



# REPRESENTATIVE TEAMS

## MANAGERS' GUIDE

Season 2020 – 2021



## **INTRODUCTION**

Managing any rugby side is a complex and time-consuming activity which places a great responsibility on the volunteer, whether they are managing a club mini junior side, first team or county representative side. Finding guidance on how to perform this essential role is elusive and the manager often establishes their own methods for managing a team via best guess and trial and error. For the manager of a representative side with relatively fewer fixtures than at club level, the opportunities for experiential learning are less.

The purpose of this guide is to provide managers of CRFU representative sides with a common guide so that all CRFU representative sides of all age groups are effectively managed to ensure that the well-being of players, coaches and team officials is reinforced through consistent and coherent practices throughout the seasonal life cycle of a representative team.

As with all guides, it is an evolving document and cannot provide guidance for every eventuality that may arise. However, by drawing on the principles underpinning this document, the manager should be able to navigate most situations. Sharing experience and proposing new ways of doing things is key to developing expertise among CRFU managers is an essential element of ensuring that this guide is a living and pertinent document to aid managers in the conduct of their duties. Please forward all suggestions and proposals for amendment to [rugbysafe@crfu.co.uk](mailto:rugbysafe@crfu.co.uk)

In creating this guide CRFU RugbySafe would like to thank the assistance provided by experienced representative level managers without whom this document would not have the level of information and quality of advice necessary to assist those who are new to the role. In the same way that club RugbySafe leads monitor and ensure the safety and well-being of all players in a club environment, the CRFU RugbySafe lead among other responsibilities, undertakes a similar role for those who offer themselves up for selection, training and playing for the County. This guide is an intrinsic part of that process and the managers role is crucial in maintaining the safety, enjoyment and reputation of County rugby.



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## **PART 1**

### **GUIDANCE**

#### **1. Role and Responsibilities of the Manager**

The effective execution of the duties of the manager is pivotal to the success of the representative side. The main role of the manager is to provide all appropriate administrative support and direction to ensure the efficient, safe running of the Cornwall representative side, irrespective of age or gender. In doing so they coordinate and facilitate the logistical and financial aspects of the team so that the coaches and associated on pitch personnel can focus on their responsibilities in supporting the team goals of achieving success, both on and off the pitch, whilst conducting themselves in a manner appropriate to the County's representative team.

The manager is the point of contact for all team matters and ensures coherence of purpose in all team activities by liaising closely with all team officials, players, key personnel from opposing teams and the county representative committee. In effect, the manager is the glue that bonds the diverse components of a county representative team together.

#### **2. Terms of Reference**

These generic terms of reference apply to all county representative sides. The local variances as decided by the representative committee are in addition to, rather than instead of, the following terms of reference. Whereas the post holder may wish to delegate the implementation of some of the following responsibilities they nonetheless remain accountable for ensuring the timely and accurate completion of any delegated tasks. Additional amplifying information can be found at the Annexes in Part 2.

The CRFU Team manager is directly responsible to the Chairman of the CRFU Representative committee for ensuring that all activities undertaken by their team reflects and enhances the globally high standards and reputation of Cornish rugby. To execute that function they will:

- a. Be a member of the CRFU appropriate Representative Rugby Committee
- b. Liaise with team coaches, selectors, community clubs, respective age groups and where appropriate, academies, as to the suitability and selection of playing squads.
- c. Promulgate the teams/squads and key personnel to all squad members, officials, RFU and press as appropriate in advance of training sessions and squads.
- d. Ensure that CRFU approved medical cover is present for all training sessions and matches.
- e. Ensure that all squad personnel with access to the players are suitably DBS checked and that, where applicable, the appropriate chaperone arrangements are in place to safeguard players and officials alike.



- f. Maintain contact records of personnel and record attendance at training sessions, selection trials and matches.
- g. Ensure that all players are medically fit to participate in sessions and matches with any pre-existing conditions or injuries recorded on CRFU forms.
- h. Record all injuries sustained in training or matches and report them via RFU and CRFU procedures as appropriate.
- i. Ensure that all squad members and key squad administrators have completed the RFU online Headcase training package as a minimum qualification.
- j. Ensure that all key squad administrators and coaches have completed the RFU online Safeguarding training package as a minimum qualification.
- k. Compiling the end of season report for the representative committee to include feedback from all squad members.
- l. Actively examine and communicate areas for improvement in the performance of the manager's role.
- m. Provide an independent and where appropriate, confidential focal point for all squad members and administrators to access in order to make representation for any breaches of safeguarding, concerns, grievances, uncertainties or suggestions.

### **3. Life Cycle of a Representative Team**

With minor adjustments for age group teams, a CRFU representative team tends to play most of their games in the second half of the season culminating in the Spring. This leads to a natural life cycle of a team which, except for a Senior team, is generally only one year long. As a rough guide, it can be broken into four phases:

**Preparation:** Usually in the late Summer/ Autumn, this phase consolidates the lessons learned from the previous season, identifies and selects key administrative and coaching personnel who then set about arranging trials and selection processes. Other activities will include assessing what kit needs to be ordered, likely venues for matches and making initial logistical arrangements for booking training facilities and medical cover for the selection phase. Although overtly a less frenetic phase, the work put in to get as much as possible prepared and in order will allow greater opportunity to enjoy subsequent phases confident that the coherent plans and processes are in place and agreed with key administrative and coaching personnel.

**Selection:** Occurring in the Winter months, the selection phase narrows down the final squad members from the training sessions. Running concurrently with the selection process will be the more detailed logistical arrangements for the playing phase such as confirming transport, hotels and making contingency preparations for progress into the final competition stages. The manager will need to maintain contact with potential squad members and ensure all permissions and associated paperwork is completed along with the notification of locations and times of selection/training sessions. The locations will need to be booked and it is essential that appropriate medical cover is in place. Towards the end of this phase, squad selection and training sessions become more focussed with associated training



sessions, confirmation of fixtures, logistics and collation of contact details of squad members. Once the playing squad is selected the Manager must notify ALL those who have put themselves forward of the outcome and where applicable, provide suitable personal encouragement and guidance so that individuals know what they need to do to improve.

**Playing Phase:** This phase is where the unseen hard work of the previous phases yields results. The competitive matches are the opportunity for players coaches and all support staff to focus on the games themselves, so the managers role is to implement and, where necessary, adapt the plans that have been made. The communication of transport arrangements, ensuring that kit is clean and suitable, that players 'stash' is ordered in good time so that the teams are uniformly and smartly turned out and also act as the coaches eyes and ears for any issues that might disrupt the harmony of the side and impede their performance on the pitch. Throughout this phase the monitoring of injuries and communication with players, clubs and, where applicable, parents and guardians, is pivotal to the smooth running of the side. The challenges of the playing phase for all involved with the team cannot be understated and the hard work in planning ahead, making appropriate contingency plans and developing effective communications and relationships throughout the squad will yield dividends and has a direct bearing on the performance and harmony of the team. In short, fail to plan, plan to fail! If all has gone well, the manager may have a victory celebration and parade to plan for!

**Follow Up:** This phase is where all squad members, coaches and support staff take stock of the season and identify the lessons learned, improvements that can be made with associated adjustments in the way the season has been run. In reality, this is an ongoing process but the follow up phase is the opportunity to collate all the data from squad feedback forms through to, coaches returns, Physios reports and channel them into the end of season report for the representative committee. It is chance to take stock of playing kit/equipment and order replacements or dispose of obsolete/out of date first aid and all associated support equipment. The outline calendar for the subsequent season will be drafted and preliminary bookings will be made. Players may be moving up the age grade structure so continuity in the county pathway requires that appropriate details are passed on to the next manager/coach along with details of those who did not make the grade in selection so that they are not 'abandoned' or forgotten by the county. In the same vein, coaches and administrative support may be changing and provision must be made to capture and transfer relevant knowledge and expertise to their replacements.



