shall be eligible for re-election at the AGM, whereas the Vice-Chairman and Secretary shall hold office for a minimum of two years and shall be eligible for re-election at the AGM. When elected to the Executive Committee, that member cannot be voted off the RL Committee for the same period as that allowed on the Executive Committee, providing that member is not in breach of section 12, paragraph 3.

Should any member of the RL Group Committee fail to attend for three consecutive meetings without a satisfactory reason being given, the RL Group Committee shall have power to declare the position of such member vacant, and elect any voting member of the Club to fill such position.

The RL Group Committee shall have the power to elect any member of the Club to fill any casual vacancy, which may arise by death or resignation or by reason of any official or member of the RL Group Committee ceasing during his term of office to be a member of the Club. No member shall be entitled to hold any official position until he or she shall have been a full financial member of the Club for at least one year. For the office of Chairman, Vice-Chairman, Treasurer, or Secretary a person must be a member of the Club for three consecutive years before he or she can be nominated.

13) ANNUAL GENERAL MEETING

The Annual General Meeting of the Club shall be held annually in the month of June at such time and place as determined by the RL Group Committee and not more than 15 months after the last AGM.

At every AGM:

The Members will elect a RL Committee and Officers of the Club to serve until as described under "Time in Office".

The Treasurer will produce accounts of the Club for the latest financial year audited as the RL Group Committee shall decide;

The Executive Committee will present a report on the Club's activities since the previous AGM;

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The RL Group Committee will present a report on the Club's activities since the previous AGM;

The Members will appoint a suitable person to audit the accounts; and

The Members will discuss and vote on any resolution (whether about policy or to change the Rules) and deal with any other business put to the meeting.

28 days notice shall be given in writing to all voting members.

Those eligible to vote at the Annual General Meeting or Extraordinary General Meeting will be as follows: -

- All full and open-age playing members as set out in the section's headed MEMBERSHIP and SUBSCRIPTIONS.
- All members of the RL Committee and Junior Section RL Committee as described as reporting to the RL Chairman or the Junior Section Manager in the Club organisational chart.
- All coaches who have at least 3 years ongoing involvement with the Club.
- One parent per family of a junior member as set out in the section's headed MEMBERSHIP and SUBSCRIPTIONS.

A list of current Committee and Sub-Committee members and Officers will be posted in the Club 28 days before the AGM, which shall indicate who, if any are due to stand for re-election, wishes not to be re-elected or any additional vacancies that have been made available.

Any proposals for alterations to rules must be submitted in writing to the Secretary 21 days prior to the AGM

A list of proposed rule changes will be posted in the Club 14 days before the AGM

Every candidate for membership of the RL Committee shall be proposed and seconded by two members of the Club. Such proposals duly signed by each candidate shall be sent to the Secretary in writing not less than 14 days before the AGM

The name of every candidate, with the names of his or her proposer or seconder, shall be posted in the Club not less than 7 days before the AGM

Only fully paid up voting members shall be able to act as proposer or seconder.

At the AGM, the Business Shall Include: -

Consideration of the Chairman's Annual Report.

Consideration of the Treasurer's Annual Report.

Election of Officers by secret ballot if required.

Statement for forthcoming year subscriptions.

Rule changes (having received 14 days notice). To alter rules at the AGM, two-thirds majority is required.

14) AN EXTRAORDINARY GENERAL MEETING

This should be called upon the request in writing of two thirds of the members or the Chairman. Voting rights shall be the same as those described for Annual General Meeting voting rights

The Secretary shall call an EGM within 14 days of a request to that effect on the written request of a majority vote of RL Committee Members signed by them. Such EGM shall be held on not less than 14 nor more than 21 days' notice at a place decided upon by the RL Committee or in default by the Chair.

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15) DISCIPLINE

The RL Committee may reprimand, suspend for such period as they think fit, or expel from membership any member wilfully disobeying any of these rules, or guilty of any conduct rendering such member unfit in their opinion to be a member of the Club. Provided that before expelling such member the RL Committee shall call upon him or her for an explanation of his or her conduct, and shall hear what he or she may urge in his or her defence. A member expelled in accordance with this rule shall have no claim on the property of the Club, and shall not be eligible for re-election as member during such period as the RL Committee may decide.

In the event of a member coming before the RL Committee who is connected with an issue that may possibly result in temporary or absolute expulsion from the Club, a Committee shall be formed from the RL Group Committee excluding three Members who would form an Appeals Committee. Those members can be randomly chosen depending upon the individual who is before the Committee and shall not sit on the original hearing panel.

The Centre Manager with no right of appeal deals with non-members incurring disciplinary measures pertaining to the Centre.

16) GRIEVANCE PROCEDURE

All members, whether full, playing or a parent of a junior member, will note that if there should be any matters arising with which an individual member is dissatisfied then he/she must bring this to the attention of the RL Group Committee in writing via the Secretary or Junior Secretary if a Junior Section issue which will be dealt with at a full RL Group Committee or Junior Section meeting.

If disagreements shall relate to any matters affecting the junior section then this grievance should be put to the Junior Section RL Committee at the first instance and there will be a right to appeal to the full RL Group Committee whose decisions shall be final.

Any individual or organisation wishing to make a complaint against a Rugby League Coach, should report the matter to the HH Executive in writing and to the relevant Rugby League Governing Body responsible for that area of the game.

Complaints, which refer to the protection of young people, should be dealt with in accordance with the Club's Child Protection Policy.

17) FINANCIAL YEAR

The Financial year of the Club shall end on the 31st day of July in each year to which day the accounts of the Club shall be balanced.

18) AUDITORS

The financial accounts of the Club to be audited each half year by a Chartered Accountant.

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19) TRUSTEES

The number of Trustees shall not be fewer than 2 or more than 4.

The Trustees shall hold office until death, resignation, or removal from office by a resolution of Members.

There shall be vested in the Trustees all the property of the Club other than cash which will be under the control of the Treasurer.

The Trustees may deal with the property so vested in them by way of sale, mortgage, charge, and lease or otherwise howsoever as directed by the Club. Such direction shall be given by a resolution of the Members of the Club passed by a majority of the Members present at a duly convened meeting of the Club and when so passed in favour of a purchaser, mortgagee, chargee, lessee, or grantee be binding upon all Members of the Club. A certificate purporting to be signed by the Secretary for the time being of the Club shall in favour of the said persons be conclusive evidence that a direction complying in all respects with the above provisions of this rule was duly given to the Trustees.

20) INDEMNITY

The Trustees and members of the RL Group Committee shall not be liable (otherwise than as Members) for any loss suffered by the Club as a result of the discharge of their respective duties on its behalf, except such loss as arises from their respective wilful default, and they shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities incurred by them in the discharge of their respective duties.

21) INTERPRETATION

The RL Group Committee shall be the sole authority for the interpretation of these Rules, and for the interpretation of these rules and of the bye-laws and regulations made thereon; and the decision of the RL Committee upon any question of interpretation, or upon any matter affecting the Club and not provided for by these Rules or by the bye-laws and regulations made thereon shall be final and binding.

22) AMENDMENTS

These Rules may be amended at a general meeting by two-thirds of the votes cast but not (if relevant) so as to jeopardise the Club's status as a Community Amateur Sports Club as first provided for by the Finance Act 2002 and not in any event to alter its purposes or winding up provisions.

The Club Purposes may be changed to include another eligible sport if the RL Committee unanimously agree and the members also agreed the change by a 75% majority of votes cast.

23) WINDING UP THE CLUB

The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.

The RL group Committee will then be responsible for the orderly winding up of the Club's affairs.

After settling all liabilities of the Club, the RL Group Committee shall dispose of the net assets remaining to one or more of the following:

To another Club with similar sports purposes which is a registered charity and/or

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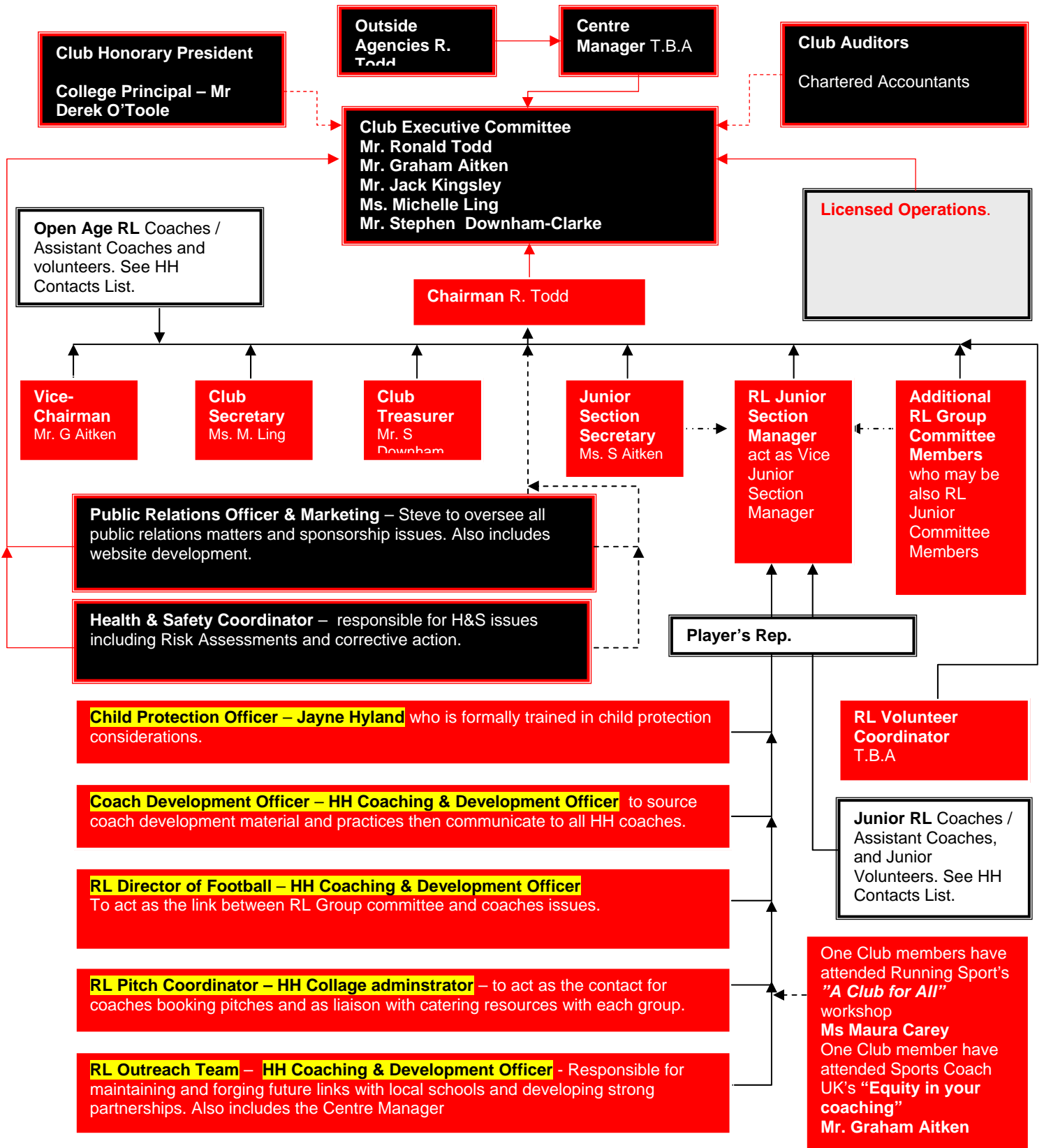
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To another Club with similar sports purposes, which is a registered CASC, and/or to the Club's Governing Body for use by them for related community sports.

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SECTION 5 Hopwood Hall R.L.C. CLUB ORGANOGRAM



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Coaches / Staff list

Hopwood Hall FE Rugby League Academies

1 x Male U18 Academy playing in Student FE League, play midweek on Wednesday's

Matt Calland Senior Coach accredited Registration No. 5510

Head Coach, employed by Hopwood Hall FE

Good Practice in Child Protection

Equity in your coaching

Club for All

First Aid Qualification

Modified Games Match Official accreditation

? Modified Games Coach Registration No.

First Aid Qualification

? Modified Games Coach Registration No.

First Aid Qualification

Small working group headed by Mr, Stephen Downham-Clarke, member of Executive Committee

Equipment list of:

12 Balls & Cones

12 Shields / Tackle Bags

Post Protectors / Corner flags

Rochdale Ravens Women & Girls

1 x Female U13 team entered in Girls development League 2005/06 in winter months

1 x Female open age team entered in Women's development League 2005/06 in winter months

Small working group headed by Ms Michelle Ling, member of Executive Committee

Coach Registration No.

Modified Games Match Official accreditation

Good Practice in Child Protection workshop

Equity in your Coaching

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First Aid qualified

Club for All

Child Protection Officer – Jayne Hyland

Equipment list of:

12 Balls & Cones

12 Shields / Tackle Bags

Post Protectors / Corner flags

Royton Hopwood Tigers

1 x Male U18 youth team playing in North Wrest Counties on Sunday mornings in winter

1 x Male U15 junior team playing in North Wrest Counties on Sunday mornings in winter

1 x Mixed U8 Modified games team playing in North Wrest Counties

1 x Mixed U9 Modified games team playing in North Wrest Counties

Small working group of four people headed by Dave Brailey, Paul Eyres, Sue Aiken, Peter Sutcliffe & Club Manager Graham Aitken, who is a member of Executive Committee, also someone responsible for Child Protection

Graham Aitken Senior Modified Games Coach Registration No. 15300

Modified Games Match Official accreditation

Good Practice in Child Protection workshop

Equity in your Coaching

First Aid qualified

Club for All

Stuart McGiffin Senior Coach Senior Registration No. 24233

Modified Games Coach

Good Practice in Child Protection workshop

Equipment list of:

12 Balls & Cones

12 Shields / Tackle Bags

Post Protectors / Corner flags

Spotland Rangers

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1 x Male Open age team playing in Rugby League Conference, play in May - September on Saturday's

1 x Male U13 junior team playing in North Wrest Counties on Sunday mornings in winter

Matt Calland	Senior Coach accredited	Registration No.	5510
Kevin Ripley	Club Coach	Registration No.	17490

Equity in your Coaching

First Aid qualified

Good Practice in Child Protection workshop

Small working group headed by Mr, Jack Kingsley, member of Executive Committee

Equipment list of:

12 Balls & Cones

12 Shields / Tackle Bags

Post Protectors / Corner flags

Schools/Organisations Outreach Team

Responsible for maintaining and forging future links with local schools and developing strong partnerships.

Team member should be a qualified coach but does not necessarily have to be currently in charge of a HH team.

Should attend the junior section meetings.

Should co-ordinate coaching sessions at the nominated HH 'cluster' schools Cardinal Langley Specialist Sports College and Siddall Moor Specialist Sports College, in liaison with the School Sports Coordinators (SSC's)

Should work with the chairman and junior section manager in producing an outreach strategy, with specific measurable targets, in order to achieve the above point and so aid the development of the club.

Match Officials Code of Conduct

The HH internal Codes of Conducts for coaches, players, officials, volunteers, spectators, and parents are all intended to fully support the match day officials and to assist their own compliance with their own code of conduct.

Service Area/Local Schools/Community Groups/Rugby League Agencies.

The Club fully supports the Service Area initiatives, including attendance at all Service Area club forums and seminars by the Open Age 1st Team Coach, the Coach Development Officer, and the Coach Liaison Officer. The Club adopts an '*open policy*' regarding local schools or community groups and actively supports and encourages positive involvement and interrelations. The Club Chairman acts as the Liaison Officer for all work with external bodies and/or rugby league agencies.

