

**Application to run a competition, festival or tournament within Staffordshire Rugby Union.**

The RFU requires that Clubs, Colleges and Schools seek permission from the County Constituent Body, Schools CSU or Colleges Union (ECRFU), to run tournaments or festivals or competitions for Under 7’s to Under 18’s.

(RFU regulation 15.9.1 - A tournament / festival is anything involving four teams or more).

Regulation 15 Link:

<https://www.englandrugby.com/run/rules-governance/rfu-rules-and-regulations/regulation-15-age-grade-rugby>

The regulation states:

Anyone who organises any competitive activity for male and female players under 18 and below must ensure that such activity is running accordance with the:

1. Competition menu and the competition format of the specific age grade; end
2. Competitive playing calendar

At least two months’ notice of the intention to run such events must be given. In making this application you confirm that:

* All relevant RFU age grade regulations will be adhered to.
* No player will play out of the age grade without written permission from Staffordshire Rugby Union.
* Medical cover will be in accordance with the RFU guidance.
* Any breaches of discipline, safeguarding or other incidents involving the club (or other clubs) whilst engaged in the festival must be reported to the honorary secretary as soon as reasonably practical.
* Failure to report any such incident may lead to the cover being rescinded and/ or conditions imposed on future applications.

The organising Club should complete a risk assessment for the venue prior to the event and this should be shared with each participant club prior to the event. The risk assessment can be updated as required but should be reviewed on an annual basis.

All clubs participating in the competition, festival or tournament should be sent a copy of the risk assessment form.

You will need to keep a copy of this (RA) for your own club records, and this should be made available on request and a copy sent to the Staffordshire Rugby Safe Lead.

Some factors will need to be checked on the day - for example, the condition of the pitch - in comparison to what was anticipated.

Please fill in the attached form and return to me by e-mail at [robin.websdale@hotmail.co.uk](mailto:robin.websdale@hotmail.co.uk)

Robin Websdale

Honorary Secretary

**Competition, festival or tournament application form - Staffordshire Rugby Union 2024 / 2025 season.**

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| Name of Club running the event | | |  | | | | |
| Details of official running the event | | |  | | | | |
| Name: | | |  | | | | |
| E-mail: | | |  | | | | |
| Mobile number: | | |  | | | | |
| Date of event | | |  | | | | |
| Start and finish times | | |  | | | | |
| Where will the event be held | | |  | | | | |
| Age groups involved:  List of club / schools attending: | | |  | | | | |
| Anticipated number of teams attending per age group. | | |  | | | | |
| Any teams from outside Staffordshire attending. | | |  | | | | |
| How will player registration and correct age grades be confirmed. | | |  | | | | |
| Number of pitches to be used: | | |  | | | | |
| Who will referee matches: | | |  | | | | |
| Contact number: | | |  | | | | |
| E-mail: | | |  | | | | |
| Details of official responsible for first aid and safety. | | | Name: | |  | | |
|  | | | E-mail: | |  | | |
|  | | | Mobile number: | |  | | |
| Details of first aid provision to meet RFU guidelines (including details of any organisation involved in provision Ie. St. Johns Ambulance. | | |  | | | | |
| Regulation 9 | | Have you read this? | | | | Yes / No | |
| Details of safeguarding officer | | Name: | | | |  | |
|  | | E-mail: | | | |  | |
|  | | Mobile number: | | | |  | |
|  | Will they be present all day | | | | | Yes / No | |
| Is the event running in accordance with the RFU first aid immediate care provision minimum operating standards. | | | | | | | Yes / No |
| Is the event running in accordance with regulation 15 (see link above). | | | | | | | Yes / No |
| **If any Age Grade players are involved, then there must be full compliance with the terms of regulation 15 and the guidelines made thereunder.** | | | | | | | |
| Please attach copy of your entry form. | | | | Yes / No | | | |
| Please attach a copy of your first aid risk assessment. | | | | Yes / No | | | |
| Please attach a copy of your Club festival rules. | | | | Yes / No | | | |
| Please attach a copy of your insurance cover. | | | | Yes / No | | | |
| **If non rugby activities are to be included, it might be necessary to obtain separate insurance so please check your existing policy.** | | | | | | | |

Please return this form to the Honorary Secretary Staffordshire rugby union at [robin.websdale@hotmail.co.uk](mailto:robin.websdale@hotmail.co.uk) At least two months before the date of the proposed event. When all criteria have been approved by the CB permission will be granted. NB: It is the responsibility of the club organiser to obtain constituent body approval. If you have not had acknowledgment of this application within one week, please contact the Honorary Secretary. (07977 592215)

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| Application made by:  Position:  E-mail / Mobile:  Date: |

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| Signed by Club Chairman / Honorary Secretary  Date: |

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| Signed by Staffordshire RU  Date: |