#### **4. Detailed Tasks**

To aid the manager, the following list has been broken down by phase and though not exhaustive, acts as a handrail to guide the new manager and as an aide memoire for the experienced ones. Where appropriate, amplifying information, checklists and example documents are contained in the appropriate Annex at Part 2 of the guide.

In so far as practicable these documents are designed to ease the managers' administrative burden by allowing a simple cut and paste of data from one form to another as appropriate. For ease of version control, Pdf versions will be available on the CRFU website in the RugbySafe tab and word documents can be obtained on request from [rugbysafe@crfu.co.uk](mailto:rugbysafe@crfu.co.uk)

##### **Covid**

This guide was written during the Covid epidemic which has introduced several fundamental adjustments to the traditional ways of playing rugby, coaching, running a team and simply applying first aid and getting to matches. These regulations and where they apply are fluid and ever changing. Therefore, managers will need to maintain an awareness of the latest Covid measures and how they impinge on the squad environment. Detailed guidance can be sought from CRFU and RFU media and personnel. It is emphasised that where the term 'Covid' is used, the practices can be similarly applied to other 'non-normal' situations.

##### **General**

- a. Organising necessary team support to ensure the smooth running of the team.
- b. Support the coach in matters relating to a player's welfare.
- c. Educating and assisting players and parents<sup>1</sup> with completing the player registration processes.
- d. Communicate squad news and information.
- e. Active participation in team or club management meetings.
- f. Seeking appropriate advice from CRFU in specific matters relating to player insurance, medical and safeguarding.
- g. Liaising with appropriate bodies and making suitable arrangements in respect of any disciplinary proceedings.
- h. Compiling and submitting team lists for team management, competition management and social media.
- i. Compiling the Annual Report to representative rugby committee in a timely manner.
- j. The security and maintenance of team equipment (jerseys, balls, water bottles, hit shields, cones).
- k. Liaising with appropriate bodies to ensure adequate match officials, medical cover and on-site facilities are present for matches and training as appropriate.

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<sup>1</sup> Throughout this document, unless specifically stated, for simplicity, the term 'Parent' includes and applies to that of Legal Guardian.



- I. Maintain a good working awareness of competition rules, appropriate RFU regulations, CRFU practices and supporting/guiding all squad members and support personnel to operate within them.

### **Preparation Phase**

- ♥ In conjunction with coaches, establish the trial and selection process and notify clubs/schools for nominations.
- ♥ Make appropriate bookings for selection days.
- ♥ Stocktake kit and equipment to order replacement items if required.
- ♥ Ensure first aid kit replenished.
- ♥ Prepare training and playing calendar.
- ♥ Make preliminary medical cover bookings.
- ♥ Make preliminary travel and hotel arrangements.
- ♥ Revise documentation in light of previous season's experience.
- ♥ Refresh qualifications of all squad officials.

### **Selection Phase**

- ♥ Publicise trial dates on social media and CRFU website.
- ♥ Liaise with selectors and coaches as to detailed arrangements.
- ♥ Confirm bookings for facilities.
- ♥ Liaise with clubs/schools colleges regarding injuries/availability.
- ♥ Seek nominations for trials – liaise with previous age group as appropriate.
- ♥ Send invitation letters to nominated players.
- ♥ Collate contact details of all selection attendees.
- ♥ Maintain registers of attendance and medical conditions/injuries.
- ♥ Coordinate selection meetings.
- ♥ Notify all players of selection results with associated guidance.
- ♥ Obtain sizes for squad stash.
- ♥ Generate squad information letter and arrange induction day.
- ♥ Confirm matches and travel/hotel arrangements.
- ♥ Confirm medical arrangements.
- ♥ Liaise with opposition/competition officials.

### **Playing Phase**

- ♥ Continue appropriate selection phase activities.
- ♥ Maintain training records and submit activity records to CRFU.
- ♥ Notify squad and publicise any changes to arrangements/fixtures
- ♥ Maintain availability/medical records.
- ♥ Liaise with CRFU/competitions/RFU.
- ♥ Liaise with selectors and coaches as to detailed arrangements.
- ♥ Confirm bookings for facilities and officials.





## CRFU RUGBYSAFE

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(Risk Aware, Not Risk Averse)



### Pre Match day/Training

- ♥ Ensuring players are aware of game date, time and location.
- ♥ Ensuring equipment requirements are available and ready, including shirts, stash, balls, water bottles, hit shields, marker cones, etc.
- ♥ Organising side-line or bench players to run water out.
- ♥ Adequate parking provision – have we got room for a coach/bus.
- ♥ Catering arrangements confirmed.
- ♥ Liaise with match officials.
- ♥ Check for any other activities/matches that may affect arrangements.
- ♥ Confirm location and postcode/What3words<sup>2</sup> **of pitch** - the club may be different!
- ♥ Check Ties/ plaques/ presentation awards as required.
- ♥ Double check kit and equipment in good time.
- ♥ Promulgate team selection to squad and media.

### Match Day

- ♥ Prepare changing rooms.
- ♥ Lay out kit.
- ♥ Liaise with opposition team management.
- ♥ Ensure match officials changing room prepared if home game.
- ♥ Confirm posts and facilities are safe – carry out RugbySafe checklist.
- ♥ Ensure gates are open in good time and lights on as appropriate.
- ♥ Check for conflicting activities that may affect pitch access for warm ups.
- ♥ Identify Medical room, facilities, provision and emergency access.
- ♥ Confirm Catering booking and provision post-match event.
- ♥ Awards/presentations prepared.
- ♥ Liaise with officials to confirm post-match formalities.
- ♥ Note pitch set up and spectator management.
- ♥ Liaise with media and ensure that film and photography are only used with consent.
- ♥ Maintain playing records during the match.
- ♥ In event of hospitalisation collect personal items and inform family/contacts.

### After Match or Training Session

- ♥ Collect and account for playing kit.
- ♥ Update match records.
- ♥ Ensure changing room left tidy.
- ♥ Remind squad of return travel arrangements/next event.
- ♥ Check on injuries – liaise with physio.
- ♥ Make appropriate competition returns.
- ♥ Complete CRFU activity report.
- ♥ Collection and storage of all team equipment including jerseys, balls, water bottles, hit shields, marker cones, etc.

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<sup>2</sup> What3words is a location system accessed through a freely available and simple app that is designed to identify any location with a resolution of three metres. What3words encodes geographic coordinates into three dictionary words; the encoding is permanently fixed and is used by emergency services to pinpoint locations



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- ♥ Attending to any injured player and ensuring that injured players receive the best possible and most appropriate treatment.
- ♥ For seriously injured player following up to ensure safe transportation to further treatment and/or home.
- ♥ Maintain contact with all injured players in the following week to confirm status and advise coach of serious injuries.
- ♥ Update squad availability/injury list for coaches.
- ♥ Launder and prepare kit and equipment for next event.

### Follow up Phase

- ♥ Organise coach/management wash up analysis meeting.
- ♥ Prepare a lessons learned /feedback document for squad members to complete.
- ♥ Pass on appropriate details to next age group team.
- ♥ Update any injuries & make contact with all injured players.
- ♥ Prepare and submit end of season report for representative committee.
- ♥ Launder and prepare kit and equipment for next event.
- ♥ Ensure that all bills have been paid.
- ♥ Liaise and thank sponsors.
- ♥ Send appropriate CRFU thank you letters.
- ♥ Prepare appropriate handover guidance or information.