Public Relations Officer – Guidelines for Press Release

Find out the name of the news/sports editor, as appropriate. A press release should be typed on A4 paper and double-spaced to allow room for editing. Head it 'PRESS RELEASE' or use pre-printed

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media information paper if you have it. Put the date at the top and type 'FOR IMMEDIATE RELEASE' if this is the case.

Check the deadlines for the paper concerned. It is often better to send release midweek for inclusion the following week, rather than on Monday or Friday. Use a factual headline. The most important information should be in the first paragraph to attract the journalist's attention. Introduce the name of the club and identify the age groups and ability levels that are catered for. Say what the club offers – training, competition, league play, etc., Say where, and on what date and at what time the session is taking place. Give some brief details about the club – number of members, qualified coaches, etc. Say if specialist kit/equipment is needed or will be provided.

Type 'ENDS' at the end of the release and add an 'Editor's Note' at the bottom consisting of a contact name and number if the journalist wants more information, and an invitation to attend an event if appropriate. Follow up with a telephone call to check that the release has arrived. If sending photos make sure HH's [Child Protection Policy](#) has been followed. Copy to Club Secretary for inclusion on web site and club literature.

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SECTION 6 HH CONTACT DETAILS

The HH Contacts List is separate to this document and its issue status is separately controlled.

SECTION 7 CHILD PROTECTION POLICIES

Objective:

To devise and implement a safe working practice for coaches and volunteer's working with young people.

Hopwood Hall RLC, in conjunction with the Rugby Football League and Social Services, want to make sure that all players, (Young Persons), are protected and kept safe whilst they are in the care of officials representing this Club.

We will do this by:

- ◆ Adopting and adhering to the Rugby Football League Child Protection Policy and Procedures. The Club will also be bound by the decisions and recommendations of the Rugby Football League Child Protection Disciplinary Committees.
- ◆ Making sure that all [officials are carefully selected, vetted](#) and where necessary trained. Ensuring that all persons with the potential to abuse young people are properly [CRB checked](#).
- ◆ Ensuring that details of any player's [medical condition](#) are notified to the relevant officials.
- ◆ Giving parents and players information about the Club's [aims](#) and ambitions and what they can expect from the Club.
- ◆ Advising [parents](#) of what the Club can expect from them.
- ◆ Ensuring parents and players know how to voice their [concerns](#) or [complain](#) if there is anything that they are not happy about.

For the purposes of the Rugby League Child Protection Policy, young people are under 18 years of age (S.Cummings – Technical Executive, October 2002 and RL CPP 2003).

Introduction

1 [Establishing Policy Leader](#)

2 [Suspected Abuse Report Procedures](#)

[Abuse within the sporting environments](#) connected to HH RLC

[Abuse outside the sports environment](#)

3 [Recruitment and Induction](#)

[Code of Conduct](#)

[Guidelines for Good Practice](#)

4 [Child Protection Training](#)

[Identifying](#) abuse ([emotional](#), [neglect](#), [physical](#) and [sexual](#))

[Child protection training opportunities](#)

[Criminal Records Bureau](#)

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CRB Checking

Under the RL Child Protection Policy and implementation procedures, all staff and volunteers throughout the sport of Rugby League who have substantial access to young people under the age of 18 and or vulnerable adults must apply for disclosure. This process, which is a **MANDATORY REQUIREMENT**, will be facilitated on behalf of the game, both amateur and professional by BARLA who are registered with the CRB.

All coaches, Child Protection Officers, Conditioning Staff, Welfare officers, Development and performance staff, players conducting RL development activities, First Aiders, Physiotherapists, Team Managers & Support Staff, Assistant Managers and Match Officials will require **AN ENHANCED DISCLOSURE**.

The HH CPO (Jayne Hyland) is responsible for ensuring all persons fulfilling the roles described are forwarded and checked in accordance with RL guidelines. The process must **BE REPEATED EVERY THREE YEARS**.

Introduction

Young person abuse may occur within many situations and different environments including, the home, at school and within sport. It is a subject that can arouse strong emotions and feelings in those who have to face such a situation and it could even involve your family as young people may be abused regardless of their age, racial origin, gender, culture, religious belief, disability or sexual identity. It is the responsibility of every adult involved in these environments to understand the implications of young person abuse and to be able to recognise a young person who has been or is at risk of being harmed in this way in order to safeguard their welfare.

'Sport can contribute positively to the development of young people. It is a vehicle for physical, mental, personal, social, and emotional development. Such development is enhanced if the individual is guided by an informed, thinking, caring and enlightened coach operating within an accepted ethical framework as a self-monitored professional' (NCF Code of Ethics and Conduct for Sports Coaches).

In order to ensure that young person protection is carried out effectively, it is important to make sure that everybody involved in sport has a full understanding of ethics and principles of good practice and can identify abuse within their environment. This training has invaluable implications, as some individuals will actively seek employment or voluntary work with young people in order to harm them.

This document has been designed to recognise the responsibility of everybody involved in Rugby League at Hopwood Hall to safeguard and promote the interest and well being of the young people that we are responsible for. It includes the recognition of good practice in sport, the identification of abuse and report procedures to take when concerns arise.

Working with Sport to Keep Young People Safe (CPSU)

Each week more than eight million UK young people take part in sport. They do so in a range of situations, from local groups to national competitions. Nevertheless, while most enjoy themselves in safety, a small number are at risk of abuse from individuals who choose sports work to gain access to young people.

The National Society for the Prevention of Cruelty to Children (NSPCC) works with the UK Sports Councils, Governing Bodies and other organisations to help them minimise the risk of young person abuse during sporting activities.

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Central to this work is the Child Protection in Sport Unit (CPSU), which was founded in 2001 as a partnership between the NSPCC and Sport England. The Unit's role is to:

- ◆ Be the first point of contact for sports organisations about young person protection issues
- ◆ Co-ordinate the production of young person protection information and training for sports organisations
- ◆ Commission research into a range of issues relating to young person protection in sport
- ◆ Develop and promote standards for young person protection procedures and training in all sports

CPSU and RFL Policy on Photography and Videography

Images Appearing on a Website.

Once Hopwood Hall RLC website is set up, then the Club will introduce rules in line with the RLCPP.

Photographing Participants

Hopwood Hall RLC are aware that the Rugby League Child Protection Policy states that video is acceptable as a coaching aid. However, there is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film or video footage of young and disabled sportspeople in vulnerable positions. All Club officials must remain vigilant at all times and their awareness should form part of their match day and training session regular routines. Any concerns during an event should be reported to a club official or other responsible person.

Videoring as a Coaching Aid

Video can be a legitimate coaching aid for club coaches. However, if it is used make sure that young people and their parents/carers understand that it is part of the coaching programme. Make sure that the films are then stored safely.

Conditions

If HH is commissioning a **professional** photographer, videographer or inviting the **press** to an event, it is important that they understand HH's expectations of them in relation to young person protection.

HH should:

- ◆ Provide a clear brief about what is considered appropriate in terms of their behaviour and the content of the photography.
- ◆ Issue them with identification, which they must display at all times.
- ◆ Inform athletes and parents that a photographer will be present at the event and ensure they consent to filming and/or photography and to its publication.
- ◆ Do not allow photographers unsupervised access to child athletes or one-to-one photo sessions during the event.
- ◆ Do not approve photo sessions outside the events or at a participant's home.
- ◆ Obtain permission (and record on [standard form](#)) for the filming/photographs to be taken both from the subjects and their parents/carers.

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Videeing or photographing games is nothing to do with the Match Official, though out of courtesy you might want to inform him/her.

Any club wishing to video a game should consult with the other club and seek their permission first. In any situation, it is the home club that has any liability and therefore this may prove to be the over-riding factor in refusing a game to be videoed. A club that refuses permission for a game to be videoed is a different situation from just 1 parent/guardian raising an objection. A game should not be called-off or abandoned where just 1 person raises an objection.

The individual who is videoing the game should be known to the club and have identification.

Anyone who is not should be reasonably challenged:

You should:

- ◆ Approach the individual and challenge as to who they are and why they are using photographic or filming equipment and have they permission and from whom;
- ◆ Make them aware that they should have sought permission from the organisers to use their equipment and advise them of the protocol;
- ◆ Make them aware that if they are seen doing anything untoward then they will be reported to the Police.
- ◆ Concerns regarding inappropriate or intrusive photography or filming should be reported and recorded in the same manner as any other Child Protection issue and copied to HR Manager, The Rugby Football League, DDI: 0113 237 5503, Fax: 0113 232 3666, E mail: neil.towse@rfl.uk.com (January 2004)

1. Recruitment, Employment and Deployment of Volunteers and/or Staff

Advertising, Pre-Application and Application

If any forms of advertising are used to recruit staff, whether paid or volunteer it should reflect the aims of HH and where appropriate the particular programme involved, the key responsibilities of the role, the level of experience or qualifications, and the Club's positive stance on Child Protection issues.

A record of the [application](#) and [self-disclosure](#) form (**Parts A & B**) will be sent to the individual. To be returned to the Executive Committee Secretary to copy for record purposes and immediately sent to the RFL (address on form).

A two-page [application form](#) (**Part C**) will be sent to the interested individual for return ASAP.

The applicant must complete at least two contact details on [Part D](#) that HH shall use for references. HH, using [Part E](#), shall make contact and obtain appropriate references before appointment.

2 Establishing a Policy Leader

Within every organisation, there is a need to establish a recognised influential person who will be responsible for establishing guidelines concerning the protection of young people. This person would also recognise that every organisation has both a moral and legal obligation to ensure that when it is given responsibility for young people, it provides them with the highest possible standards of care. Within Hopwood Hall RLC, the Child Protection Officer (CPO) fulfils this role.

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Responsibilities of the CPO include overseeing the management of investigations, recruitment, induction, and training in the field of young person protection. To ensure that the policy and procedures are effectively run the CPO must be well respected in the Club environment and be committed to and understand the policy, procedures and young person protection in general.

The CPO and his/her supporting CP Committee must all have attended a suitable training course.

2. Suspected Abuse Report Procedures

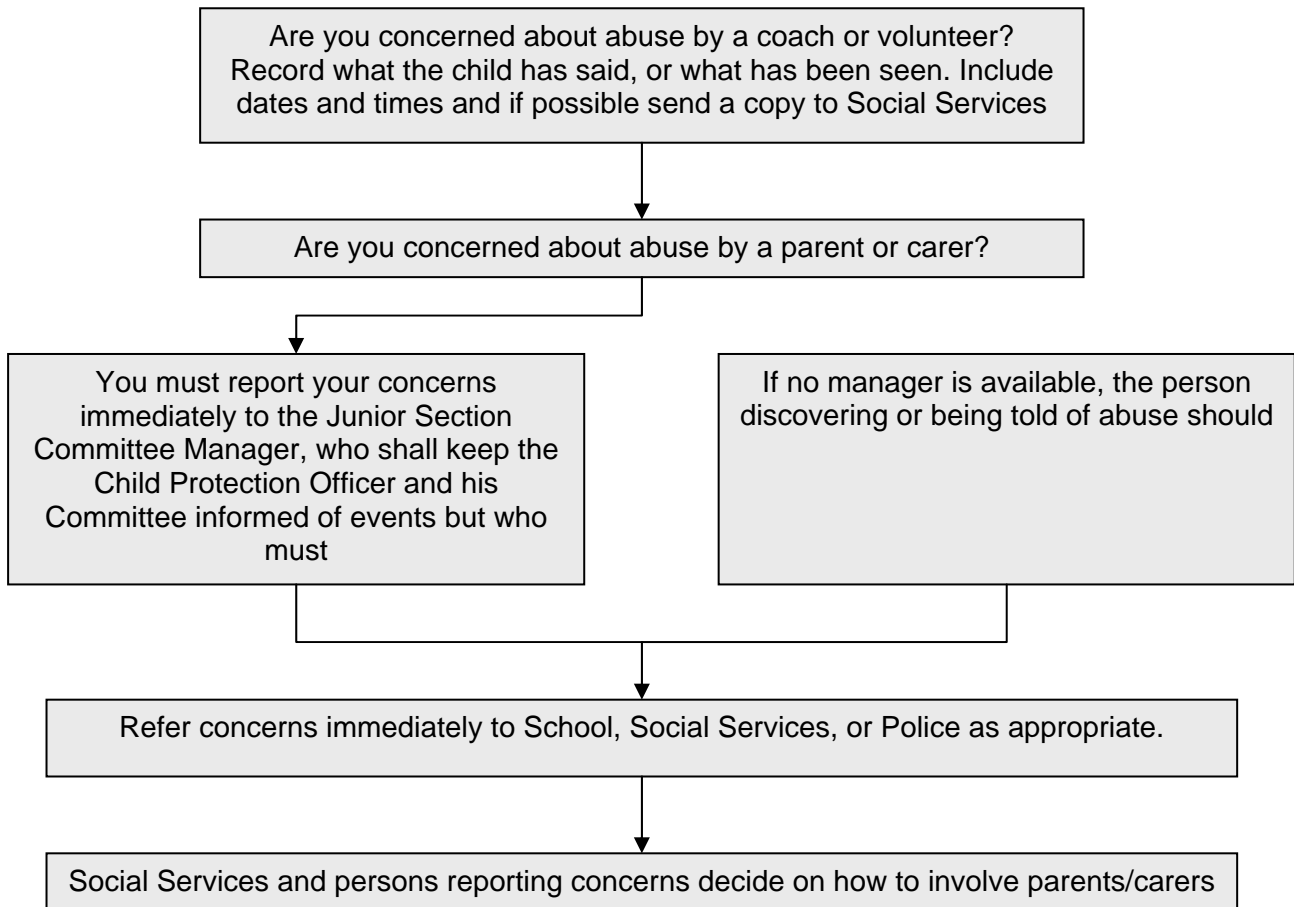
Although this is a sensitive and difficult issue, young person abuse can and does occur within institutions and within other settings other than the home. It is crucial that those involved in sport are aware of this possibility and that all allegations are taken seriously and appropriate actions pursued. This would include anyone working with young people in a paid or voluntary capacity. It is important that all involved are aware of the Child Protection Policy and have access to a copy.

Details of reporting mechanism are detailed in 2.1 & 2.2.

