**Notes and Application Form for Clubs planning to organise a Rugby Camp.**

Any Rugby Camp organized by a Rugby Club in Staffordshire must be approved by Staffordshire RFU.

Even if a Rugby Club is using an external company or group to run the group, the still retain responsibility for the Rugby Camp.

Where a camp is promoted by a club, they are seen to have given their approval to such an activity and therefore it is important that the Rugby Camp is run in line with the same best practice guidelines as a normal club training session would be.

Safeguarding - Normal Safeguarding Guidelines should apply – all coaches should be DBS checked, and normal good practice guidelines should be followed. Any safeguarding concerns that come from a Rugby Camp should be reported in the same manner as issues raised during the rest of the season.

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

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.

Duration – Best practice guidelines suggest that players should not train for longer than the maximum times shown below each day:

• U7s – U8s – 60mins

• U9s – U11s - 90mins

• U12s – U18s – 120mins

Age Grouping – you will need to think about how you group players from different age-grades during your training session. The following age-grade rules apply:

• U6s – cannot be grouped with another age-grade

• U7s and U8s can be grouped together to train.

• U9s can be grouped together with U10s to train.

• U10s can be grouped together with U9s or U11s to train.

• U11s can be grouped together to with U10s or U12s train.

• U12 Boys can be grouped together with U11s or U13s to train.

• U13s can be grouped together with U12s to train.

• U14 – U18 Boys Age-Grades cannot be grouped together with other age-grades to train.

• Girls can train in Joint Age Bands – U12s and U13s together, U14s and U15s together and U16s, U17s and U18s together.

Further information on grouping age-grades to train together can be found in RFU Regulation 15.5 –

<https://www.englandrugby.com/dxdam/08/0882fbc2-5069-4b69-b1f6-4dec9bf94385/Regulation%2015.pdf>

The Age-Grade Code of Practice also suggests that those organising Rugby Camps consider the following questions:

• Am I clear on the rationale for running a rugby / holiday camp? Is it player-centred and does it support player development rather than training in preparation for the new season?

• Have I ensured that the very young participants are not just attending for parental convenience and is the programme of activities suitable for the child?

• Am I following the Code of Practice concerning the maximum training times per age group and mixed age grades?

• Have I received endorsement from the Kent RFU?

• Is everyone notified about the Key Contact who has overall responsibility for the camp? Are their names and contact details visible before, during and after the camp?

• Are all coaches qualified with a current enhanced RFU DBS and do I have at least one Level 2 coach to devise, supervise and lead the coaching programme?

• Have I made sure that coaches are not working in isolation and with appropriate supervision in case of injury or something unanticipated?

• Have I scheduled a range of activities in line with RFU’s summer activities and Out of Season? Is there an appropriate balance of play and rest? Does the programme have player development at its centre?

• Is there a welfare and safeguarding plan in place, with a safeguarding lead?

• Have I completed a risk assessment for the camp and each of the venues that will be used?

**Rugby Camp 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: | | |  | | | | |
| Anticipated number of players attending per age group. | | |  | | | | |
| Is the Camp organised by an outside company / Premiership Club. | | | Yes / No | | | | |
| Company Name: | | |  | | | | |
| 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 |
| **As Age Grade players are involved, then there must be full compliance with the terms of regulation 15 and the guidelines made thereunder.** | | | | | | | |
| Please attach a copy of application form to attend the Camp. | | | | Yes / No | | | |
| Please attach a copy of your first aid risk assessment. | | | | 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: |