### 5. Miscellaneous

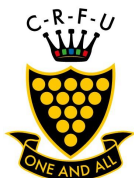
Security and crowd control at home matches are the responsibility of the Chair RCC. The preparatory work is undertaken by the Club Development Committee.

Match programmes, if they are being prepared, are the responsibility of the Chair RCC. This will require close liaison by the manager to provide team lists and supporting information in good time for the match.

### 6. Summary

As manager, you do not need to 'do all the work'. The trick is to oversee and get as many other people as possible involved. Experience suggests that people are happy to help if they are asked directly to a small job or two. All teams and squads, either club or representative, have some regular, loyal supporters who would be happy to put out pitch flags, post protectors etc if asked nicely!

Within the CRFU and constituent clubs, there are many experienced men and women who have 'been there before' and have taken teams through the various age groups. Please ask for help or guidance whenever you are uncertain. Do not struggle on alone. CRFU wants everyone to enjoy and have fond memories of their involvement with representative rugby at all levels and that especially applies to the management and coaching team.



## **PART 2**

### **AMPLIFYING INFORMATION**

#### **1. Minimum levels of Coaching and First Aid**

The following table outlines the minimum requirements for qualifications to ensure the safety and well-being of players undertaking training and playing for CRFU representative teams. Where any CRFU requirement exceeds RFU guidelines published elsewhere, the CRFU requirement takes precedence<sup>3</sup>.

Team	Desirable		CRFU Min Requirement	
	Senior Coach	First Aid	Senior Coach	First Aid
Senior Men’s XV	Level 3	1 x Immediate care practitioner - PHICS (See below) <b>AND</b> 2 level 3 First Aiders per team	Level 3	1 x Immediate care practitioner - PHICS (See below) <b>AND</b> 1 level 2 First Aider per team
Senior Women’s XV				
Men under 20 XV				
Cornwall Club’s XV	Level 2			
Men under 18/17 XV				
Women’s under 18 XV				
Men under 16 XV				
Women’s U16 XV				

CRFU Finance and Governance Committee, in conjunction with CRFU RugbySafe, will recommend levels of remuneration to the Management Board and ascertain that appropriate levels of indemnity insurance and validity of qualification<sup>4</sup> are in place before inclusion in the list of approved personnel. In doing so, CRFU will generate a formal agreement which covers roles and responsibilities. Therapists/HCPs should be able to provide evidence of registration<sup>5</sup> with, or membership of, their relevant regulatory body or society to help clubs in this process<sup>6</sup>.

Team managers will liaise with CRFU RugbySafe to ensure that there is suitable provision and thereby prevent double booking of medical cover whilst also facilitating the integration of new members into the CB medical back up.

<sup>3</sup> Table reflects the outcome of CRFU Governance meeting dated 21 Sep 2017 and as amplified March 2019

<sup>4</sup> Governance and Finance Committee were recommended for the purpose of recording due dates of Professional Registration and that confirmation of the renewal has been seen by the RCC.

<sup>5</sup> The CRFU can be considered at risk by not confirming the annual professional registration (Professional Indemnity) of CRFU Medical Care Practitioners..

<sup>6</sup> Governance Cttee recommended in Nov 2018 that an offer of an appointment to act as a CRFU Medical Care Practitioner cannot be made by any person until the appropriate indemnity documentation has been seen by the Governance and Finance Chair. In addition, it was recommended that a roll is kept by the Governance and Finance Committee for the purpose of recording due dates of Professional Registration and that confirmation of the renewal has been seen by the RCC.



CRFU Treasurer will ensure that medical personnel are reimbursed<sup>7</sup> for their involvement and that replacement bandages tape and strapping are funded.

It is worth stressing that there is no such thing as a head injury assessment (HIA) in the community game though some CRFU physios do have experience of analysing the extent of any head injury using defined protocols. In all instances, the provisions of headcase protocols and relevant competition processes must be adhered to. The fundamental principle is that **if there is any doubt as to a players fitness to play, then there is no doubt**; the player must be removed from play and headcase protocols enforced. The manager through the CRFU reporting process will inform the players club and, with respect to representative teams, ensure that appropriate return to play protocols are enforced. If a manager becomes aware of or suspects that a player has knowingly breached those protocols, either in the representative or club environment, both the Chair of representative rugby and CRFU RugbySafe must be informed as soon as possible.

On occasion, visiting teams may have different minimum requirements or be unable to meet minimum RFU requirements. It has historically been the case that when insufficient first aid exists for a visiting team, the CRFU first aider has tended to cover both teams. Therefore, the CRFU first aider will need to be fully briefed on the medical aspects of the visiting players by their team manager or coach.

In the event of a player needing hospital treatment, the manager will need to consider the DBS protection of the injured player by ensuring that whoever takes or collects the player has appropriate DBS clearance and that suitable chaperone provisions have been made where appropriate.

Appointment of coaches will be confirmed by the CRFU representative committee after a selection process which will also include verification of necessary qualifications. Subsequent reappointment will involve checking of the validity of qualifications, so it is reasonable for the manager to assume that, based on the Representative Committee's due diligence, any coach appointed by CRFU holds the necessary qualifications. If there is any doubt, the manager is to raise the matter with representative committee at the earliest opportunity.

## **2. Referees**

With the exception of senior matches, where the allocation of officials is overseen by the RFU, all representative match officials for U20 and below are allocated via the Cornwall Rugby Referees Society (CRRS). Team managers are to liaise with CRRS well in advance of a fixture with a minimum of two weeks' notice, followed by confirmation of arrangements by the Tuesday before the match. CRRS will, in turn, liaise with other referee societies to arrange the appointment of neutral officials where possible.

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<sup>7</sup> July 2018 Governance Cttee agreed rates which at time of writing remain extant and which are agreed with Physiotherapists and medical staff on appointment.



Depending on the level of fixture, match officials will be drawn from the pool of qualified referees but for younger age groups, participating teams may need to nominate a touch judge.

All expenses for match officials, regardless of their county of origin, will be managed by CRRS who invoice appropriate CB's accordingly.

### **3. Communications and Data**

Storage and management of data is must be sensitively and pragmatically managed so that all data and player and administrator is stored securely and remain GDPR complaint regardless of age group. Registration documents, contact lists and injury forms are all sensitive documents and must be protected by the manager at all times. Release of this data to external parties should not occur without specific permission so leaving clipboards or documents in vulnerable unattended positions such as on the touchline or in the changing room is to be avoided. Furthermore, out of date information must be appropriately destroyed or discarded. Sample forms are at the Annex. For players under 18 who are considered in law as children, additional precautions such as age-appropriate control of social media and parental access apply.

Therefore, any team social media site must be closed and accessible only to team personnel who, by joining give certain consents, and the site is strictly controlled.

The term 'data' is wide ranging and can apply to social media, photography, video film, email addresses and personal medical data as well as addresses and phone numbers. Therefore, the manager will need to be careful with all data but will need to capture, record and protect squad members' details as follows:

- ♥ First Name.
- ♥ Surname.
- ♥ DOB.
- ♥ RFU ID Number.
- ♥ Nationality.
- ♥ Home address.
- ♥ Postcode.
- ♥ Home Telephone number.
- ♥ Players mobile telephone number.
- ♥ Players email/ social media contact.
- ♥ Details of medical conditions.
- ♥ Emergency contact details.
- ♥ Playing position.
- ♥ Club.
- ♥ Club coach.
- ♥ Passport details if selected for higher representative rugby or if likely to be involved in a foreign tour (Depending on age, additional data may be required)
- ♥ Consent for use of imagery and film.



**For Age group teams the following additional information is required**

- ♥ Parent or guardian name.
- ♥ Parent or guardian contact details.
- ♥ Parent or guardians consent for participation and any overnight stays.
- ♥ Parent or guardians consent for photography/filming.