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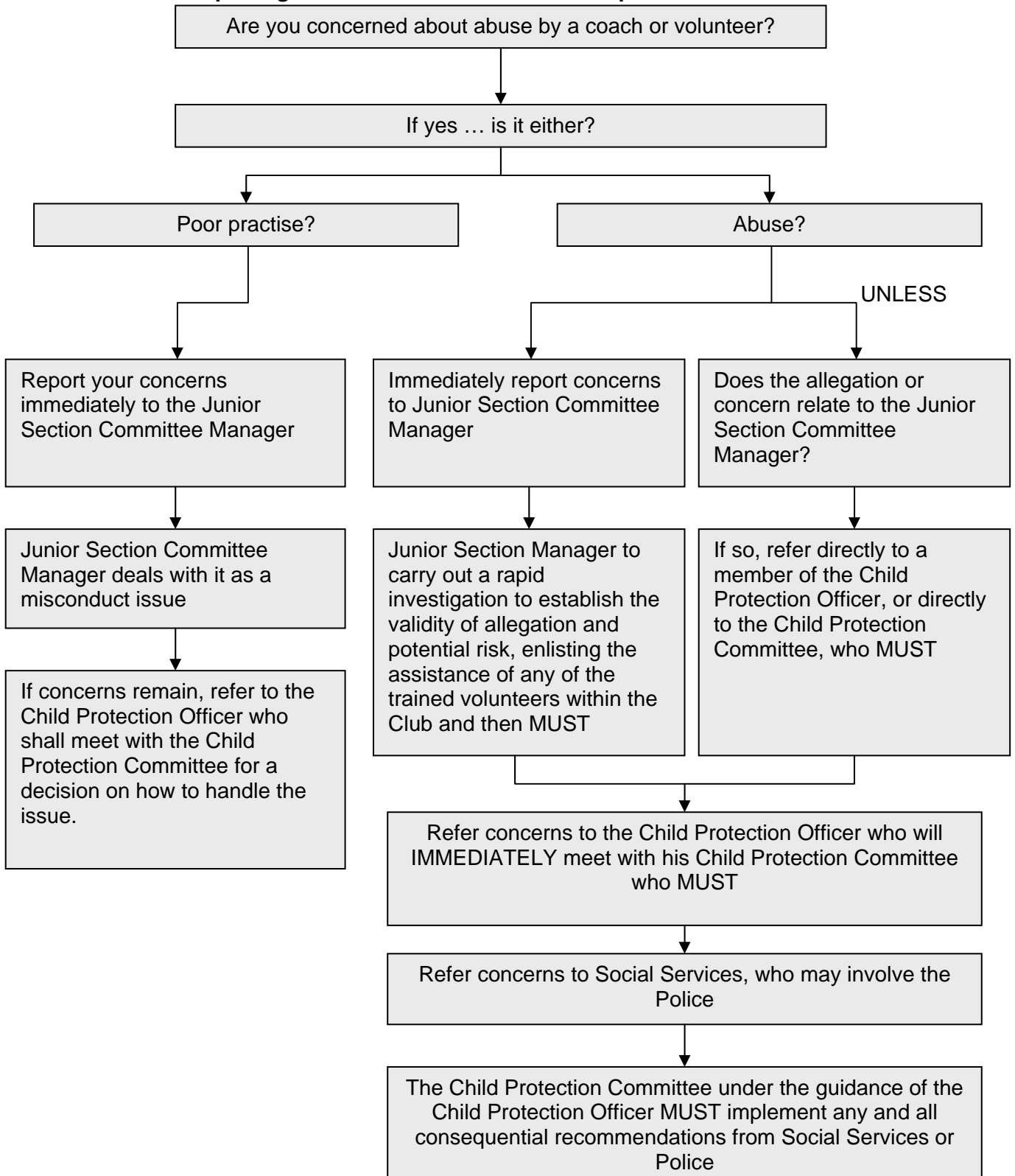
Abuse Outside the Sporting Environment



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Abuse Within the Sporting Environments Connected to Hopwood Hall RLC.



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3. Recruitment and Induction

To ensure that all young person protection standards are kept to the highest nature, it is important that all persons that will be involved in a position of responsibility regarding young people are recruited and inducted into the Club both in the same and best possible way.

Induction and Starter Packs

An introduction pack that contains all procedures relevant to the Club, a code of conduct towards people that the coach / volunteer is likely to come into contact with and an acknowledgement of receipt form creates a higher degree of understanding. First, the coach / volunteer should understand their own rights within the Club, issues of good practice and how the Club expects them to conduct themselves. This in turn can reinforce the integrity of procedures in place at the Club should any cases of misconduct arise.

Code of Conduct

This code of conduct is a series of guidelines for [coaches](#) / [volunteers](#) to work in conjunction with and to ensure the correct development of those they influence.

The code of conduct and guidelines for good practice will be made available to all those involved within the Club, including all coaches, volunteers, players and parents to ensure complete understanding of the expectations upon those involved within the Club.

The guidelines within this code include the expected conduct towards the coaches, volunteers and parents in order to encourage interaction within the Club and ensure that the best principles for good conduct are conveyed to the young players and promote their continued participation in both training and competition. This code recognises both the responsible leadership ethic towards coach and player relationships and takes the particular sport specifics into consideration, including rules and a need for the coach to be aware of the demands that the sport may place upon a young developing player.

Guidelines for Good Practice

These guidelines for good practice are implemented to ensure that both coaches and volunteers are protected from accusations of young person abuse and to assure parents that the highest standards of coaching are being followed within the Club.

These guidelines include:

Coaches / volunteers should be publicly open when working with young people and avoid situations where they and an individual young person are completely unobserved.

Situations will occur in sport when, in order to teach or coach certain techniques it is necessary to make contact with the player. If this is the case, tell the player beforehand and ask them if they have any objections.

If groups are to be supervised in changing rooms, always ensure that adults work in pairs and that the gender is appropriate.

Where mixed teams compete away from home at least one male and one female should always accompany them.

Volunteers and coaches must respect the rights, dignity, and worth of all and treat everyone with equality.

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Coaches must place the well-being and safety of the players above the development and performance. Anyone pertaining to be a professional Club scout (even if known to be one) must not be provided with personal details of any junior player. The coach or official should take the scouts details and pass them to the player's parent/guardian.

Ensure that skills are taught in a safe, secure manner paying due regard to the physical development of young players.

Ensure equipment and facilities are safe and appropriate to the age and ability of the players.

Coaches should hold current awards or a recognised leadership award.

Coaches must ensure that the activities, which they direct or advocate, are appropriate to the age, maturity, and ability of the players.

Coaches should always promote the positive aspects of their sport and never condone law violations or use of prohibited substances.

Coaches must consistently display high standards of personal behaviour and appearance.

Coaches should never overtly criticise players or use language or actions, which may cause the player to lose confidence or self-esteem.

Coaches should not spend amounts of time alone with young people away from others.

Coaches should not take young people alone on car journeys, however short the journey.

Coaches should not take young people to their home:

If it should arise that such situations are unavoidable they should only take place with the full knowledge and consent of someone in charge in the Club / Governing Body or a person with parental responsibility for the player.

Coaches should follow the guidelines from the Rugby League Coach Education Programme and the National Coaching Foundation booklet 'Working with Children'.

If a coach accidentally hurts or causes distress to a player, or the player appears to respond in a sexual manner to their actions, or misinterprets something they have done, they should report the incident to the Junior Committee Manager as soon as possible. Parents / carers and Child Protection Committee should also be informed of the occurrence.

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Identifying Abuse

The main four types of abuse are:

- [Emotional Abuse](#)
- [Neglect](#)
- [Physical Abuse](#)
- [Sexual Abuse](#)

Emotional Abuse

Emotional abuse is perhaps the most difficult of all forms of abuse to measure. Often young people who appear well cared for may be emotionally abused by being taunted, put down or belittled, or because they receive little or no love, affection or attention from their parents or carers. Coaches and others involved in performance sport should also consider the potential emotional abuse from excessive pressure during training regimes or in relation to competition.

Physical Indicators of Emotional Abuse Include:

A failure to thrive or grow, particularly if the young person puts on weight in other circumstances (e.g., in hospital or away from home).

Development delay, either in terms of physical or emotional progress.

Behavioural Signs Include:

Neurotic behaviour (e.g., hair twisting, rocking).

Being unable to play, unwilling to take part.

Excessive fear of making mistakes.

Self harm or mutilation

Fear of parents being contacted.

Neglect

Neglect is sometimes very difficult to recognise. It can go unnoticed for a long time; yet have lasting and very damaging effects on young people. Young people who do not receive adequate food or physical care will often develop and mature more slowly, while those who are left alone, unsupervised or unstimulated will often find it difficult to make friends or socialise adequately. It is important to look for both physical and emotional indicators.

Physical Forms of Neglect Include:

Constant hunger, sometimes stealing food from other young people.

An unkempt state (frequently dirty or smelly).

Loss of weight or being constantly underweight.

Inappropriate dress.

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Behavioural Forms of Neglect Include:

Being tired all the time.	Frequently being late for school or not going to school at all.
Failing to attend hospital or medical appointments.	Having few friends.
Being left alone or unsupervised on a regular basis.	

Physical Abuse

Most young people will collect cuts and bruises in their daily life, and certainly through their involvement in sport. However, you should be aware of young people's injuries or bruising, which can only be caused non-accidentally. These will often be part of a recurring pattern, sometimes appearing regularly.

An Important Indicator of Physical Abuse where Bruises or Injuries are:

Unexplained.	Untreated.
Inadequately treated (or where there are delays to treatment).	On parts of the body where accidental injuries are unlikely.

Note that bruising may be more or less noticeable of young people with differing skin tones or from different racial groups.

You need to be alert to the following physical indicators:

Unexplained bruising, marks, or injuries on any part of the body.	Bruises that reflect hand marks or fingertips.
Cigarette burns.	Bite marks,
Broken bones (particularly if the young person is under two years old).	Scalds.

Physical abuse may not be apparent from bruises, fractures, or physical signs. Behavioural indicators, particularly when there are changes in behaviour, can also indicate that abuse is happening.

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This might be evident in the following behaviour:

Fear of parents being contacted.	Aggressive behaviour or severe temper outbursts.
Running away.	Fear of going home (e.g., after training).
Flinching when approached or touched.	Reluctance to get changed for sport.
Covering arms and legs even when hot.	Depression.
Withdrawn behaviour.	

Sexual Abuse

People who may use young people to meet their own sexual needs abuse both girls and boys. This might be sexual intercourse, masturbation, oral sex, anal intercourse, or fondling. Showing them pornographic magazines, photographs or videos is also a form of sexual abuse.

Young people may tell you either directly or indirectly that they are being sexually abused. This will have taken enormous courage on their part because it is likely the abuser will have threatened them if they tell, or will have been aware and are very frightened of the consequences.

In all cases, young people will tell you because they want the abuse to STOP, therefore it is very important that you listen to them and take them seriously.

There may be physical indicators such as:

Pain or itching in the genital area.	Bruising or bleeding near the genital area.
A sexually transmitted disease.	Vaginal discharge or infection.
Stomach pains	Discomfort when walking or sitting down.
Pregnancy.	

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The sort of behavioural indicators you might notice are:

Sudden or unexplained changes in behaviour.	Apparent fear of someone.
Running away from home.	Having nightmares.
Sexual knowledge, which is beyond their age or development level.	Sexual drawings or language.
Bed-wetting.	Eating problems such as overeating or anorexia.
Self-harm or mutilation, sometimes leading to suicide attempts.	Saying they have secrets, they cannot tell anyone about.
Substance abuse or drug abuse.	Suddenly having unexplained sources of money.
Taking over a parental role at home and seeming beyond their age.	Not allowed to have friends.
Acting in a sexually explicit way towards adults.	Telling about abuse.

Child Protection Training Opportunities

All newly recruited or existing coaches / volunteers should be considered for enrolment on a young person protection awareness course as it is an excellent way in helping people to recognise forms of abuse and how they should deal with situations which may arise.

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SECTION 8 EQUALITY POLICIES – HH13

To reduce the risk of discrimination, to players, guests and supporters and to clearly describe the type of considerations given to equality that all those associated with Hopwood Hall RLC are to abide by.

Policy:

The sport of Rugby League and HH are opposed to discrimination of any form and will promote measures to prevent discrimination, in whatever form, from being expressed.

All those involved in HH Rugby League must respect the rights and choices of all human beings, treating everyone equally and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation, religion, or political affiliation.

The HH [Codes of Conduct](#) shall be adhered to at all times, to ensure the sport of Rugby League can be enjoyed by all.

SECTION 9 EQUITY POLICIES – HH15

Hopwood Hall RLC 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.

Hopwood Hall RLC respects the rights, dignity, and worth of every person and will treat everyone equally within the context of Rugby League, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality, or social/economic status.

Hopwood Hall RLC is committed to everyone having the right to enjoy Rugby League in an environment free from threat of intimidation, harassment, and abuse.

All Hopwood Hall RLC members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

Hopwood Hall RLC will deal with any incidence of discriminatory behaviour seriously, according to Club procedures and constitution.

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SECTION 10 HEALTH & SAFETY POLICY – HH14

The Chairman – Hopwood Hall RLC, accepts overall responsibility for the formulation and implementation of the policy, including the provision of adequate resources. However, the authority and responsibility for implementing and maintaining the policy, specific procedures, tasks and duties throughout the Club may also be delegated to appropriate members of Hopwood Hall RLC Committee.

Policy - The Management is Committed to:

- ◆ **Compliance**, as a minimum requirement, with all current applicable legislation, and any additional requirements of other relevant organisations.
- ◆ **Evaluation** and **reduction** of all risks, to ensure a safe and healthy working environment for our associates.
- ◆ **Innovation** in, processes and services, utilising the talents of all our associates and securing all opportunities for improvement.
- ◆ **Securing** the co-operation, involvement, and commitment of all associates and others who may be affected in the achievement of the Health & Safety Policy Objectives, and to encourage their contribution to the improvement programme.
- ◆ **Maintaining** the appropriate levels of awareness of associates, and visitors to enable them to take responsibility for their own and their colleagues' health and safety, and to carry out their responsibilities and duties in accordance with their procedures.

The Chairman – Hopwood Hall RLC will ensure that key Club objectives have been set within the framework of the policy, with the aim of continually improving the excellence of performance levels. The policy will be regularly reviewed for continuing suitability and effectiveness.

R. TODD – CHAIRMAN - Hopwood Hall RLC - AUGUST 2005

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SECTION 11 GENERAL CARE OF PLAYERS

To reduce the risk of harm, to encourage the feeling of well-being amongst sports participants, and to clearly describe the type of care that all those associated with Hopwood Hall RLC are to abide by.

General Care

All coaches must be qualified and accredited to the level stipulated by the Rugby League Coach Education Programme (RLCEP). Proof of the coach's qualifications must be presented to HH RLC and their qualification renewal date entered into the Club's database.

The coach must be aware of player's [medical problems](#) where practicable – to ensure everyone fit and well. If there is doubt whether a player should be playing, due to a medical condition then a note must be produced by the player's GP passing the player fit to play Rugby League. In addition, the coach should establish whether the player has any special health requirements (all information should remain confidential). If coaching the very young a conversation with a parent or carer, as well as the young person, is more appropriate.

Before beginning coaching, to make the practise safer and to put the players (particularly new ones) more at ease, the coaches will have:

- ◆ Explained clearly the 'house rules' or codes of conduct (see Procedure HH16 Code of Conduct - Players)?
- ◆ Eliminated any factors, which are hazardous or known to cause injury?
- ◆ Checked on participants' previous experience and knowledge?
- ◆ Made participants aware of any safety and emergency procedures (where appropriate)?

Coaches should always ensure a safe working environment, including the [condition of the ground](#), ensuring the venue is appropriate for the purpose and that equipment is safe and used accordingly.

Coaches should make their players aware of their personal responsibilities in terms of safety and the risk of injury, particularly those resulting from horseplay and lack of discipline.

Coaches must ensure no-one trains or plays in spectacles, dentures, or wears jewellery (including any form of body piercing). Coaches must both ban chewing gum for playing or training and encourage the use of protective clothing, correctly fitted gumshields, shoulder pads and headgear – particularly when playing or carrying out contact drills.

Choice of clothing for training is a personal matter but guard against nylon clothing (particularly when the player is generating heat) this is cheaper but not always suitable. In the case of dress, rules on safety take priority and should the coach find themselves in conflict with acceptable cultural, gender, ability, or religious practices, be sensible and seek advice from the Junior Committee Manager to ensure any discrimination or disadvantage is overcome.

Players should ensure their studs are in good condition to help prevent injury sustained as a result. Match day referees will prevent any players taking part whose studs are unsafe.

Sport presents an ideal opportunity for the coach to remind his players of the importance of personal hygiene, remember:

- ◆ Clothes must be clean and should be washed after every use.

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- ◆ The body must be clean and particularly the feet. Athletes Foot is rife and although a minor problem can lead to more serious infections.

The coach must always check the water temperature of the showers and if there are no facilities available, they should remind their players to bath/shower or strip wash at home.