In addition to internal communication, the manager will need to liaise and communicate with external bodies and agencies. These will vary depending on the age group and stage of the season and are contained in the appropriate Part 3 Annex. However, they fall under the following general headings:

- ♥ Fixture secretaries
- ♥ Opposition Managers.
- ♥ Referees.
- ♥ Host clubs.
- ♥ Match Officials.
- ♥ Training venues.
- ♥ Social Venues.
- ♥ Equipment and Kit providers.
- ♥ Sponsors.
- ♥ Academy/higher representative team management.

For age group teams the value of regular parents meeting cannot be understated. The ability for a young teenager (or older!) to communicate essential information is haphazard and being able to directly explain what is planned, how the squad will conduct its business and what support parents can provide will make the managers life less stressful. Parents are a vital part of all age group teams and it is often the case that touchline rumblings can be traced back to inadequate communication. By taking the initiative, the manager can control the agenda and pre-empt parental dissatisfaction or concern. Supportive parents are those who understand what is going on.

The framework under which CRFU exercises its duty of care and the expectations of player, parent and administrator will be clearly explained by the manager, or if requested the appropriate CRFU post holder, to each squad member. Often this is done en-masse at the first meeting of potential squad members in the selection phase. This information is further documented in the squad selection letter.

Whereas there is a selection template letter at Annex B for guidance, managers are at liberty to use whatever medium they and their team find the most appropriate. When using social media, it is important to ensure that the groups are closed groups and that all personnel regularly access the app and that the principles underpinning data management are not breached.



#### **4. Player Welfare and Safety**

Within CRFU representative rugby, a significant proportion of players are classified as children and hence the stipulation that all coaches, managers and helpers having a direct involvement with CRFU representative rugby **MUST** hold a valid DBS check and engage and appropriately with players in accord with RFU guidelines. When youth and junior players are engaged in squad activity and parents are not present, then the manager is, in effect, loco parentis and oversees the CRFU duty of care to all individuals. Therefore, all managers must complete the RFU safeguarding package which is recorded on GMS.

The processes and procedures contained in Part 3 are designed to assure the manager that appropriate protections are in place so that selection, training and playing is conducted in as suitable manner as befits CRFU and RFU guidelines as contained in appropriate regulations.

The acceptance of a place in the squad and the provision of contact details is to be taken as an understanding of the welfare provisions and expected conduct of an individual.

In particular:

- ♥ All matters of safeguarding will be led by the CRFU safeguarding Manager and Rugby Safe Lead under conditions of full confidentiality.
- ♥ Players will not be allowed to play or train if they are not medically fit to do so.
- ♥ The expected standards will be clearly explained to each player.
- ♥ No session can happen unless there are at least 2 qualified and DBS checked staff members present.
- ♥ Consent must be given to use any imagery and film footage prior to distribution.
- ♥ Social media groups are to be 'closed' groups accessible for the exclusive use of squad members officials.

#### **5. Player Expectations & Conduct**

The relationship between a squad member, coaches, medical staff and management depends on mutual respect and honesty which has its foundation in adhering to recognised and agreed codes of behaviour. Whereas it is recognised that all involved are human and prone to lapses and mistakes, successful squads are self-policing and develop a relaxed informality that absorbs appropriate attitudes, values and beliefs into everyday squad behaviours.

The respect of opponents, their clubs, match officials reflects CRFU's heritage, standing in world rugby, its sponsors and all those who support the team. All CRFU teams must seek to embrace the values of Respect, Humility and Integrity. The team management should actively encourage and demonstrate these values and inspire squad members to maintain similarly high standards of conduct.





## CRFU RUGBYSAFE

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In the event of any persistent or severe breaches of squad guidelines, the manager will lead any investigation and in conjunction with the chair of the representative rugby, fellow team administrators and the team captain decide on any sanctions that may be applied. It is stressed that any sanctions must be consistent, just and proportionate regardless of the individual.

A non-exhaustive list that can be amplified and rephrased as appropriate on individual squad selection letters depending on age and gender may include:

- ♥ Squad members are the current guardians of a long rugby tradition and its future and the respect in which it is held lies in their hands.
- ♥ Always notify the team manager and medical staff of any injuries ahead of any training or playing session.
- ♥ Turn up to every session and if there is a legitimate reason for unavailability inform the team manager asap and ahead of the session.
- ♥ Arrive prepared and fit.
- ♥ Alcohol for under 18 sides and below, regardless of age when engaged on CRFU activity is forbidden.
- ♥ The taking of drugs when engaged on CRFU activity is forbidden for all sides.
- ♥ Punctuality is a sign of respect for team mates and all involved with the squad – don't arrive late.
- ♥ Squad time together is limited so full focus at all times and maximum effort is a fundamental expectation of fellow squad members and coaches.
- ♥ To fully contribute to the squad, players must get fit and remain fit.
- ♥ Regardless of personal likes and dislikes, respect your team mates, opposition and staff is a core squad value.
- ♥ Every player to complete the online RFU Headcase concussion module.
- ♥ Players will be briefed on the RFU Activate programme.
- ♥ Players will not breach any aspect of RFU regulation 19.
- ♥ it is preferred that players are rested from their club/school/college side on the Saturday if selected to represent the county on the Sunday. Pragmatic liaison between all parties is essential for the well-being of the player and teams.
- ♥ All squad members are to adhere to the promulgated dress code when travelling to matches and socialising afterwards.

### 6. Match and Training Kit

Depending on the team, an agreed level of equipment, much of which is donated by sponsors or benefactors, will be supplied and held by the team manager who will arrange for the equipment to be washed and or sanitised as required after use. Any out of pocket expenses incurred will be reimbursed by CRFU.

At time of writing, all CRFU playing kit is supplied by O'Niells and all orders must be coordinated and authorised by CRFU.





Depending on the specific squad arrangements, CRFU will provide playing shirts, shorts, socks and warm up shirts for all players and travelling reserves. These **MUST** be collected and accounted for at the end of the game by the manager.

CRFU will supply the match squad with leisure wear as agreed with individual squads for players to keep and depending on the team, ties, caps and badges will be awarded according to specific criteria as promulgated by CRFU representative committee (See para 11).

## **7. Training Venues**

Individual squads will determine their own preferences for training locations. It is important that these are booked well in advance as demand for all weather floodlit facilities is high. The same is also true for indoor sports halls or gymnasiums.

The following notes will assist managers in making arrangements.

- ♥ Marjons sport science day principal contact is Chris Puleston, held in June for the newly announced U18 squad.
- ♥ Callywith College contact is Julie Penprase and she has a strict pitch booking process and form to complete ahead of time. It is a good pitch but small changing rooms and limited toilet facilities and limited shelter for spectators with no catering offered. It is good to connect with the facilities guys ahead of time, check bookings before and after. Hire the fox classroom above the changing room. Always check ahead of time if the posts are up. Flags are not provided but there is a plastic shed behind the posts belonging to a local football team that is often unlocked with equipment that can be borrowed so long as it is returned.
- ♥ Truro College contact for booking a pitch is Phil Olds and Stephen Larkins. A new pitch akin to Callywith. To be booked by Wednesday in advance of the event.

## **8. Travel and Hotels**

Travel arrangements will naturally vary depending on the level of the team and their fixtures. For the most part, age group teams tend to travel in personal transport and the senior teams use a coach. However, there is nothing to prevent a manager seeking cost effective methods of getting a squad to a fixture than by booking a coach. Prior liaison with Chair of representative rugby and CRFU treasurer is essential.

When planning the logistics of transporting a team, consideration should be given to the associated paraphernalia that supports a team from warm up tackle bags, first aid equipment and kit. Equally provision should be made for a contingency vehicle in case of a player requiring hospital treatment.

Hotels are booked by team managers, again in liaison with Chair of representative rugby and CRFU treasurer. Where possible, hotels should be booked as early as possible so as to obtain best rates and ensure availability.



There are no hard and fast rules as to which is the preferred team transport provider though early liaison will reveal those who understand the nature of the business and the resources required. The duty hours of a coach driver may be adversely affected by kick off times or any overrunning post-match events. Furthermore, en-route stops and meals will have to be factored into the logistical arrangements.

It cannot be guaranteed that a coach driver knows the whereabouts of a ground and matches may not actually take place at the nominated club site so the manager must ensure that all appropriate details are accurately communicated to all concerned. The last thing the team wants is a rushed warm up or getting changed en-route because of an incorrect post code!

## **9. Junior Player Development**

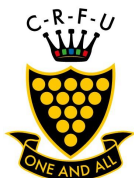
The development of players and identification of talent is an intrinsic element of the representative remit and whereas the officials of individual sides are fully cognisant with their own processes, a wider understanding of the context of the representative pathway may be less well understood. The following description from the Chair of Youth and Education provides a brief outline of the Cornwall Skills Programme (CSP)/Developing Players Pathway (DPP) process will be of use to all managers so they can guide and inform parents and players accordingly.

### **CSP/DPP Journey**

The CSP Manager will send out information and an application form to all clubs and schools inviting their age grade players, U13's-U16's to take part in the Cornwall Skills Programme. This is via CRFU web page, social media and CRFU Youth group committee. For the U13's-U15's, there are 4 satellite venues, Callywith, Newquay, Penryn & Penwith with three coaches per venue. The U16's CSP is held at Truro College and the central Exeter Chiefs' coaches run these sessions with the support of some additional satellite coaches and a Cornish Pirates pro player. Each centre follows the same delivery curriculum written by the central Exeter Chiefs' coaches.

At no point do players become Exeter Chiefs Academy players. They always remain their club/school players and the Chiefs teams are representative side like the CB team. The players are part of this during the fixtures windows and then return back to their CSP central groups in Cornwall and remain playing local club/school fixtures.

Exeter Chiefs run an U15 team that is selected from the Cornwall & Devon central DPP groups. These games are scheduled to be played at the same time as U15 CB matches to prevent overplaying. (players cannot play both CB & Academy games). There is an U15 central DPP group selected by the Exeter Chiefs coaches. This group train at Truro College on a Monday evening and deliberately clashes with the CRSP to stop over training of those players i.e., they cannot be in both groups.



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The U15 age group is the first year CB rugby is allowed. Squads are selected and they train separately to prepare for CB matches as per the RFU structured season dates. Approx. 3 CB matches per season. The U15 age group have some internal skills festivals, approx. 3 a season.

U16 CB rugby squads are selected, and they train separately to prepare for CB matches as per the RFU structured season dates. Approx. 4 matches per season. The U16 age group have some internal skills festivals, approx. 3 a season. Post-U16, the players have the option to apply to study at Truro College where the U18 team play in the Academy league (DICE) and from there Exeter Chiefs also select an U18 team.

### 10. Disciplinary Matters

If a player (or any CRFU representative) is dismissed from the field of play whilst playing for the county, RFU regulations state that CB's are required to appoint an internal disciplinary panel responsible for investigating when a player is dismissed from the field of play. To recognise this the CRFU Sub Rules<sup>8</sup> state that the composition of the panel will be as follows:

- 🏆 Cornwall Senior XVs including the Tamar Cup XV, Clubs XV and Women's XV the composition shall be; the Honorary Secretary of the CB (or his/her appointed deputy), the County Coach and a member of the Management Board.
- 🏆 U20 XV the composition shall be; the U20 Manager/Secretary, the U20 Coach and a member of the Management Board.
- 🏆 Representative Age Grade Rugby is covered under Appendix 6 of RFU Regulation 19 – Discipline.

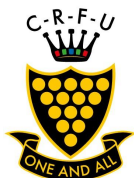
### 11. Awards and Recognition for Players<sup>9</sup>

Level	Senior Men	Senior Women	U20	Cornwall Clubs XV	Youth Teams
<b>Ties</b> (See note 1)	1 County Championship or 5 non championship matches		1 National Competition or 4 friendly matches	3 Matches	On first representative match against a recognised County (or District) at U16 (boys) and at U18 (boys and girls).
<b>Caps</b>	7 County Championship matches ( Bill Beaumont, Jason Leonard or Gill Burns trophies)				

- Notes:**
1. The tie is presented at the expense of the CB.
  2. All players who play for Cornwall in the Tamar Cup match against Devon RFU are also entitled to wear the Official County Tamar Cup Tie
  3. The cap is presented at the expense of the CB.
  4. All players who play for Cornwall in twenty-five (25) County Matches (Bill Beaumont Cup or Gill Burns Trophy) shall be presented with a Shield.

<sup>8</sup> As per AGM Sub Rules dated 26 June 2019

<sup>9</sup> As per AGM Sub Rules dated 26 June 2019



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**PART 3**

**ANNEXES**

**Annex A**

**Useful Contacts** (Not exhaustive for all teams) CRFU handbook is a useful resource for contacts

Dave Saunter	CRFU Chairman	David.saunter@hotmail.co.uk	07554 010480
Keith Lean	CRFU selector	Keith.lean@gmail.com	07968 979362
Paul Duval	CRFU Selector	Paul_duval@sky.com	07800 880381
Rich Siveter	CRFU Rugby Skills	richsiveter@hotmail.com	07540 369300
Craig Smith	Williams Travel	coachhire@williamstravel.co.uk	01209 717152
Tony Knightsbridge	CRFU Youth &Ed	a.knightsbridge@btinternet.com	07944 731625
Lee Maher	CRFU Youth Fixt	leemaher@btinternet.com	07720 826664
Andy Richards	CRFU Treasurer	treasurer@crfu.co.uk	07717 010744
Cozette Shrosbree	CRFU Safeguarding	cozetteshros@live.co.uk	
Bob Hubble	CRFU Rugby Safe	rugbysafe@crfu.co.uk	07980 600566
Simon Atkins	SW Team Manager	Simon.atkins@univarsolutions.com	07836656571
Andy Hawken	Head Coach (U18)	andyhawken88@hotmail.com	07824 338683
Mark Pullen	Fwds Coach (U18)	markpullen@hotmail.com	07972248650
Phil Stansfield	Backs Coach (U18)	enquiries@cornishcheese.co.uk	07813 703933
Donna James	Medical cover	Jamesdonna500gmail.com	
James Mills	Team Mgr (U18)	Millsjames1404@gmail.com	07986 636844
Julie Penprase	Callywith booking	juliep@callywith.ac.uk	01208 224000
Dave (Facilities)	Callywith		07765 004960
Matt Trehwela-Jeffrey	Callywith Facilities Mgr	matttrehwelaajeffrey@callywith.ac.uk	
Stephen Larkins	Truro College DOR	stevel@truro-penwith.ac.uk	07842 170616
Phil Olds	Truro College	Philo@truro-penwith.ac.uk	01872 267581
Paul Walker	Penryn College	PWalker@penryn-college.cornwall.sch.uk	0744 322 4652
Chris Brown	Ivybridge College	cdbrown@ivybridge.devon.sch.uk	01752 691000
Matt Shepherd	Ivybridge College	MShepherd@ivybridge.devon.sch.uk	01752 691000
Dan Sanderson	Truro School	DJS@trurosschool.com	01872 272763
Richard Edwards	Plymouth College	redwards@plymouthcollege.com	01752 505100
Steve Avenall	CRRS Appoints	crrsappointments@gmail.com	07803 906315
Trevor Mcdonnell	PRRS Appoints	Trevor.mcdonnell@coop.co.uk	07780 998804
David Hinshelwood	DRRS	dhinshelwood@btinternet.com	07974 656587
Peter Kenedy	O'neills	Pkennedy@oneillsuk.com	07834 658908
Colin Hatch	Manager U20	hatch0348@btinternet.com	07967 725368
Chris Lea	Chair Rep Rugby	Chris_lea21@hotmail.com	
Rich Kevern	U20s Coach	rkevern@hotmail.co.uk	07519628455
Tyler Gendall	U20s Coach	tylergendall@hotmail.com	07581329847
Marc Dibble	Exeter Chiefs	marcdibble@exeterchiefs.co.uk	07595499298
Ruairi Cushion	Exeter Chiefs	ruairicushion@exeterchiefs.co.uk	01392 890890
Zoe Willmott	Exeter Chiefs	zoewillmott@exeterchiefs.co.uk	01392 890890
Gareth Chew	Somerset RFU	Gareth.chew@somersetrfu.co.uk	077382 20731
Kevin Dobbie	Dorset & Wilts	kevdoobie@hotmail.com	07920 476999
Joel Caddy	Devon RFU	Jcaddy@live.co.uk	
Glenn Channing	Devon RFU	glennchanning@msn.com	
Josh Skelcey	Plymouth Albion	joshskelcey@plymouthalbion.com	07948171939
Mike Lewis	Plymouth Albion	michaellewis@plymouthalbion.com	