When working with young people who have not yet reached puberty, use steady, low intensity exercise programmes with adequate rest periods rather than rigorous training programmes. Players should not be overplayed or overtrained and should not be playing more than one or two games per week (include their school activities in this calculation).

When selecting players for games and contact training drills, coaches need to consider mental and physical maturity, fitness, and conditioning levels, and skill levels. All activities must be in accordance with the Rugby League [Codes of Conduct](#).

There should be no players playing or training under the age of six. Including the lowest age group of under-7, through to the under-16 age group, a person must not be permitted to play in a match or train where any other player is older or younger by two years.

Players in the under-18 age group have an age range of two years eight months. Players from their 17th, birthday may play Open Age rugby, however, they should play in either youth or senior team, not both, on the same weekend.

It is compulsory in all BARLA Youth and Junior games that identity cards must be produced for all players. Should a team not produce their identity cards then it is mandatory for the game to be awarded to the non-offending team – *No Card No Play*.

Players are eligible to play for each individual age group and the age groups are updated at the beginning of each season. For up to date age ranges contact BARLA.

Injury in sport

Every coach is responsible for participants in their charge, but no matter what safety precautions are taken accidents will happen and the coach should be ready to deal with them.

[Medical Cover](#) is dealt with in detail but as general guidelines, the coach should:

- ◆ Remember that dealing with sport injuries is a highly specialised business.
- ◆ Unless properly trained, do not diagnose and treat the injury
- ◆ If in doubt, do nothing until the qualified person arrives.
- ◆ Always keep calm and if necessary, prevent others from attempting to 'make the patient more comfortable'.
- ◆ Offer comfort and reassurance whilst ensuring the safety of others.
- ◆ In the event of a serious injury, try to remember exactly what happened, how it happened, and when it happened. Make a note and pass this information to the emergency services, as it will be of great help.

The above does not mean you should not ignore requests for help from the injured party as recognising that pain is a symptom and as such should always be treated seriously is paramount, however, hastily, ill-considered action is seldom for the best.

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Warm up

To guard against injury:

- ◆ Heat the body, particularly the deep parts like the muscles and around the joints.
- ◆ Stretch the muscles, tendons, and ligaments.
- ◆ Prepare players for what is to follow, stimulating them both mentally and physically.

When

Before all forms of sport activity. No matter how brief or gentle the activity as injury can occur.

Guidelines

Basic guidelines for warm up:

- ◆ Use a whole body warm up that raises the muscle temperature and stretches all the muscles and connective tissue.
- ◆ Warm up should be activity related, so practice is achieved simultaneously.
- ◆ Use a suitable combination of intensity and duration without undue fatigue.
- ◆ Avoid a time lag between warm up and competition or training.
- ◆ Make the warm up interesting by varying the exercise, and make it safe.

What exercise to include?

- ◆ *General body exercise/gentle full body activities:* jogging (maybe incorporated into drills), low intensity pair's work covering the full range of movement.
- ◆ *Stretching exercises:* progressively lengthening the muscles, build from a slow and easy application of force to a controlled yet movement that is more dynamic. Do not use 'bouncy' stretches or a partner to help increase or sustain the stretch.
- ◆ *Simulation exercise:* basic skills exercise can be done under controlled but simulated practise or competitive conditions deigned to prepare the participant physically and mentally for the activities to follow.

Allow for individual differences in warm up routines, as different bodies will require different emphasis in terms of stretching and strength exercises. Finally building up a routine or better still (in the older player) encouraging the individual to design their own routine suited to their individual needs.

Cool down

It is equally important to cool down following exertion as to stop suddenly can often cause problems. When the activity period is over, the body must adapt and recover in many ways as it returns to normal – this is not instantaneous.

The muscles, which were pumping blood back to the heart, are no longer active so there is a build up of pressure in the muscles and fluid in the tissues, which may result in stiffness or soreness and possibly, muscle cramps. This may be prevented by mild systematic activity of the muscles affected until the body returns to a near resting state.

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Showers or baths complete the recovery from exercise, although the same treatment should not be used for players with soft tissue injuries, strains or sprains that should involve the application of ice to reduce the swelling.

Diet and nutrition

Pre-match and pre-training diets should avoid fats and concentrated glucose drinks which are slow to leave the stomach and so are not recommended 2-3 hours before taking part in vigorous activity (e.g., cornflakes, pasta or mashed potatoes would be more beneficial). Certain high caffeine concentrate drinks often have the effect of increasing dehydration in players.

It is important that when training in the evening to have eaten something since lunchtime (particularly young people), normally a light snack (e.g., sandwich, bread roll, and toasted sandwich) will suffice.

Diet is a study in itself and before dispensing specific instructions the coach should consult an expert or encourage the player (or parent/carer) to do the same.

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SECTION 12 MEDICAL COVER AND ACCIDENT TREATMENT AND RECORDING

To clearly describe the type of medical cover (including recommended action in the event of accidental injury, training of personnel and/or minimum equipment) that all those associated with Hopwood Hall RLC (to be known as HH) are to abide by.

Suitably Qualified First Aider

A suitably qualified person (to be known as the First Aider) must be present at every game and training session, this would normally be a member of the approved coaching staff, although not restricted as there are a number of HH officials, volunteers and/or parents, e.g., Club Chairman, Junior Manager, Coach Liaison Officer and Pitch Liaison Officer who will deputise when a member of the coaching staff is not yet qualified. Their role is to promote safe practice and cope with minor injury. Proof of the individual's first aid training must be logged into the HH player/coach database. This individual should have access to a mobile phone at all times.

Access to First Aid is to be available at all coaching and competition sessions.

First Aid

A well-stocked first aid kit is to be ready at hand for every game and training session. A suggested kit would comprise the following as a minimum:

- ◆ Blanket or towel
- ◆ Sterile eye packs x 2
- ◆ Medium sized sterile wound dressing x 6
- ◆ Bandages and splints
- ◆ Ice packs
- ◆ Assorted sterile adhesive dressings x 20
- ◆ Safety pins
- ◆ Large sized sterile wound dressing x 6
- ◆ Drinking water
- ◆ Access to a stretcher (home ground)

The First Aider should endeavour to seek out and make note of any player known to suffer from asthma or any other medical ailment.

In the event of an accident or incident after a game or training session, the [Accident Report Form](#) should be used to record the fact. It is the First Aider's responsibility to complete and forward this Accident Report Form to the Club Main Committee as soon as possible after the accident/incident has been dealt with. This is then to be entered into the Club Accident Book, by the Club Secretary or nominated deputy, in which all injuries involving treatment either sustained on the pitch or at training and subsequent treatment are recorded.

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Criteria For Reporting Accidents

If any player under your charge, or if you are aware of any opposition player or a member of the general public suffers Death or experiences Major Injuries or is subjected to Dangerous Occurrences, you need to report this on the HH [Accident Report Form](#). You should consider off field activities as much as on field.

Death or Major Injury

If there is an accident connected with HH and a person is killed or suffers major injury or a member of the public is killed or is taken to hospital; you must notify the Club Junior Secretary without delay. You must complete the [HH Accident Report Form](#) immediately and forward to the Junior Secretary. In the event of a death, the Police must of course be notified at once.

Major Injuries are:

Fractures other than to fingers, thumbs or toes.

Dislocation of the shoulder, hip, knee or spine.

Impairment of sight (temporary or permanent).

Penetrating eye injury.

Amputation.

Burn or scald.

Any other injury:

leading to hypothermia or heat induced illness or unconsciousness,
requiring resuscitation
requiring admittance to hospital for more than 24 hours.

Dangerous Occurrence

If there is an incident (an accident not resulting in injury) away from the playing arena that could have resulted in death or major injury but didn't, you need to communicate this to the HH Health & Safety Coordinator as today's near miss could be tomorrow's accident.

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Emergency Treatment

It is the First Aider's prime responsibility to treat the casualty and remain with him/her until a parent or similar responsible person can take over. Should the casualty need emergency medical treatment then the emergency services are to be summoned using 999. The First Aider shall then endeavour to make contact with the casualty's next of kin and inform them of the accident/incident at their earliest opportunity but their prime role is to protect the injured party from further injury and ensure the safety of others.

It is the responsibility of the Club Secretary to make contact with the Accident and Emergency Department of HH's nearest hospital and provide detailed directions to the ground(s) used by HH and to ensure emergency contact numbers are available to those who may need them.

Immediate Treatment of Minor Injuries

Cuts and grazes should be easily dealt with by the First Aider, however if more serious, a quick assessment of the injury will be required as to whether it can be treated or whether an expert assistance should be called. If so, refer to '[Emergency Treatment](#)'.

Basic Resuscitation

Club coaches or the person nominated as the First Aider should have a basic, working knowledge of the procedures involved in resuscitation. If they are not, then they must reported the fact to the HH main committee and a training course will be provided.

Concussion

Immediate management of concussion:

It is essential the qualified First Aider follow the following 'DR ABC' (always referring back to their '[Basic Resuscitation](#)' training)

- D Danger** Ensure that there are no immediate environmental dangers, which may potentially injure the player or the treatment team. This will probably involve stopping the game.
- R Response** Is the player conscious? Can he/she talk?
- A Airway** Ensure a clear and unobstructed airway, removing any mouthguard.
- B Breathing** Ensure the player is breathing adequately. If not refer to your [Basic Resuscitation](#) Training. Inform the [Emergency Services](#) once breathing is resumed.
- C Circulation** Ensure adequate circulation. If not refer to your [Basic Resuscitation](#) Training. Inform the [Emergency Services](#) once circulation is resumed.

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A player does not necessarily need to have lost consciousness to suffer concussion and if any of the following symptoms is present a head injury should be suspected and the player in question should see a Doctor.

Unaware of opposition, score of game	Confusion	Amnesia	Loss of consciousness	Unaware of time, date place
Headache	Dizziness	Nausea / vomiting	Unsteadiness/loss of balance	Feeling 'stunned or dazed'
Seeing stars or flashing lights	Ringing in the ears	Double vision	Sleepiness, slowness or fatigue	Subsequent loss of consciousness
Poor co-ordination	Convulsion	Slow to answer	Impaired speech	Poor concentration
Unusual or inappropriate behaviour	Vacant stare	Personality changes	Inappropriate playing behaviour e.g., running in the wrong direction	Appreciably decreased playing ability

HIV and Aids

The risk of HIV infection through sport is minimal. HIV virus is not very infectious and cannot be passed through the air like a cold or flu. Ordinary cuts or grazes that occur through training/playing or otherwise should be cleaned and adequately covered with a plaster so that the spread of blood is reduced. In order for someone to become infected, a sufficient amount of HIV must be passed over through the blood stream into their own, so simply adopt basic hygiene techniques.

There has been no known example of transmission because of giving or receiving first aid, ref. Sport England Health & Safety for Amateur Rugby League Clubs (October 2002).

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SECTION 13 SPECIFIC COACHING ROLES DEFINED

Coach (Head Coach)

Job Title:	Coach
Responsible To:	Committee
Job Purpose:	To be responsible for selecting, training and preparing a Rugby League squad.
Essential:	Appropriate Updated Coach Education Qualification appropriate to age of squad.

Role/Responsibility	Task
In conjunction with the committee, coaching team and support staff, design an appropriate coaching plan/strategy with identified timescales, processes, and resources to enable selection, training, and preparation of a squad.	Consult with the coaching team and support staff to produce an appropriate coaching plan/strategy.
To be responsible for the co-ordination, management and implementation of the coaching plan/strategy.	Junior Secretary to be informed if a player is sent from the field of play who will liaise with the vice-chairman on strategy should an appeal be appropriate.
To be responsible for the implementation of monitoring and evaluation of the coaching plan/strategy.	Organise; facilitate planning meetings with relevant coaching, and support staff as and when required.
To be responsible for providing feedback to players on their progress and performance as and when required.	Along with the Assistant Coach deliver the practical training, particularly the tactical training.
To assist and advise relevant persons in regard to talent identification.	Take the lead role in facilitating the squad teambuilding and group work discussions.
In conjunction with the Committee, coaching team and support staff, ensure appropriate codes of conduct and the highest standards of behaviour are developed and adhered to for both the playing and non-playing staff throughout the whole season.	Attend appropriate training to help in the implementation of the plan.
First point of contact to liaise with away teams and match officials to ensure officials and away teams are aware of the ground location, kick off times and any general information that ensures the smooth running of the fixture.	To ensure the plan/strategy has clearly identified, measurable targets.
To liaise with Pitch Coordinator regarding match day arrangements, to ensure smooth running of fixtures.	Identify and implement methods of obtaining feedback from players after every squad training and playing session.
	To maintain records of attendance at all coaching sessions.
	To attend all training sessions to assess players' ability.
	Be available to players on training sessions to provide positive constructive feedback.
	To attend relevant school/club games to assess players' ability and progress if required.
	Provide regular updates to the Committee.
	To ensure both playing and non-playing staff are aware and have access to a copy.
	Identify disciplinary procedures for players or non-playing staff who break the code of conduct.
	Close liaison with Pitch Coordinator regarding kick off times, catering, etc. Complete match reports, referee reports and other match day requirements.

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Coach (Assistant Coach)

Job Title:	Assistant Coach
Responsible To:	Head Coach and Committee
Job Purpose:	To be responsible for assisting the Head Coach in selecting, training and preparing a Rugby League squad.
Essential:	Appropriate Updated Coach Education Qualification appropriate to age of squad.

Role/Responsibility	Task
In conjunction with the committee, coaching team and support staff, assist in achieving the coaching plan/strategy to enable selection, training, and preparation of a squad.	Consult with the Head Coach and support and assist in the fulfilment of the Head Coaches specified tasks.

SECTION 14 CODE OF CONDUCT – COACHES

To promote and describe the code of conduct for all coaches associated with Hopwood Hall RLC.

Coaches who have the prescribed qualification recognised by Coach Education Programme are covered in their activities by BARLA Public Liability Insurance and for refereeing in the absence of an appropriate official.

This code is a Rugby League Coach Education Programme policy within which an accredited Rugby League Coach MUST WORK. Additionally HH RLC unequivocally endorses the RLCEP code of conduct. Proof of the individuals coaching qualification must be registered with HH RLC.

Through this code, coaches who are accredited by the RLCEP accept their responsibilities to sports players and their parents and families, to coaching and to Rugby League Associated Governing Bodies, employers, and all other colleagues.

It is recommended that coaches' work towards the maximum ratio of 15:1 regard performers and coaches.

Humanity

The coach must respect the rights and choices of all human beings, treating everyone equally and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation, religion, or political affiliation.

Relationships

The good RL coach is concerned with:

- ◆ The safety, well being and protection of all individuals in their charge, ensuring that all training and playing demands are not detrimental to the social, emotional, intellectual and physical needs of the individual.
- ◆ Encouraging independence through guiding players to accept responsibility for their own behaviour and performance within training and competition.
- ◆ Ensuring their behaviour is not misconstrued or open to allegations of favouritism, misconduct or impropriety, particularly where physical contact between coach and player is necessary within coaching practices

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- ◆ Ensuring players and relevant people are aware of their qualifications and experience, respecting the rights of individuals to choose to consent or decline to participate within coaching or playing situations.
- ◆ Refraining from public criticism of other coaches or players.

Integrity

The good RL coach:

- ◆ Abides by the rules of Rugby League.
- ◆ Follows fair play and ethical guidelines.
- ◆ Ensures all practices are suitable and relevant dependant upon the age, maturity, experience, and ability of players.
- ◆ Displays loyalty to the Club, players and fellow coaches – and does not behave in a way that will bring the Club into disrepute.
- ◆ Shows respect to match officials, coaches players and others involved in the game
- ◆ Accepts the decisions of the match officials without protest.
- ◆ Avoids words or actions that may mislead the match official.
- ◆ Promotes the prevention and education of the misuse of performance enhancing drugs and illegal substances.
- ◆ Coaches must accurately present and provide evidence, upon request, of their training qualifications and services.
- ◆ All coaches must declare to the appropriate body and criminal convictions.

Confidentiality

The coach and player must reach agreement about what is to be regarded as confidential information.

Confidentiality does not preclude disclosure of information to persons who can be judged to have a right to know. For example:

- ◆ Evaluation for selection purposes.
- ◆ Recommendations for employment.
- ◆ In matters of disciplinary within the sport or matters of disciplinary action by a sports organisation against one of its members.
- ◆ Legal and medical requirements.
- ◆ Recommendations to parents/family where the health and safety of a player might be at risk.
- ◆ In pursuit of action to protect young people and young persons from abuse.

Personal Standards

Rugby League Coaches within the coaching/playing environment must not attempt to influence or exert undue influences and pressures on order to obtain personal benefit or reward.

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Coaches must display high personal standards that project a favourable image of Rugby League including:

- ◆ Good personal appearance that projects an image of health, cleanliness, and functional efficiency.
- ◆ Coaches should never smoke when in a coaching environment.

Coaches should refrain from drinking alcohol to the extent that it is:

- ◆ Obvious they have been drinking,
- ◆ Affects their coaching competence or
- ◆ Compromises player's safety.

Competence

- ◆ All coaches must be appropriately qualified as per the requirements of the RLCEP.
- ◆ Coaches should regularly seek ways of increasing their personal and professional development.
- ◆ Coaches must be receptive to employing systems of evaluation that include self-evaluation and also external evaluation in an effort to assess the effectiveness of their work.

Coaches must be able to recognise and accept when to refer or recommend players to other coaches or structures. It is the coach's responsibility as far as possible to:

- ◆ Verify the competence of the player.
- ◆ Verify the competence and [integrity](#) of any other person or structure to which they refer the player.

Safety

Within the limits of their control, coaches have a responsibility to:

- ◆ Establish a safe working environment.
- ◆ Ensure as far as possible the safety of the players with whom they work.
- ◆ Protect young people from harm and abuse.
- ◆ Fully prepare their player for the activities and make them aware of their personal responsibilities in terms of safety.
- ◆ Ensure all activities undertaken are suitable for the experience and ability of the players in keeping with the approved good practices as determined by the RLCEP.
- ◆ Communicate and co-ordinate with registered medical and ancillary practitioners in the diagnosis, treatment and management of their players medical or psychological problems.
- ◆ [Special Rules for Young Players](#) (6-11) are dealt with separately in this document.

Complaints Procedure

Any individual or organisation wishing to make a complaint against a Rugby League Coach, within the context of this document should follow the procedure below:

- ◆ Report the matter to the HH Main Committee in writing and to the relevant Rugby League Governing Body responsible for that area of the game.

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- ◆ Complaints, which refer to the protection of young people, should be dealt with in accordance with HH's [Child Protection](#) section of this document.

Disciplinary

Any coach that is found to be carrying on with activities or behaviour that is outside this code of conduct may find themselves to be the subject of an internal disciplinary hearing and may also be the subject of [sanctions as described in the Club constitution](#)

SECTION 15 SPECIAL RULES FOR YOUNG PLAYERS (6-11)

Young people's safety and care is HH's highest priority.

A special set of [rules](#) are found at the back of this document and each coach of 6-11 year olds must ensure all young players under his charge are made aware.

The returned form is to be handed to the [Child Protection Officer](#) for archive purposes.

SECTION 16 CODE OF CONDUCT – PLAYERS

To promote and describe the code of conduct for all players associated with Hopwood Hall RLC.

Every player must:

- ◆ Treat everyone equally and sensitively regardless of his or her gender, ethnic origin, cultural background, sexual orientation, religion, or political affiliation.
- ◆ Know and abide by the Laws, rules, and spirit of the game.
- ◆ Avoid all forms of gamesmanship and time wasting.
- ◆ Safeguard the physical fitness of opponents, avoid violence, and help injured opponents.
- ◆ Accept the decisions of the match officials without question or complaint (let your captain or coach ask the necessary questions) and avoid words or actions, which may mislead a match official.
- ◆ Exercise self-control at all times and do not use illegal or dangerous tactics.
- ◆ Give maximum effort and strive for the best possible performance during a game, even if your team is in the position where the desired result has been achieved.
- ◆ Learn to accept victory and defeat, success and failure with humility and dignity.
- ◆ Abide by the instructions of the coach and Club officials provided they do not contradict the spirit of this code.
- ◆ Treat your team-mates and opponents, coaches, Club officials and match officials with respect and consideration at all times – treat them as you yourself would like to be treated.
- ◆ Do not attempt to improve your performance by the use of banned substances or banned techniques.
- ◆ Do not use foul, sexist, or racist language at any time.
- ◆ Work equally hard for yourself and your team – your team's performance will benefit and so will your own. Remember that the aim of sport is to have fun, improve your skills, and feel good.
- ◆ Be a good sport, applaud all good performance whether by your own team or your opponents, at the end of play applaud and thank your opponents and match official.

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- ◆ Display loyalty to your Club, coach, and team-mates – do not behave in a way that will bring your Club into disrepute.

Disciplinary

Any player that is found to be carrying on with activities or behaviour that is outside this code of conduct may find themselves to be the subject of an internal disciplinary hearing and may also be the subject of [sanctions as described in the Club constitution](#)

SECTION 17 CODE OF CONDUCT – PARENTS and SPECTATORS

To promote and describe the code of conduct for all spectators associated with Hopwood Hall RLC.

All spectators must:

- ◆ Be on your best behaviour. Do not use foul, sexist, or racist language or harass players, coaches or match officials. Verbal abuse of players or match officials is not acceptable in any form. Remember a HH Club official may have to ask you to leave the field of play if you contradict this code.
- ◆ Remember the players are taking part for their own enjoyment – not yours. They are not professionals or international gladiators.
- ◆ Display respect to the Club officials, players, and coaches of both teams and match officials. Without them there would be no game – and do not behave in a way that will bring the Club into disrepute.
- ◆ Acknowledge good performance and fair play by opponents as well as by your own team. Condemn the use of violence.
- ◆ Do not ridicule players who make mistakes.

Every parent should:

- ◆ Teach their young person to treat everyone equally regardless of their gender, ethnic origin, or cultural background. Support all efforts to remove verbal, racist, and physical abuse from Rugby League. Teach their young person that effort and teamwork are as important as victory so that the result of each game is accepted without undue disappointment.
- ◆ Not force an unwilling young person to take part in Rugby League.
- ◆ Encourage their young person to always play by the rules and to respect match officials.
- ◆ Remember their young person is involved in sport for their own enjoyment not the parents. Never ridicule or shout at a young person for making a mistake.
- ◆ Insist on fair and disciplined play – do not tolerate foul play, cheating, foul, sexist or racist language and do not behave in a way that will bring the Club into disrepute and do not publicly, question the judgement of match officials and never their honesty.
- ◆ Recognise the value and importance of volunteer coaches and administrators; they give their time, energy, and resource to provide recreational activities for your young person.

Disciplinary

Remember a HH Club official may ask you to leave the field if you contradict this code. Any parent or spectator that is found to be carrying on with activities or behaviour that is outside this code of conduct may find themselves to be the subject of an internal disciplinary hearing and may also be the subject of [sanctions as described in the Club constitution](#)

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SECTION 18 CODE OF CONDUCT – CLUB OFFICIALS & VOLUNTEERS

To promote and describe the code of conduct for all Hopwood Hall RLC Officials and volunteers.

Method:

- ◆ All new Club Officials and/or volunteers after February 2005 must complete the [introductory agreement/recruitment form](#). HH may use the [volunteer recruitment checklist](#) as a guide to selecting/accepting volunteers.
- ◆ Must treat everyone equally and sensitively regardless of his or her gender, ethnic origin, cultural background, sexual orientation, or political affiliation.
- ◆ Accept the special role that you have to play in the establishment of standards by setting a good example of behaviour and conduct at all times.
- ◆ Encourage all players and coaches to abide by the rules and spirit of the game.
- ◆ Do not use foul, sexist, racial, or abusive language.
- ◆ Use your position to take action against spectators or parents who harass, abuse, or use foul, sexist, or racial language towards players, coaches, or match officials.
- ◆ Ensure that qualified coaches who are capable of promoting good sporting behaviour and good technical skills provide proper supervision.
- ◆ Ensure all equipment and facilities meet safety standards.
- ◆ Respect the right of other Clubs.
- ◆ Show respect to match officials, coaches players and others involved in the game
- ◆ Accept the decisions of the match officials without protest.
- ◆ Avoid words or actions that may mislead the match official.

Disciplinary

Any Club official or volunteer that is found to be carrying on with activities or behaviour that is outside this code of conduct may find themselves to be the subject of an internal disciplinary hearing and may also be the subject of [sanctions as described in the Club constitution](#)

SECTION 19 DEHYDRATION

To reduce the risk of harm, to encourage the feeling of well-being amongst sports participants, and to clearly describe the type of considerations given to dehydration that all those associated with HH RLC are to abide by.

Exercise causes an increase in body temperature as the muscles produce heat and in hot conditions, this rise will be even greater.

When body temperature starts to get too high, players' performance will suffer – work rate falls and ball handling skills and co-ordination decrease. If the body temperature continues to rise then heat stroke may ensue. This is a serious medical condition and potentially fatal. If a player is suspected of suffering heat stroke, urgent medical assistance should be sought.

Sweating maintains the body temperature during exercise but as sweating continues, body fluid is lost and dehydration occurs.

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- ◆ In warm conditions, players can lose between two and five litres of fluid in a game.
- ◆ Players with high body fat levels or low levels of endurance are less tolerant to hot conditions; therefore maintaining a good physical state is therefore crucial.
- ◆ Players who have been ill or suffering from a virus are more prone to heat stress. They should seek medical advice before training or playing.
- ◆ Players who have been drinking alcohol during the 24 hours before matches or training are more prone to dehydration.
- ◆ Dehydration should be considered just as important a factor in training as it is during matches.

It is therefore essential that players and coaches adopt a strategy to meet the challenge of controlling dehydration when playing and training.

Guidelines for players

- ◆ Monitor your own rate of fluid loss by measuring body weight changes after training/playing. 1 kilogram of weight means 1 litre of fluid needs to be drunk.
- ◆ Fluids should be taken before, during, and after training sessions and matches. Sports drinks with small amounts of carbohydrate and sodium are formulated to increase fluid absorption. Too much carbohydrate will slow fluid absorption. Sports drinks with high caffeine content will increase the risk of dehydration.
- ◆ Drink plenty of fluid during the build up to a match – players who are not fully hydrated at kick off will not perform well. Avoid tea and coffee on the morning of the match and take plenty of fluid with you on long journeys to away matches.
- ◆ Try to drink at least every 20 minutes during matches and prolonged training sessions. Do not wait until you are thirsty – it will be too late.
- ◆ After a match, drink plenty of fluid to replace the weight lost.
- ◆ Alcohol should only be consumed once the weight lost (i.e., in fluid) from sweating has been replaced. The passing of clear urine is a clear indicator of when rehydration has occurred.

Guidelines for coaches

- ◆ Encourage your players to have their own personal strategies to combat dehydration.
- ◆ Ensure there is plenty of fluid available in the changing rooms before and after vigorous activity.
- ◆ Training sessions should include breaks every 20 minutes for players to take drinks. In matches, use every opportunity possible to get fluids onto the field.
- ◆ If any players show symptoms of heat stroke (dizziness, confusion, pale complexion, cool clammy skin) withdraw them from the match/training session and send them for immediate medical attention.

SECTION 20 ERGONOMIC SUBSTANCES

To clearly describe the BARLA constitutional viewpoint regarding ergonomic substances that all those associated with Hopwood Hall RLC are to abide by.

These are substances, which are intended to help the body at work. They include performance enhancing drugs and food supplements. You should advise your players to avoid the use of drugs

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to aid performance. Food supplements, such as vitamins and mineral drinks should be seen as additions to a good healthy, balanced diet, rather than replacements.

The BARLA Constitution states the following:

Doping in or out of competition is strictly forbidden and is an offence. Any player found guilty of a drug offence in accordance with current practises and guidelines of the International Olympic Committee and Sport England, or any person who assists or incites others to use prohibited substances or techniques will be liable to disciplinary action.

Any player or other person found guilty of this offence will also be liable to discipline by HH RLC.

Any player or other person found guilty of this offence concerning junior players of HH will be immediately expelled from the Club but has the right to appeal.

The offence of doping takes place when:

- ◆ A prohibited substance and/or metabolites of potential substance are found to be present within a player's body tissue or fluids.
- ◆ A player uses or takes advantage of prohibited technique.
- ◆ A player admits to having used or taken advantage of prohibited techniques.
- ◆ A player fails to report to the Doping Sampling Control Officer when requested.
- ◆ A player fails to provide a specimen of urine when requested.
- ◆ A player fails to provide a specimen if urine of the required quantity when requested.
- ◆ A person assists or incites others or admits having assisted or incited others to use prohibited substances or techniques.

There is a maximum suspension of four years for the first offence and a maximum suspension of a life ban for a second offence.

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SECTION 21 HEALTH SAFETY AND WELFARE OF SPECTATORS

To reduce the risk of harm, to spectators and to clearly describe the type of considerations given to spectators (home and away) that all those associated with Hopwood Hall RLC are to abide by.

It is the responsibility of HH to ensure that all practicable measures are taken for the Health & Safety of spectators at every level of the game.

Spectators should stay outside the field of play at all times.

Club Officials should be aware of the potential for conflict between players and spectators and take adequate precautions to avoid this problem. In the absence of a permanent barrier around the pitch, it is recommended that the pitch be roped off a minimum of three metres away from both touchlines. Other steps may be taken if roping off is inappropriate.

The Club Officials present at the ground on match day are wholly responsible. They should be aware that if any conflict escalates and any of the spectators or players is in apparent danger they should have no hesitation in calling the Police rather than risk the situation becoming out of control.

Spectators must be aware of the [Code of Conduct](#).

Additionally, HH needs to consider the safety of all spectators including those with disabilities and young people.

SECTION 22 FACILITIES

To reduce the risk of harm, to players and supporters and to clearly describe the type of considerations given to site facilities that all those associated with Hopwood Hall RLC are to abide by.

Maintenance

Wherever possible HH should try to ensure that a planned maintenance programme covers the building/facilities being occupied, although this may be restrictive should HH be a tenant.

Cleaning

HH's Clubhouse, whether owned or rented should provide a clean and safe environment for its members, players and guests. This is particularly important in the changing areas, toilets, bars and kitchens, where hygiene is an important issue. If the premises are rented and the standard of cleaning is unacceptable, then it is the responsibility of HH's volunteers to inform the HH committee who shall raise their concerns with the landlord/property owner.

If HH are occupying facilities not owned by HH then restrictions may apply, however, if HH volunteers are carrying out cleaning duties they should be familiar with safe and effective techniques and working practices, including safe handling of equipment and chemicals.

This should ensure that the facility is cleaned regularly and offers a safe and hygienic environment.

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SECTION 23 GROUND SAFETY

To reduce the risk of harm, by controlling ground safety, and to clearly describe the type of considerations given to ground safety that all those associated with Hopwood Hall RLC (to be known as HH) are to abide by.

Safety of the playing/training surface is vital.