## **Annex B**

### **Example Selection Letters**

**Dear X,**

It is with great pleasure that I write to inform you that you have been successful in the recent CRFU (**insert team**) trial process and you have been selected to represent Cornwall RFU for the 2020/21 season.

This is a great honour and testament to your talent, hard work and dedication to rugby which was evident to the selectors. Please confirm to myself if you intend to accept this provisional offer by no later than (**insert date**)

The attached information sheet outlines the basic dates and contacts for the forthcoming campaign. As team manager I look forward to having you in the squad and am on hand to answer any questions you may have.

Kind regards

**Dear X,**

The selectors have asked me to thank you for your contribution to the recent selection sessions but on this occasion you were not selected for the county squad.

I know that this will be a disappointment to you, but your (**insert personal note such as tenacity, perseverance and growing ability**) were noted by the coaches and they hope that, having learned from the process, you will return to your (**club/school**) and display the determination to improve so that you will enjoy greater success in future trials and selections.

Whilst it may not be a help at present, you can take comfort from the fact that all the top players have endured similar disappointments and used it to motivate them to continue to train hard and develop their skills. I genuinely hope you can do the same and will wear the black and gold shirt in future seasons.

If you have any questions please don't hesitate to contact me.

Kind regards



**Annex C**  
**Example Information Sheet**

**Cornwall RFU XX Team Player Information 2021**

Welcome to the Cornwall XX Squad. This information sheet provides some basic information to help you prepare for the forthcoming representative season.

**Squad Goals**

*Insert the goals and ambitions for the season*

**Squad Calendar**

*Insert training/playing calendar*

**Training and playing locations**

*Insert details of training locations and fixtures if known*

**Playing Kit and Leisure Wear**

*Insert details of kit provision, dress codes and purchase of additional items*

**Squad Coaching and Management Team**

*Insert contact details of Manager, Coaches, Safeguarding and Physios*

**Travel Arrangements**

*Insert outline details of provisional travel arrangements such as coaches/hotels*

**Insurance, Injuries / Pre-existing medical conditions / allergies**

To comply with RFU and CRFU processes all players must notify the Manager of any pre-existing injuries or allergies so that appropriate medical cover can be provided. Any changes that occur during the season must be communicated promptly. All information will be dealt with in strictest confidence.

**Contacts**

All players must provide details of whom to contact in event of an injury or emergency

**Team ethos**

*Insert a note on the expectations of players representing their county as appropriate to the team*



## **Annex D**

### **Example End of Season Report and Feedback Questionnaire**

#### **Cornwall RFU XX Team End of Season Report**

##### **Summary**

*Insert outline of the season including results*

##### **Team personnel**

*Insert details of key personnel*

##### **Squad personnel**

*Insert details of players and appearances including any honours*

##### **Learning Points**

*Insert the things that went well in the conduct of the squad and those that went less well and that will be adjusted for future seasons. Areas can include training facilities. Match venues, Transport, Hotel, selection processes, communication, kit and equipment.*

*The aim of the report is so that any in the event of a change in personnel, future managers and managers of other teams can learn from previous experience by reading the report.*

##### **Feedback**

*Insert the results of feedback gained from players (parents) and coaches. Suggested areas for feedback questions are:*

*Preseason and warm up games*

*Training times and locations*

*Away game arrangements*

*Home game arrangements*

*Kit, equipment and Stash*

*Overall information and support*

*Media coverage, game footage, photos, match programme*

*What can CRFU do to improve your experience of representing your county?*

*Any other comments*





## **Annex E**

### **Additional Team Specific Information**

#### **SENIOR MENS XV**

The following principles will apply:

- ♥ Only players over 18 will be invited to train and play in the Senior XV.
- ♥ Player contact details and medical details are maintained by the Team Manager. Changes are made as appropriate.
- ♥ Pre activity risk assessments as guided by the CRFU RugbySafe Aide Memoire will be completed before any activity and medical cover is in place.
- ♥ CRFU ensure that the RFU minimum medical requirements are adhered to or exceeded. For training that is a level 2 ICIS medic (2 if numbers attending are known to be larger). For games, two level 2 ICIS medics are in attendance and for home games added to by a level 3 ICIS doctor.
- ♥ All medical staff have up to date DBS clearance.
- ♥ Coaches, Medics, Administrators will have completed Headcase online training and certification.
- ♥ Communication on routine squad matters including selection is primarily via WhatsApp
- ♥ To reinforce the value placed on all squad members, those who are not selected are spoken to by senior coaches before any team announcement.
- ♥ A team building event is held in January or February where plans for the next season are shared and necessary administrative tasks are completed which included confirmation of venues, dates and contact details, taking of photographs and sharing of essential information.
- ♥ Player welfare is paramount so close liaison is maintained with club coaches to ensure a player is available and fit to play when selected.
- ♥ A comprehensive post season debrief takes place between coaches, selectors, senior players and the Chair of representative rugby to recognize the elements of the season that went well and to identify areas for improvement.

In addition, training will be completed for the following to be in place:

- ♥ Injury prevention and RFU Activate programme.
- ♥ Injury reporting prior to and after training and games.
- ♥ Player medical needs, conditions to be reported prior to season.
- ♥ Information about player injuries occurring during CRFU training and matches reported to clubs.
- ♥ Players to be informed of the RFU injury notification procedures and the insurance cover and claims procedure afforded by SW Mutual.
- ♥ Players, Coaches and Selectors to be aware of procedures for informing about welfare and safeguarding issues.
- ♥ Everyone involved with CRFU Representative Rugby to be informed of their behaviour and role as ambassadors of Cornish rugby.