Before training or playing it is the coach, who is responsible for making sure it is free from debris likely to cause injury or illness including animal excreta, ice or excessive mud or water. You may believe your home ground to be safe for your players but periodical checks are vital. Absolutely necessary is an inspection of the playing surface when fulfilling an away fixture.

If possible HH is to ensure their home ground is regularly rolled to avoid rutting.

HH's home ground should meet the following minimum requirements:

- ◆ Fixed furniture, i.e., posts must have adequate protection at the base for at least six feet. Posts should also be securely fixed and regularly checked to avoid the danger of collapse.
- ◆ Flexible corner flags.
- ◆ At least three metres of clearance around the playing area are desirable.
- ◆ Official line marking substances are made from calcium carbonate and pose no threat or danger to players or ground staff and should be the only substance used to mark playing surfaces. Other substances may be used but only after consulting the Material Safety Data Sheet (MSDS) or the Control of Substances Hazardous to Health (COSHH) sheets relevant to the proposed substance – if in doubt do not use anything but the official line marking substance. On no account should builder's lime be used, as there is a risk of serious burns if exposed to unprotected skin.

SECTION 24 TRAVEL ARRANGEMENTS

To reduce the risk of harm, to players and supporters and to clearly describe the type of considerations given to travel arrangements that all those associated with Hopwood Hall RLC (to be known as HH) are to abide by.

Teams should travel in appropriate roadworthy vehicles and care should be taken not to overload them.

All drivers should be experienced, qualified, and insured in the vehicle to be driven.

If the vehicle is a hired vehicle, then the terms and conditions must be strictly adhered to.

All passengers should take care not to distract the driver and should behave in a manner that is not offensive or distracting to any other road user.

It is recommended that no alcohol should be carried or consumed on any form of transport.

Late collection – all staff/volunteers should:

Attempt to contact the parent in the event of late collection.

Check the Club contact number for any information regarding the young person.

Contact an alternative contact name/number.

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Wait with the young person at the sports facility with wherever possible other staff/volunteers or parents.

Late collection – all staff/volunteers should not:

Take the young person home or to any other location.

Ask the young person to wait in a vehicle or sport facility with you alone.

Send the young person home with another person without parental permission.

Checklist for AWAY fixtures.

Communication with parents

- ◆ Pick up times
- ◆ Destination and venue
- ◆ Competition details
- ◆ Kit
- ◆ Other requirements

Transport

- ◆ Journey times and stopping points
- ◆ Supervision
- ◆ Suitability, accessibility,
- ◆ Drivers checked
- ◆ Insurance
- ◆ Seat belts

Supervision and staffing

- ◆ [Ratio](#) of staff to athletes
- ◆ If mixed sex, then one male and one female staff member as minimum
- ◆ Responsibilities

Emergency procedures

- ◆ First aid
- ◆ Specific medical details
- ◆ Reporting procedures
- ◆ Home contact details
- ◆ Player information

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Insurance

- ◆ Liability
- ◆ Adequate cover

Costs

- ◆ Fares
- ◆ Meals & refreshments

Checklist for day trips or overnight stays.

Purpose of trip

- ◆ Competition, training, social, combination

Planning

- ◆ When
- ◆ Where
- ◆ Who
- ◆ Risk assessment of activity

Communication with parents

- ◆ Pick up times
- ◆ Destination and venue
- ◆ Competition details
- ◆ Kit and equipment details
- ◆ Emergency procedures and home contact / alternative contact
- ◆ Written consent
- ◆ Code of Ethics and Conduct

Accommodation

- ◆ What type
- ◆ Catering special diets, allergies
- ◆ Suitability for group, accessibility
- ◆ Room lists

Transport

- ◆ Journey times and stopping points
- ◆ Supervision
- ◆ Suitability, accessibility,

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- ◆ Drivers checked
- ◆ Insurance

Supervision and staffing

- ◆ Ratio of 11:1 staff (not just coaches) to athletes
- ◆ If mixed sex, then one male and one female staff member as minimum
- ◆ Responsibilities
- ◆ Specialist carers if required

Emergency procedures

- ◆ First aid
- ◆ Specific medical details
- ◆ Reporting procedures
- ◆ Home contact details / alternative contact
- ◆ Player information

Insurance

- ◆ Liability
- ◆ Adequate cover

Costs

- ◆ For travel
- ◆ Payment schedule – deposit, staged payment
- ◆ Extra meals, refreshments
- ◆ Spending money
- ◆ Security

Arrival

- ◆ Check rooms, meal times, phones
- ◆ Valuables
- ◆ Check sporting venue
- ◆ Collect in money, valuables
- ◆ Information on medications
- ◆ Arrange group meetings
- ◆ Confirm procedures with staff
- ◆ Rules, curfews, etc.

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Checklist for travel abroad and/or hosting.

Purpose of trip

- ◆ Competition, training, social, combination

Communication with parents

- ◆ Pick up times
- ◆ Destination and venue
- ◆ Competition details
- ◆ Kit and equipment details
- ◆ Emergency procedures and home contact / alternative contact
- ◆ Written consent
- ◆ Code of Ethics and Conduct

Accommodation

- ◆ What type
- ◆ Catering special diets, allergies
- ◆ Suitability for group, accessibility
- ◆ Room lists

Hosting or being hosted

- ◆ Hosts vetted
- ◆ Hosts aware of special requirements
- ◆ Transport arrangements
- ◆ Telephone contact
- ◆ Local map and information

Transport

- ◆ Journey times and stopping points
- ◆ Supervision
- ◆ Suitability, accessibility,
- ◆ Drivers checked
- ◆ Insurance

Supervision and staffing

- ◆ Ratio of 11:1 staff (not just coaches) to athletes
- ◆ If mixed sex, then one male and one female staff member as minimum
- ◆ Responsibilities

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- ◆ Specialist carers if required

Emergency procedures

- ◆ First aid
- ◆ Specific medical details
- ◆ Reporting procedures
- ◆ Medication
- ◆ E111 Form (EU visits)

Insurance

- ◆ Accident
- ◆ Travel
- ◆ Medical

Costs

- ◆ For trip
- ◆ Payment schedule – deposit, staged payment
- ◆ Extra meals, refreshments
- ◆ Spending money
- ◆ Security

Documentation

- ◆ Travel tickets
- ◆ Passport, Visas
- ◆ Check non-EU nationals

Preparing athletes

- ◆ Local culture, language
- ◆ Food & drink
- ◆ Currency
- ◆ Telephones
- ◆ Maps of area

Arrival

- ◆ Check rooms, meal times, phones, valuables
- ◆ Check sporting venue
- ◆ Collect in money, valuables

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- ◆ Information on medications
- ◆ Arrange group meetings
- ◆ Confirm care and child protection procedures with group/staff
- ◆ Rules, curfews, etc.

SECTION 25 REGISTERING HH's ACTIVITIES

To ensure that any activities carried out by Hopwood Hall RLC (HH) are registered with the authorities should there be a need.

Any Club employing staff, regardless of size or location, must register its existence with the Health & Safety Executive (HSE) or the local Environmental Health Department.

However, as HH are not employers and their representatives are volunteers it would not normally have to register, unless HH is involved in dangerous activities, e.g., putting on a fireworks display, etc.

However, groups that control or are responsible for premises and buildings have to register with the local Fire Authority, if a tenant then the responsibility is that of the landlord/property owner and HH should endeavour to ensure the buildings occupied are so registered.

If food is prepared, stored, sold or provided on five or more consecutive days in any five-week period, then HH must register with the local Environmental Health Department.

If any HH representative/volunteer is in any doubt whether HH's activities should be registered then they should contact any member of the Committee to note their concerns and the Committee shall investigate and respond.

SECTION 26 HEALTH & SAFETY LAWS

Legal considerations:

Should HH become an employer then Health & Safety laws will apply to HH as the employer and our employees. However, the following are also good practise should HH own its own premises but not be an employer. If in doubt, HH should contact the H&S Executive.

- ◆ The Local Authority will administer H&S laws and will help HH to understand what HH needs to do. They will only enforce when something is seriously wrong. The Local Authority can be contacted to clarify HH's position as an employer at any time.
- ◆ Should HH employ anyone we are legally bound to take out Employers Liability Insurance and should display the certificate. As an employer HH will also need to display the H&S law poster ISBN 0 7176 1380 1.
- ◆ As an employer HH has a responsibility to report injuries at work (Lost Time Accidents to the H&S Executive).
- ◆ Employers with five or more employees should have a written H&S Policy and will need to consult their employees on certain H&S matters.
- ◆ All employers must assess the risks from their work activities.

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Issues to consider are:

- ◆ The most common cause of injury at work and consequently in a Clubhouse or changing rooms, is from slips, trips or falls. This is particularly important when members of the public use the premises.
- ◆ A Club with a bar and changing room facilities will have floors that can become wet and slippery.
- ◆ Any hazardous substances including cleaning materials should be properly controlled, following the manufacturer's directions at all times.
- ◆ Many people can hurt their back, arms, hands, or feet from a manual handling injury.
- ◆ All electrical installations should be made safe, preferably being checked and tested by a qualified electrician.
- ◆ Should HH inhabit their own premises the Club should appoint a person to take charge of First Aid arrangements. These arrangements should include suitable training and a suitably stocked First Aid box.

SECTION 27 HH's RESPONSIBILITY FOR BUILDINGS & PREMISES

Should HH control non-domestic premises, i.e., Clubhouse, car parks, etc., and then it must take reasonable steps to provide equipment and premises that are safe and have a safe route of exit for its employees and/or volunteers. The Health & Safety Executive will provide details and advice.

SECTION 28 HEALTH, SAFETY & WELFARE

All employers must provide a safe place to work, which is clean and free from risks and endeavour to reduce the risks of ill health and injury.

A safe system of work is required, i.e., proper procedures for handling dangerous substances and adequate guarding if machinery is used.

Employees must be given training, knowledge, and information to enable them to carry out their work safely.

These regulations do not apply to Clubs without paid staff. However, HH does need to ensure that its volunteers can work in a risk free and safe environment.

SECTION 29 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

All employers have a legal duty to assess the workplace for risks to health, which may be caused by substances hazardous to health. [Assessment](#) is the key to evaluating risks in the workplace. If HH has no paid staff, it is not bound to COSHH assessments. However, HH must take its [duty of care](#) seriously and carry out such [assessments](#), which are an excellent way to identify and overcome H&S problems.

SECTION 30 FIRE ASSESSMENT

All public and community buildings are obliged under various Regulations and Acts to specify minimum levels of standards so that risk of fire is reduced. Emergency evacuation is to be clearly displayed.

HH must guard against the accumulation of rubbish and must remain mindful of the control of combustible and flammable substances. Advice from the local Fire Authority must be sought and heeded.

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SECTION 31 DUTY OF CARE

The duty of care is a general legal duty on all individuals, sports Clubs, and governing bodies to avoid carelessly causing injury to persons. The system has developed over many years and it is relevant to all, regardless of the size of the organisation, its income, or whether it has paid staff. Organisations owe a duty of care to each other and this may give rise to a liability at law to pay compensation. This is the law of the land and it applies to Rugby League as it does to any other aspect of life.

If any sports organisation asks a volunteer to carry out a task, which results in them injuring themselves or anyone else, the members of the Club or the governing body may be liable. No matter what activity HH undertakes, HH will have to consider its duty of care owed to its volunteers. Liability depends on establishing that HH or the governing body failed to take reasonable care. A duty of care can arise in many ways that are not always obvious, e.g.,

- Loaning equipment to others.
- Organising day trips.
- Selling food at events.
- Fundraising walks, events and sponsored runs.
- Hosting tournaments and competitions.

SECTION 32 RISK MANAGEMENT

This procedure defines the general criteria for identifying, evaluating and managing hazards, and risks.

Method:

HH shall appoint a suitably trained (ideally NEBOSH or IOSH qualified as a minimum) Health & Safety Co-ordinator (H&SC) whose role captures all aspects of risk management.

Effectively there are two types of 'risk' in sport

Inherent risks

Which are those considered being 'part and parcel' of the game. They are inevitable and acceptable, resulting from a player's decision to participate.

Unacceptable risks

Those that are not inherent to the sport.

The fundamental aim of risk management is to maintain the highest reduction of injury possible.

Not all injuries can be avoided but those that are preventable; the unacceptable risks must be eliminated.

Risk Management Practise Checklist

The following procedures will be followed, which greatly reduce the liability of those associated with sporting events:

- A Inspect the premises periodically and thoroughly to ensure that there are no potential dangerous defects present.

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- B** Place warning or protective devices at the site of any hazard and make sure that such warnings are understood.
- C** Explain the inherent risks involved in participation in Rugby League to the players so that they are aware of the dangers.
- D** Inform the players of the potential liability should they flagrantly violate a rule and injure another as a result.
- E** Never instruct a player to commit an act, which is outside the scope of rules and customs of the game.
- F** Guarantee that HH coaches are qualified to perform their duties by reviewing their qualifications and providing continuing education opportunities.
- G** Make sure that players receive proper instructions regarding equipment used for Rugby League.
- H** Have a qualified coach supervise all training and matches.
- I** Provide safe transportation when travelling to and from away matches.
- J** Clearly, outlined medical procedures and rules to be observed should an accident occur and have a qualified person on hand at matches.
- K** Thoroughly inspect all equipment used on a regular basis and make sure that it complies with safety standards.
- L** Clubs must have mandatory Public Liability and Personal Accident Insurance.

An example of a suitable Risk Assessment form is contained within this document, this will assist the H&SC to identify and control the risks that could exist with HH.

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Definitions

SHALL: MUST:

These indicate an absolute requirement, whereby the instruction must be followed with no exceptions.

SO FAR AS IS PRACTICABLE:

The term 'as far as practicable' means that the instruction must be followed, unless it is impossible to do so within the realms of current knowledge and technology. The cost of implementing the instruction is not to be considered when deciding if something is practicable or not.

SO FAR AS IS REASONABLY PRACTICABLE:

This means that the degree of risk is to be balanced against the cost associated with avoiding or controlling that risk. If the costs involved in avoiding or controlling the risk are disproportionately large, and the risk is considered to be relatively small, then it can be considered to be unreasonable to apply the controls. However, with higher risk activities it is 'reasonable' to expect a substantial cost to avoid and control such risks, and defending claims that the costs were 'unreasonable' become very difficult.

HAZARD:

Something that has the potential to cause harm.

RISK:

The 'Risk' expresses the likelihood that a particular hazard will occur, and takes into account the severity of the resulting harm.

RISK ASSESSMENT:

Process of global evaluation of the likelihood and severity of possible injury or damage to health in a hazardous situation according to current legislation.

SIGNIFICANT FINDINGS:

Hazards, which might pose serious risk to persons who, might be affected by the work activity if those activities are not properly controlled.

The Risk Assessment methodology embraces the H&S EXECUTIVE'S document:

'Five Steps To Risk Assessment'.

1 <u>Look for the hazards</u>	3 <u>Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done</u>	4 <u>Record the findings</u>
2 <u>Decide who might be harmed and how</u>		5 <u>Review the assessment and revise it if necessary</u>

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Step 1 Look for the hazards

H&SC walks round all Club buildings, pitches, etc., and looks at what could reasonably be expected to cause harm. Concentrate on significant hazards, which could result in serious harm or affect several people. This should include inspection of equipment, tackle shields, tackle bags, etc.

Step 2 Decide who might be harmed and how

Can young people climb onto property? Can people stray onto property without permission? Has anything been left lying around? Should any area be cordoned off? Is all equipment, e.g. gas bottles, training aids, balls, etc. locked away?

Step 3 Evaluate the risks

Decide if existing precautions are adequate or more needs to be done. Consider how likely it is that each hazard could cause harm. Even after all reasonably practicable precautions have been taken some residual risk usually remains. What HH has to do is decide whether the residual risk is high, medium, or low.

Ask the question 'Can I get rid of the hazard altogether?' Then 'If not, how can I control the risks so that harm is unlikely?' If more work is needed to be done in order to control the risk then a list of Corrective Action must be drawn up. A [sample document](#) is attached. The Clubs management committee is responsible for ensuring all proposed work is carried out and shall not authorise the corrective action to be signed off until satisfied it is effective.

Consider a) trying a less risky option b) preventing access to the hazard c) organising work to reduce exposure to the hazard or d) providing suitable PPE and welfare facilities (e.g., washing facilities and/or [first aid](#)).

Step 4 Record the findings

If HH has fewer than 5 employees then nothing is legally required to be written down, however this is a Risk Assessment requested by BARLA and therefore MUST be recorded. The assessment must contain the significant hazards and conclusions, e.g., electrical installations checked and found safe, changing rooms checked for loose or sharp tiles, etc.

The findings must be reported back to HH's employees or volunteers and the management committee.

Risk Assessments must be suitable and sufficient. HH must be able to show that:

- ◆ A proper check was made.
- ◆ All who might be affected was asked.
- ◆ All the obvious significant hazards have been dealt with, taking into account the number of people who could have been involved.
- ◆ The precautions are reasonable and the remaining risk is low.

The written record must be kept for future reference. All Risk Assessments are to recorded on HH's [Risk Assessment Form](#)

Each Risk Assessment must be signed by the H&SC and dated. All timescales for action must be recorded on the HH [Corrective Action Form](#).

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The Risk Assessments are to be formally referred to at Club management meetings to endorse the findings and to facilitate major expenditure if required.

Step 5 Review and revise if necessary

If there are significant changes, add the assessment to take account of the new hazard. Trivial changes do not require an amendment. HH should adopt best practise and review all the assessments from time to time to make sure the precautions are still working effectively.

Determine The Severity

Method for evaluating degree of risk

For each individual hazard, an estimate must be made of the frequency of the occurrence of the hazard. The risk from the hazard should be determined by estimating the potential severity of harm and the likelihood that harm will occur.

When seeking to establish potential **SEVERITY OF HARM**, the following should be considered: part(s) of the body likely to be affected, nature of the harm, ranging from slightly to extremely harmful. For each individual hazard, an estimate must be made of the severity of the injury according to the following:

SEVERITY	
A	Minor injury with no lost time requiring first aid treatment Minor cut, bruise, abrasion or burn
B	Injury with up to 3 days lost time Significant cut, bruise, abrasion, or burn. Minor muscular strain
C	Reportable Injury with over 3 days lost time Deep cuts or burns. Muscular strains. Significant skin / eye irritation. Minor bone fracture
D	Major injury / long term of absence Significant muscular-skeletal injury. Serious burns. Broken bones
E	Death

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Calculate likelihood (frequency):

When seeking to establish potential **LIKELIHOOD OF HARM**, the **adequacy of the existing control measures already implemented and complied with, needs to be considered**. Here legal requirements and codes of practice are good guides covering controls of specific hazards, in addition the following should also be considered:

Likelihood	
1. Extremely unlikely	The operation is not part of the normal activities or not foreseeable, with trained, competent persons. No past occurrences are known.
2. Unlikely	The operation is part of the normal activities but is rather infrequent (sporadic or occasional) and/or no past occurrences are known.
3. Likely	The operation is part of the normal activity with a significant frequency and/or a number of incidents have occurred during the previous year.
4. Very likely	High level of activity, possibly using untrained persons and a known number of previous incidents

Determine the risk:

For each hazard identified, an estimate must be made of the risks deriving from an assessment of the likelihood of occurrence, and the severity of the injury taking into account the number of persons involved, according to the following:

		LIKELIHOOD				
		1	2	3	4	
		Extremely unlikely	Unlikely	Likely	Very Likely	
SEVERITY						
A	Minor injury (no lost time)	L	L	M	H	L = Low Risk
B	Injury (up to 3 days lost)	L	L	H	H	M = Medium Risk
C	Reportable injury (over 3 days absence)	L	M	H	P	H = High Risk
D	Major injury / Long term of absence	M	M	P	P	P = Prohibition, immediate action required
E	Death	M	H	P	P	

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Risk based control plan and action timescales

The risk level categories form the basis for deciding whether improved controls are required and the timescale for action. The Manager should refer to the attached table headed **RISK BASED CONTROL PLAN**.

RISK BASED CONTROL PLAN (RISK DEFINITIONS)	
Risk level	Action and timescale
Low	Low risks are generally acceptable, although consideration may be given to improvements that do not impose a significant cost burden.
Medium	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the medium risk is as the result of a severity rating for death, a re-assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	Activity should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
Prohibition	Activity should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited and control measures approved by the Health & Safety Co-ordinator.

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SECTION 33 COMMUNICATIONS SECTION

The following forms are to be completed and returned to the Club

Playing Members:

Induction 'Starter Pack' Pack 1

Induction Pack to be issued to **every new playing member** of the Club:

- HH6 Introductory Letter to Parents/Guardians – **no need to return applies U/7's to U/18's only.**
- HH7 Junior Club Membership Form (for contact and emergency contact details) – **to be returned to the Club, mandatory unless OA.**
- HH8 Medical Information Form (information to be passed to the emergency services [if parent decides significant]) – **to be returned to the Club (coach to keep copy with him at all times), mandatory.**
- HH12 Playground Rules (only applicable to 6-11 year olds) – **tear off strip to be returned to the Club, mandatory unless U/12's and over.**
- Players Code of Conduct – **no need to return.**
- Parents – Spectators Code of Conduct – **no need to return.**

'Start of Season Pack' Pack 2

Start of Season Pack to be issued to **all existing players** at the **start of every new season:**

- HH7 Junior Club Membership Form (for contact and emergency contact details) – **to be returned to the Club, mandatory unless OA.**
- HH8 Medical Information Form (information to be passed to the emergency services [if parent decides significant]) – **to be returned to the Club (coach to keep copy with him at all times), mandatory.**
- HH12 Playground Rules (only applicable to 6-11 year olds) – **tear off strip to be returned to the Club, mandatory unless U/12's and over.**
- Players Code of Conduct – **no need to return.**
- Parents – Spectators Code of Conduct – **no need to return.**

'End of Season Pack' Pack 3

Starter Pack to be issued to **every existing playing** member of the Club at the **end of every season:**

- HH5 Parent/Guardian feedback Form – **to be returned to the Club, optional unless U/18's or OA.**
- HH9 Club Member feedback Form – **to be returned to the Club, optional.**

Coaches/Volunteers Pack 4

New Coaches or new volunteers:

- HH3 Agreement and Recruitment form – **to be returned to the Club, mandatory.**
- Coaches or Club Officials Code of Conduct – **no need to return.**

All Coaches at the end of each season:

- HH10 Coach Feedback Form – **to be returned to the Club, optional.**

All Coaches throughout the season

- HH4 Accident Report Form (to be completed after every significant accident [training or playing]) – **to be returned to the Club, mandatory.**
- HH11 Photography/Videography consent form (only to be used when professionals are involved) – **to be returned to the Club, mandatory unless OA.**

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HH1 Hopwood Hall RLC Risk Assessment Form

RA No.

Date:

Name and position of person doing check:

PLAYING / TRAINING AREA

Check that the area, posts, and surroundings are safe and free from hazards.

Is the area fit and appropriate for activity? Yes No

(If no, please outline the hazard; is it a low, medium, or high-level risk? Who may be at risk and immediate action taken, if any? Raise a Corrective Action form and progress according to [Risk Control Plan](#) timescales

CLUB HOUSE

Check that the buildings, external and internal surroundings are safe and risk free.

Are the areas fit and appropriate for activity? Yes No

(If no, please outline the hazard; is it a low, medium, or high-level risk? Who may be at risk and immediate action taken, if any? Raise a Corrective Action form and progress according to [Risk Control Plan](#) timescales

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BAR, CATERING AND STORAGE AREAS

Check that the areas and surroundings are safe and risk free.

Are the areas fit and appropriate for activity? Yes No

(If no, please outline the hazard; is it a low, medium, or high-level risk? Who may be at risk and immediate action taken, if any? Raise a Corrective Action form and progress according to Plan timescales

CHANGING ROOMS

Check that the rooms and facilities are safe, risk free and clean.

Is the area fit and appropriate for activity? Yes No

(If no, please outline the hazard; is it a low, medium, or high-level risk? Who may be at risk and immediate action taken, if any? Raise a Corrective Action form and progress according to [Risk Control Plan](#) timescales

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EQUIPMENT

Check that it is fit, sound for activity, and suitable for age group/ability.

Is the equipment safe and appropriate for activity? Yes No

(If no, please outline the hazard; is it a low, medium, or high-level risk? Who may be at risk and immediate action taken, if any? Raise a Corrective Action form and progress according to [Risk Control Plan](#) timescales

PERFORMERS (PLAYERS)

Check that the performers register is up to date with medical information and contact details.

Check that performers are appropriately attired for the activity

Is/are the register(s) in order? Yes No

(If no, please outline the hazard; is it a low, medium, or high-level risk? Who may be at risk and immediate action taken, if any? Raise a Corrective Action form and progress according to [Risk Control Plan](#) timescales

EMERGENCY POINTS

Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.

Are emergency access points checked and operational? Yes No

(If no, please outline the hazard; is it a low, medium, or high-level risk? Who may be at risk and immediate action taken, if any? Raise a Corrective Action form and progress according to [Risk Control Plan](#) timescales

Is a working telephone available? **Yes No**

(If no, please outline the hazard; is it a low, medium, or high-level risk? Who may be at risk and immediate action taken, if any? Raise a Corrective Action form and progress according to [Risk](#)

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[Control Plan](#) timescales

SAFETY INFORMATION

Check that 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 the hazard; is it a low, medium, or high-level risk? Who may be at risk and immediate action taken, if any? Raise a Corrective Action form and progress according to [Risk Control Plan](#) timescales

ANY OTHER COMMENTS:

Signed by Risk Assessor

Date:

Signed by Health & Safety Coordinator

Date:

Signed by Chairman/Deputy

Date:

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HH2 Hopwood Hall RLC Corrective/Preventive Action Form

Corrective Action Form No:	Date:	Raised by:
Area:		
Activity:		
Hazard:		
Corrective Action:		
Preventive Action Confirmed as Effective:		
H&SC Sig.	Chairman's Sig.	

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HH3 Volunteer/Staff agreement form

Post of volunteer (coach/official, etc.):

All Coaches/Officials working within Hopwood Hall RLC are encouraged to work to high standards and adopt recognised best practice where possible. In addition to their own standards of practice, Coaches/Officials should be aware of and adopt Hopwood Hall RLC's own: Codes of Conduct for Coaches/Officials, Young Person Protection Guidelines, Equality Policy Statement, & Safety Guidelines.

The Club will ensure that its Coaches/Officials have a copy of each policy and guidance note that is relevant to their work. The Club will listen and respond to matters that the Coaches/Officials bring to its attention in relation to their work and will support, where possible, their training needs.

I am familiar with Hopwood Hall RLC standards of practice named above and will adopt these in my work. I accept the responsibilities outlined in the attached task description.

NB: Before a volunteer signs and returns the agreement, HH should provide them with copies of all/some of the following: Safety Guidelines, Codes of Conduct, Equity Policy Statement, Task Description, Young Person Protection Guidelines, & Development Plan.

Signed: _____ Name: _____ Date: _____

Volunteer/Staff recruitment checklist

The following checklist can be used as a guide when recruiting new volunteers to the Club or an existing volunteer to a new role. The information you need to check may vary according to the role.

Does the volunteer hold relevant and current qualifications for the role (if necessary)? Yes No

Do they have the skills necessary to undertake the role? Yes No

Do they have experience of working with the age group/level of player? Yes No

Where was the previous experience gained? (You may wish to check the name of the Club and contact an Official from the Club.) Yes No

Does the volunteer agree to undertake any required training courses? Yes No

Do they hold adequate insurance cover (if necessary)? Yes No

Do they understand and accept Club Policies and Guidelines? Yes No

Signed Chairman (Deputy)

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Volunteer/Staff Application Form

PART A

Surname and Title, e.g., Mr/Mrs:

First Names, Surname or Maiden Name
previously known as:

Present address:

Postcode:

Telephone Numbers(s):

E-mail Address:

Date of Birth:

N.I.Number:

Gender:

Current Club(s) both RL and others:

Position Held:

Start Date:

Coach Qualification and ID Number:

Course Dates:

Details of any other Qualifications held:

Previous Clubs (s) both RL and others:

Start Date:

Leave Date:

Position Held:

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PART B Self Disclosure

Have you ever been convicted of a Criminal Offence?

Yes / No

If yes, please give details

Are you a person known to any Social Services Department as being an actual or potential risk to children? Yes / No

If yes, please give details

Have you had a disciplinary sanction (from a sports or other organisations Governing Body) relating to child abuse? Yes / No

If yes, please give details

I hereby consent to agents of the sport of Rugby League undertaking Police and/or Social Services checks against me.

I understand that the information contained on this form, the results of Police and Social Services checks and the information supplied by third parties, will be included on Rugby League's Child Protection List, may be notified to my Club and may be supplied by the sport of Rugby League to other persons or organisations who have an interest in child protection issues.

I agree to submit to Hopwood Hall RLC and Rugby League's Code of Conduct and Ethics

Signed

Date

Print name

This form (Parts A & B) should be returned DIRECTLY to:

The Rugby League Child Protection Officer, West Yorkshire House, 4 New North Parade, Huddersfield, HD1 5JP. Copy to HH RLC Executive Committee Secretary

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PART C Application (2 pages)

Position Applied For:

Surname:

First Name/s:

Address:

Postcode:

Telephone No:

Current/most recent employment:

Employer:

Position:

Dates of Employment:

Duties of Employment:

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Application Form Continued.

Qualifications:

Academic/school (not essential to those applying to voluntary post):

Coaching Qualifications/Experience:

Previous experience of working with young children in a voluntary or professional capacity:

Reason for applying:

DATA PROTECTION NOTICE

I declare that the information provided on this form is, to the best of my knowledge correct, true and complete. By signing this form I am providing my explicit consent to Hopwood Hall RLC processing personal data in connection with all matters relating to my application for employment/appointment. Details contained on this form will be limited to those only directly involved in the selection process. All records relating to recruitment are retained by the Executive Committee Secretary, in order to fulfil legal responsibilities under Data Protection legislation

I agree to abide by Hopwood Hall RLC and Rugby League's Code of Conduct and Ethics

Signed _____

Date _____

Please note applicants must complete a CRB release form or a self disclosure form as directed.

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PART D Previous Employment - References

Employer:

Position:

Dates of Employment:

Duties of Employment:

Employer:

Position:

Dates of Employment:

Duties of Employment:

Employer:

Position:

Dates of Employment:

Duties of Employment:

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PART E Reference - Confidential

The following applicant

has been offered the position of

subject to receipt of satisfactory references and CRB Disclosure. The post involves substantial access to children.

As an organisation committed to the welfare of and the protection of children and young persons we are anxious to know if there is any reason at all to be concerned about this applicant being in contact with children or young people.

All information will be treated with due confidentiality and in accordance with relevant legislation and guidance. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

How long have you known this person and in what capacity?

What attributes does this applicant have that would make them suited to this work/position?