## **MENS U20 XV**

### **Conduct**

The following principles will apply:

- ♥ Only players over 18 will be invited to train and play in the Under 20 age group
- ♥ Player contact details will be supplied to the Team Manager by the player and any changes to injury/allergy and medical condition or contact details are updated ASAP
- ♥ A pre activity risk assessment as guided by the CRFU RugbySafe Aide memoire will be carried out before any activity and will ensure medical cover is present
- ♥ Medical cover will be in accordance with CRFU minima. Further supplemented for all games by having 2 level 2 ICIS medics and for home games a level 3 ICIS doctor.
- ♥ All medical personnel, coaches and management will have current DBS clearances.
- ♥ All coaches medics and administrators will have completed the online HEADCASE concussion awareness module.
- ♥ In addition, the Team Manager will have a team building day during which all participants will be briefed on the following areas: (Non-attendees will subsequently receive the brief from the team manager before commencing any activity).
- ♥ Injury prevention and the RFU Activate programme.
- ♥ Injury reporting prior to or after an activity or game.
- ♥ Pre notification of any pre-existing medical condition or allergy.
- ♥ Informing parent clubs of any injury sustained in CRFU activity before subsequent training or playing at their parent club, school or college.
- ♥ Players will also be informed of the RFU injury notification procedures and the insurance cover afforded by South West Mutual and the claim processes.
- ♥ The ability of all players to raise any welfare, safeguarding or bullying concerns without prejudice to their continued involvement in CRFU U20 activities.
- ♥ The importance of demonstrating appropriate behaviour as ambassadors of Cornish Rugby at all times.

## **MENS U17 / U18**

### **Aim**

The purpose of the squad is to further the potential and playing opportunity for those players that have not been selected for the Exeter Chiefs academy program however still can demonstrate a higher potential and go onto to play at higher level of rugby or indeed feed back into the professional academy program by providing a link from the Cornwall Skills U16 program and Cornwall U20s program. The squad also further develop the future first team club players for Cornish clubs.

### **Conduct**

The following principles will apply:



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- ♥ Only eligible players will be invited to train and play in the Under 18 or Under 17 age group as appropriate.
- ♥ Player contact details including medical history and emergency contacts will be supplied to the Team Manager by the player and any changes updated as soon as possible. Data will be maintained in accordance with GDPR guidelines.
- ♥ A pre activity risk assessment as guided by the CRFU RugbySafe Aide memoire will be carried out before any activity and will ensure medical cover is present.
- ♥ Medical cover will be as per CRFU minima further supplemented by having 2 level 2 ICIS medics for all games.
- ♥ All medical personnel, coaches and management will have current DBS clearances.
- ♥ All coaches medics and administrators will have completed the online HEADCASE concussion awareness module.
- ♥ On completion of any training or match activity, the Team Manager will ensure that all processes as required by the CRFU activity report process are complete.
- ♥ Game time will be monitored in accordance with RFU guidelines.
- ♥ All video or photographic recordings used for player development will be protected material and not released to any party without the explicit consent of all involved in a particular image or clip.

In addition, the Team Manager will have a session during which all participants will be briefed on the following areas: (Non attendees will subsequently receive the brief from the team manager before commencing any activity)

- ♥ Injury prevention and the RFU Activate programme.
- ♥ Injury reporting prior to or after an activity or game.
- ♥ Pre notification of any pre-existing medical condition or allergy.
- ♥ Informing parent clubs of any injury sustained in CRFU activity before subsequent training or playing at their parent club, school or college.
- ♥ Players will also be informed of the RFU injury notification procedures and the insurance cover afforded by South West Mutual and the claim processes.
- ♥ The ability of all players to raise any welfare, safeguarding or bullying concerns without prejudice to their continued involvement in CRFU U18 or U17 as activities as appropriate.
- ♥ The importance of demonstrating appropriate behaviour as ambassadors of Cornish Rugby at all times.

### Timeline U17s

The U17 program is run as a selection process for the final U18 squad of 25 players.

- ♥ The program runs to the dates of the age grade rugby structured season calendar and as such are dictated by this.
- ♥ The 2019/20 provided 6 days to run this program in the latter half of the season.
- ♥ Activity commences with a day's trial with all players attend that have been nominated by their school or club coach normally around Jan 12. This is the opportunity to introduce the program, coaching staff, collate player information online with GDPR stipulations and run skills rotations and a short game to take a first look at the players.



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- ♥ At this point the clear expectations and standards required to be selected and the communication strategy are explained.
- ♥ The selectors will assign an initial score, either 1, 2 or 3. 1 = Impressed, 2 = Potential, 3 = No. Selectors will look at skill level, but also consider reliability and coachability.
- ♥ Each player who has expressed an interest in representing the U18 will get at least half a match during a trial game where they will be assessed again. Some players may be offered more game time, but all will get at least half a game, this is typically due to availability of positions.
- ♥ Before each match with appointed match officials an evening training session is conducted on the preceding Monday evening at Callywith College between 1830-1945
- ♥ The intent is to run 5 fixtures on a Sunday, arranged so as not to clash with colt club rugby: Feb x2, Mar x1, April x2.
- ♥ Fixtures historically have been against: Truro School, Plymouth College, Devon County, Somerset County, Dorset & Wilts, Plymouth Albion Academy, Internal fixture. Location of fixtures vary depending on whether playing home or away. However, due to their central location, home fixtures tend to be arranged at Bodmin RFC and Callywith College.
- ♥ At the end of the season staff and selectors meet to notify the team manager of the 25 players selected for the U18 Squad. The Team manager will write to each player notifying them of their selection and when all have confirmed, the squad will be announced on social media and in traditional media.
- ♥ The aspiration is to provide 2 or 3 U17 players the opportunity to feature in U18 county fixtures to gain experience.

### Timeline U18s

- ♥ Starts with the U17 process above and once selected, continues with a sports science day held mid-June at Marjons University in Plymouth where players experience a number of assessed fitness tests where scores are benchmarked against previous seasons to monitor progress.
- ♥ In August there is a non-contact mandatory pre-season training camp held at a suitable location.
- ♥ The calendar adheres to the AGR schedule and includes 2 training matches. The assessment day is used as a training match as the squad has already been selected from the U17s. The first game is usually an Exeter Chiefs outreach match held in late October. The second match is traditionally against Devon in early Nov. In season 2020/21 this is an away game.
- ♥ SW championship matches are held typically at Hornets RFC in Weston Super Mare on their 4G pitch. There are 2 matches against other SW counties who are decided by a draw. Both matches are scheduled for December with a reserve date of mid Jan.
- ♥ Championship matches employ the 50:50 game time rule with no conversions and rolling subs. If a player starts as a sub on one match they must start the next match.
- ♥ At the matches there are 2 selectors for each position.
- ♥ All matches are filmed.
- ♥ Every player must be a registered RFU player and have complete the online "Headcase course" No alcohol can be consumed post-match in the club house even if the player is 18 years old.



### **Timeline SW U18s Trial**

- ♥ The SW team manager will notify the CRFU team manager of the selected players for the SW trial which typically happens at the end of Jan in Bristol
- ♥ From this point they will select their squad along with a shadow travelling reserve selection
- ♥ They will then go onto play and train for 2 matches from the other regions and look to get selected for England Counties U18

### **Timeline England Counties U18s**

- ♥ After the SW matches the selectors will go onto select their squad.
- ♥ They will play a premiership academy warm up match before going into a weeklong residential camp to play 2 matches against an Irish representative side. This alternates between England and Ireland.

### **CORNWALL SKILLS PROGRAMME MANAGERS RESPONSIBILITIES**

Whereas the CSP manager's responsibilities are similar to those of the representative teams managers, there are certain areas, which due to the nature of the programme require more proactive engagement. Whilst not exhaustive the following list provides an indication of the additional levels of involvement.