Based on your knowledge please indicate their ability across the following criteria. (please circle)

Responsibility	Poor	Satisfactory	Good	Excellent
Maturity	Poor	Satisfactory	Good	Excellent
Self motivation	Poor	Satisfactory	Good	Excellent
Can motivate others	Poor	Satisfactory	Good	Excellent
Energy	Poor	Satisfactory	Good	Excellent
Trustworthiness	Poor	Satisfactory	Good	Excellent
Reliability	Poor	Satisfactory	Good	Excellent

If you have any concern about this applicants suitability to work with children and young people please detail below:

Signed: _____ Print name: _____ Date: _____

Position: _____ Organisation: _____

Please ASAP return to Hopwood Hall RLC:

Address: Hopwood Hall Rugby League Club, Hopwood Hall College, Rochdale Road, Middleton, Manchester M24 6XH

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HH4 Hopwood Hall RLC Accident Report Form

PRINT OFF COPIES AND AFTER COMPLETING THEM BY HAND, FORWARD STRAIGHT TO THE CLUB SECRETARY

Where did the accident/incident take place? Give details of precisely where the accident/incident took place. Describe what activity was taking place, e.g., training, getting changed, etc.					
Name of person in charge of session/competition/team					
Name of injured person					
Address of injured person					
Date and time of the accident/incident					
Nature of the accident/incident					
Give details of what action was taken including any treatment and the name(s) of the First Aider					
Were any of the following contacted	Police:	Yes		No	
	Ambulance:	Yes		No	
	Parent/Guardian:	Yes		No	
What happened to the injured person following the accident/incident? (e.g., went home, went to hospital, carried on with game/training)					
I declare all of the above facts are a true and accurate record of the accident/incident					
Name	Signed	Date	Position		

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HH5 Parent/Guardian Feedback Form

To help us improve the Club we welcome opinions from parents and guardians of junior members. We should be grateful if you could take a few moments to complete this form.

Name (optional):

Age group of young person:

Training day:

Name of Coach:

Please circle the relevant number next to each statement:

Not at all – *Very Much*

My young person enjoys attending the Club training sessions	1	2	3	4	5
My young person enjoys representing the Club in competitions	1	2	3	4	5
My young person has improved his/her standard of performance	1	2	3	4	5
The coach has a good rapport with my young person	1	2	3	4	5
I feel my young person is safe at the Club	1	2	3	4	5
The Club is well organised	1	2	3	4	5
Junior Club membership offers value for money	1	2	3	4	5
Will your young person be joining next year?	YES			NO	
Is there anything that you are unhappy with at the Club? <i>(Please comment)</i>					

Is there anything that we could do to improve the Junior Club? *(Please comment)*

Please return to: *The Junior Club Secretary*

Thank you.

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HH6 Introductory Letter To Parents/Guardians

On behalf of Hopwood Hall RLC I would like to welcome your young person to the Club and provide you with some information about our activities. The Club provides opportunities for young people between the ages of *under 7 yrs* and *under 18 yrs* to receive coaching and competition in *North West Counties, National Youth League, Rugby League Conference*. All coaching is by qualified coaches who are trained and have been screened for their suitability for working with young people.

We welcome parents to all training and competitions and value your support. We are keen to try to involve parents in the Club and would like to invite you to our AGM/open evenings (dates to be advised) where you can meet Club members and find out more about the Club. Below is some information about training times and dates, and details regarding travel arrangements, kit, and Club registration.

Please contact the named coaching staff (please refer to the 'Contacts List' for details) who will be pleased to inform you of training times, location, subscription fees (that cover training and competition) and what your young person should wear to enable him/her to train safely.

Arrangements should be made for your young person to travel to and from training sessions and matches. We appreciate it if young people can arrive promptly and are collected promptly at the end of the session, if they are not making their own way home. If you are going to be late picking your young person up, please contact the relevant coaching staff (please refer to the 'Contacts List' for details) and let them know.

We would be grateful if you could complete the attached Club Membership Registration Form. For the safety of your young person it is important that the Club is informed of any medical condition or allergies that may be relevant should your young person fall ill or be involved in an accident while at the Club.

If you would like to talk to someone at the Club about this information or your young person's involvement with the Club, please contact the Junior Secretary,

We thank you for your co-operation and look forward to meeting you at some point in the future.

Yours sincerely,

Junior Secretary

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COACH CONTACT / MATRIX

Teams	Manager	Coaches	Coach Education Accredited	Coach Registration No.	Good Practice & Child Protection	League	Players	
							Male	Female
Tigers Under 8 Mixed		Graham Aitken	Senior Modified Games	15300	Good Practice & Child Protection	North West Counties	18	
Tigers Under 9 Mixed		Graham Aitken	Senior Modified Games	15300	Good Practice & Child Protection	North West Counties Mini-Mod	18	
Under 10								
Under 11								
Under 12								
Ravens (Winter) Under 13 Girls		Michelle Ling	Club Coach		Good Practice & Child Protection			18
Tigers (Winter) Under 13 Boys	Graham Aitken	Andy Ripley	Club Coach	17490	Good Practice & Child Protection	North West Counties Juniors	20	
Under 14							20	
Under 16							20	
Tigers (Winter) Under 18	Graham Aitken	Stuart McGiffin	Senior Coach	24233	Good Practice & Child Protection	North West Counties Youth	20	
Hopwood (Winter FE) Under 18 Male	Steve Downham	Matt Calland	Senior Coach	5510	Good Practice & Child Protection	FE Student League	20	
Hopwood (Winter FE) Under 18 Female								
Hopwood (Winter) Open Age Team						North West Counties	25	
Rangers (RLC) Open Age Team	Jack Kingsley	Matt Calland	Senior Coach	5510	Good Practice & Child Protection	RLC May - September	25	
TOTAL 7 Teams								

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HH7 Junior Club Membership and HH8 Medical Information Form

We are very pleased to welcome you to Hopwood Hall RLC.

To ensure that we have the correct contact details for you, please insert the information requested below and return this form to the Junior Club Co-ordinator. If you are under 16 please also ask your parents or guardian to sign the form before it is returned.

We will also use this information to ensure that you are kept informed about Club events.

Personal details

Name: _____

Address: _____

Postcode: _____

Home telephone number: _____

Mobile: _____ Email: _____

Date of Birth: _____ Gender Male Female

In order to help the Club monitor its membership can you please tick one of the following boxes to identify your ethnic group:

White

Mixed

Asian or Asian British

Black or Black British

Chinese or other ethnic group

Do you consider yourself to have a disability? Yes No

If yes, what is the nature of your disability? _____

Sporting information

Have you played Rugby League before? Yes No

If yes, where have you played the sport: (please indicate below)

Primary school Secondary school Local authority coaching session (s) Club County

Which School? _____

Other (please specify): _____

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HH8 Medical information

A hard copy to be retained by the coach and to be available on match or training days. This should be given to any emergency services that may be attending an accident that concerns this particular player.

A second copy to be forwarded to the junior secretary for record purposes
PARENT/CARER - PLEASE DETAIL BELOW ANY IMPORTANT MEDICAL INFORMATION THAT OUR COACHES/JUNIOR SECRETARY SHOULD BE AWARE OF (E.G. EPILEPSY, ASTHMA, DIABETES, ETC.)

Emergency contact details – to be completed by parent/guardian/carer

Please insert the information below to indicate the person(s) who should be contacted in case of an incident/accident:

Contact name (e.g. parent/guardian): _____

Emergency contact number: _____

Alternative number: _____

By returning this completed form, I agree to my son/daughter/child in my care taking part in the activities of the Club and I also agree to allow a Club representative, who is trained in First Aid to administer First Aid in the event of an incident.

I understand that I will be kept informed of these activities – for example timing and transport details.

I understand that in the event of any injury or illness all reasonable steps will be taken to contact me, and to deal with that injury/illness appropriately.

Name of parent/guardian: _____

Signature of parent/guardian: _____

Date: _____

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HH9 Club Member Feedback Form

To help us improve the Club we welcome feedback from Club members. We would be grateful if you could take a few moments to complete this form.

Name (optional): _____

Age group: _____

Training day attended (e.g. Sunday morning): _____

Name of coach: _____

How long have you been a member of the Club? _____

Why did you choose to join this Club? _____

Were you always made welcome at the Club? _____

Did you develop new skills at training sessions? Yes No Not sure

Did you feel that you improved as a result of training sessions? Yes No Not sure

Did you enjoy training sessions? Yes No

What did you like best about training? _____

What did you like least about training? _____

What do you like most about the Club? _____

What do you like least about the Club? _____

Will you join the Club again next year? _____

Would you like to see anything new at the Club for junior members?

Please return to:

The Club Junior Secretary

Thank you.

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HH10 Coach Feedback Form

To help us improve the Club we welcome feedback from coaches. We should be grateful if you could take a few moments to complete this feedback form about your sessions.

Name: _____

Who did you coach?

Did you feel supported by the Club?

Were the administration procedures connected with your sessions efficient?

Did you experience any difficulties or problems with the venue/equipment/Club procedures?

What aspects of your sessions do you feel went particularly well?

What aspects of your sessions do you feel could be improved?

Were the available competition opportunities suitable?

What training needs could the Club help you with in the future?

What improvements would you recommend for next season?

Please feel free to make any other comments that may help the Club to develop in the future. Please return to:

The Club Junior Secretary

Thank you.

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HH11 Consent form for the use of photographs or video. (Parents and young people)

Hopwood Hall RLC recognises the need to ensure the welfare and safety of all young people in sport.

In accordance with our child protection policy, we will not permit photographs, video, or other images of young people to be taken without the consent of the parents/carers and young people.

Hopwood Hall RLC will follow the guidance for the use of photographs a copy of which is available from Dave Picton (Child Protection Officer).

Hopwood Hall RLC will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately, you should inform Hopwood Hall RLC immediately.

I (*parent/carer*) _____

consent to Hopwood Hall RLC photographing or videoing (*insert name*)

Date:

I (*insert name of young person*) _____

consent to Hopwood Hall RLC photographing or videoing my involvement in Rugby League.

Date:

Please return to ?????? (Child Protection Officer)

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HH12 Rules for Young Players (6-11 year olds):

We think that our Club, like any other good Club, should be a place where, a) All players can learn and enjoy their learning without interruptions and b) All coaches can coach, and respond to their players without interruption. We want all our players to be proud to wear the Club colours and we welcome parent's involvement in supporting the Club.

Sometimes there is a problem when a young person may say, "I was only playing", or "I only did it for a joke" but clearly these are times when we need all young players to be sensible, so that they are safe.

We say that if everyone is happy and smiling, then all is well. If someone is hurt or upset, all is not well and a young player's rule has been broken, so there will be sanctions as a result.

Young players should always remember the following rules:

- ◆ We have a right to feel safe.
- ◆ We will not become bullies. We will not hurt anyone with nasty words or unkind actions.
- ◆ We will keep our hands, feet, and objects to ourselves.
- ◆ We will tell our coach when we are hurt or feeling sad (coaches please note you may need to refer to HH's Child Protection Policy if this is an issue).
- ◆ Amongst each other there will be no swearing, arguing, name-calling, teasing, kicking, or fighting, we will not even 'toy-fight'.
- ◆ We will not leave the playing or training field or Club premises without permission – this can affect their own safety and the safety of others.
- ◆ We try to sort out our problems by talking to each other or by asking for help from an adult.
- ◆ We remember we are here to learn and our coaches are here to teach.
- ◆ We will try to be friendly and try to get on with everyone. We will not spoil things for others by cheek and bad manners.
- ◆ We treat Coaches and Assistants with the same respect as our teachers. We treat all adults in our Club with respect.
- ◆ We pay attention when our coach is talking.
- ◆ We treat each other with consideration and we try to help one another.
- ◆ We take good care of all equipment, use it safely, and tell our coach when anything is lost or damaged. We do not touch equipment unless asked to do so.
- ◆ We move around our clubhouse or changing rooms only when we really need to, quietly without disturbing others. We walk in the corridors.
- ◆ When our parents drop us off, we must quietly stand still until taken to the changing rooms or pitch by our coach.
- ◆ We must show respect for our Club environment at all times and keep it tidy and a safe place to practice and play Rugby League.

What happens if we break a rule?

We understand that if we break a rule our coach will tell us what we have done wrong and that we should not do it again. If we carry on breaking rules, our coach may have to arrange for us to go home and that our coach may have to speak to our parents or guardians. If we continue to be really bad, our coach may have to speak to the committee who might want to speak to us and our parents or guardians and may have to punish us by taking away some of our rights to train or play.

Tear off and return to your coach-----

Name

Young person's
name

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HOPWOOD HALL RUGBY LEAGUE CLUB DEVELOPMENT PLAN (REVIEWED ANNUALLY IN AUGUST)

Next 12 months (short term)

Club officials will attend Sport England developmental courses including TOPS as appropriate to the age group being coached.

STATUS: INTRODUCED AUG '05

Recruit a Coordinator to establish and manage a ladies or girls team.

STATUS: INTRODUCED SEPT '05

Recruit a Coaching & Development Officer to promote the game in the region

STATUS: INTRODUCED JAN '06

Assisting in the development of young referee's

STATUS: INTRODUCED AUG '05

Annual targets to be set for funding and from which sources e.g., Children's Fund, Awards for All, CRT, LTCS etc.

STATUS: INTRODUCED AUG '05

Valuing our volunteers and recruiting more.

STATUS: INTRODUCED AUG '05

Complete Clubmark Accreditation as a Safe, Effective & Child friendly Club.

STATUS: COMPLETE AUG 05

At least one modified games coach to attend modified games match official course

STATUS: COMPLETE AUG 05

Links to local schools and community strengthened.

STATUS: IMPROVED YET ONGOING

Complete the database; ensure a First Aider is qualified from each age group and evidence in database.

STATUS: INCOMPLETE – LIST OF FIRST AID QUALIFIED PERSONNEL TO BE DEVISED.

Quarterly newsletter

STATUS: INCOMPLETE

Further develop integrated web site e.g., www.hopwoodhall.co.uk

STATUS: INCOMPLETE

Mini/Mod Coaches: - Complete a list of coaches who have completed the course in anticipation of next season 2004/2005.

STATUS: COMPLETE AUG 05

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Club Coaches: - Identify Coaches to attend courses in 2005/06

STATUS: INCOMPLETE

Ensure annual (as a minimum) coach, member, and parental feedback using communication forms.

STATUS: ONGOING

Ensure various Codes of Conduct are publicly displayed at Clubhouse.

STATUS: CIRCULATED TO ALL AND SIGNED OFF BY EACH PERSON.

Next 5 years (medium term)

From Q1 '05 it is planned for the first 5 years, that each year the Club shall appoint two U/7's coaches (suitably TOPS trained for example) and two U/13's coaches for a female team, plus one extra coach per year to account for possible slippage. Totaling 15 new coaches to the Club.

Annual application to Awards For All funding

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Next 10 years (long term)

Financial stability and growth

DOCUMENT HISTORY			
Rev. No.	Date	Person Responsible for Change	Details
1	3/08/05	R. Todd	Original draft including original constitution plus amendment to Child Protection Policy originated by amended to include reference to videography, release of personal player information and named individuals now in flow chart
2	3/08/05	R. Todd	Addition of 'Equity Policy Statement'. Section No.'s from Section 9 increased by one.
4		R. Todd	12-month development plan reviewed and updated. Updated Contacts List
5		R. Todd	Contacts List updated for all teams U/14's and Pitch Coordinator Accident reporting criteria added.
6		R. Todd	Sections of the Club Development Plan updated. The Club Management System wholly reviewed in relation to the newly introduced RL Child Protection Policy. This can be viewed in full as a pdf. file on the BARLA website under Child Protection Organogram completely reviewed in line with new Club structure. Club PRO and Chief Risk Assessor detailed Sending off communication method defined in coaches role description Approval for first aid treatment in HH8. Financial year to end 31 st .July Constitution reviewed and amended.