- ♥ Generate a local delivery plan to include a calendar of training nights for each age group
- ♥ Select and book the venues for training, local festivals, County U15 & U16 programmes and include all risk assessment/insurance paperwork evidence for year-long training/playing events for CRFU activity.
- ♥ Generate the application forms & handbook for players to enrol on to the CRFU programme with correct dates/times/venues.
- ♥ Publicise the enrolment & application forms on CRFU website, FB page and direct email to previous players for Girls/U13/U14/U15/U16's for local delivery and collate the replies/applications and enter all their details into the Excel spreadsheet for CRFU programme.
- ♥ Advertise/confirm coach allocation appointment to deliver the satellite programme locally in Cornwall.
- ♥ Set up RFU 'Play It Safe' & 'First Aid' courses to ensure all delivering coaches meet minimum standards and repeated as appropriate for those who miss them or enter the programme through the season.
- ♥ Evidence documents & copies for DBS checks sent through to CRFU to ensure all delivering coaches have an RFU DBS cert and repeated as appropriate for those who miss them or enter the programme through the season.
- ♥ Set up and run local skills festivals and liaise with DPP staff to attend for selection processes to progress to central groups.
- ♥ Organise in conjunction with DPP coaches CPD sessions for local satellite coaches to upskill and ensure high quality curriculum being delivered.



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- ♥ Collate club & school coach database for all the relevant age groups levels for nominations/coach CPD events/general comms.
- ♥ Begin satellite session coaching delivery. Be the admin point for questions by phone, email and in person in the lead up to the programme starting, dealing with questions and providing information.
- ♥ Plan & administer a County U16 & U15 programme to include a trials process, advertising & appointing coaches, booking training and match venues to include food, physio, refs. Attend matches in the role as team manager.
- ♥ Attend CRFU & RPG meetings, including preparing and presenting written reports.
- ♥ Administer monthly payroll and monitor hours worked for local satellite sessions.
- ♥ Look after kit for sessions in terms of laundry, provision of balls, bibs, cones etc.



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**Annex F**  
**CRFU Pre-Activity Aide Memoire**

<b>AWAY EVENT – to be conducted by Team Manager and /or Physio</b>	
<i>Note any concerns or omissions in Section 5 of activity report</i>	<input checked="" type="checkbox"/>
<b>MEDICAL SUPPORT</b>	
Read and check and host club Emergency Action Plan (EAP)	<input type="checkbox"/>
Positively verify and confirm location and freedom of emergency access (in EAP)	<input type="checkbox"/>
Note location and name of nearest A&E (in EAP)	<input type="checkbox"/>
Is location remote which will take over 8 minutes for emergency services to arrive?	<input type="checkbox"/>
Identify location of first aid room (if available) note available facilities – Defrib etc.	<input type="checkbox"/>
Are own first aiders/physios suitably qualified, current and identifiable?	<input type="checkbox"/>
Are opposition first aiders/physios suitably qualified, current and identifiable?	<input type="checkbox"/>
Have team managers, first aiders, coaches and physios completed the online HEADCASE concussion awareness module?	<input type="checkbox"/>
Are First Aid Kits and supporting equipment complete, fit for task and contents in date?	<input type="checkbox"/>
Have any medical conditions with the potential to cause a concern been shared with all physios/first aiders of both sides?	<input type="checkbox"/>
<b>PLAYER SAFETY</b>	
Is playing surface fit for the activity (water/ice/hard ground)?	<input type="checkbox"/>
Is playing surface clear of litter, stones, animal faeces or other material likely to cause harm - use the players warm up to provide additional assurance	<input type="checkbox"/>
Are posts protected and flags of the correct height?	<input type="checkbox"/>
Are own and oppositions support equipment (water bottles, cones, kit etc) positioned away from the playing surface so that risks from players or support staff falling onto it are minimised?	<input type="checkbox"/>
Are there any pitchside fences, signage or floodlight stanchions that present a hazard to players – if so, seek additional protection.	<input type="checkbox"/>
Are players suitably equipped and kitted out for the prevailing conditions and are they wearing the correct gumshields, studs, boots etc.?	<input type="checkbox"/>
Are the players fit to play or conduct the activity?	<input type="checkbox"/>
Are the changing facilities adequate?	<input type="checkbox"/>
Are there any hazards that could cause harm present in the changing room or showers (broken floor tiles, loose benches, low ceilings etc.)?	<input type="checkbox"/>
<b>Whereas some of the above may also be covered by other personnel such as referees and club officials, CRFU and its representatives have an independent duty of care to ensure that player welfare is paramount.</b>	
On completion of match or activity, complete representative form noting any omissions, defects, injuries and learning events.	



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**Annex G**  
**Team Details**

Squad Members – See Managers File Part 2 Paragraph 2 Cut and paste appropriate data into activity report						
SURNAME	FIRST NAME	PARENT CLUB	Contact details: addresses, telephone numbers and social media, including emergency contact. For Under 18 teams, include details of Parent/Guardian	Medical condition/Allergy Transfer details to Activity report	RFI ID Number	D.O.B



**Annex H**  
**CRFU Report**

## **REPRESENTATIVE RUGBY ACTIVITY REPORT**

### **Aim**

- ♥ CRFU representative rugby at all ages must have as high a regard for player welfare as that expected of the clubs. Equally, the clubs need to be assured that players welfare is not adversely affected through the consequences of representational rugby and that players will receive care in keeping with current good practice.
- ♥ It is not uncommon for a player with existing 'minor' injuries to exacerbate the extent of those injuries whilst engaging in representative rugby, nor is it uncommon for a minor injury sustained under CRFU colours become more serious as a consequence of club rugby. Therefore the importance of accurate records is important in ensuring that where applicable, the player can receive the best possible treatment and that the correct information is at hand to support any insurance claim, whether it originates from a club or under the CRFU policy
- ♥ The maintenance of appropriate and consistent records is also a protection for the coaches, managers and medical staff against any false, malicious or exaggerated claims of any nature that may arise in the conduct of representative rugby matches, training or travel.
- ♥ It is stressed that this document is not a 'how to do' or is exhaustive. The aim of the document is to indicate to managers, coaches and medical staff the areas that should be considered, the nature of the analysis and to illustrate the depth of the considerations.
- ♥ Once complete, the data on this form becomes sensitive and should be managed in keeping with the principles of data protection as outlined in GDPR. Once complete, the form should be sent to the CRFU RugbySafe lead who will be the GDPR responsible person.
- ♥ In the event of an injury of any sort to a player, the Team Manager will notify the appropriate club and in will, as appropriate make a follow up call to the player concerned.
- ♥ Formal reporting processes as per RFU Reportable injury process and those required for the South Western Mutual Benefit Fund are in addition to this report form, which should be forwarded to [rugbysafe@crfu.co.uk](mailto:rugbysafe@crfu.co.uk) as soon as possible after the match or activity.







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**Section 3** – If a player with a pre existing condition requires any additional attention for *any* injury during the activity then this must be documented in section 4

Surname	Nature of Injury	Treatment received beforehand? (state nature)	Assessed as fit to play/train? (yes/no)	Assessor Name & Role	Additional treatment for this or any other injury during activity?



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**Section 4** – Attention provided to players during a match or activity that required as a result of a stoppage in play or the removal of a player either temporary or permanent from the match or activity. State clearly if information continued on separate sheet. If video evidence exists as to how the injury was sustained then this should be noted

<b>Name</b>	<b>Nature of Injury</b>	<b>Initial Treatment</b>	<b>Name of Physio/Medical professional</b>	<b>Subsequent Action</b> List treatment/advice, if player substituted and date parent club/RFU or insurer informed



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**Section 5** – Miscellaneous additional information to include recommendations for the improvement of care, any areas of concern or learning opportunities.

<b>Signatures</b> - This is to certify that the information contained in this report is an accurate record of the medical treatment arising as a result of this activity and any injuries requiring notification have been recorded in Section 4.		
Manager:	Physio 1:	Physio 2 (As appropriate):
Name	Name	Name