



CRFU RUGBY CAMPS

Approval Process



REFERENCES

1. RFU Return to Rugby Activity – Rugby Camps Guide dated June 2021
2. RFU Regulation 15 Age grade Rugby
3. RFU Regulation 21 Safeguarding
4. RFU RugbySafe
5. Age Grade Rugby Codes of Practice
6. RFU Summer Activity Guide dated April 2021

INTRODUCTION

The above references provide the national framework in which Rugby camps for age grade players are conducted and administered.

The approval for camps is devolved by RFU to the Constituent Body (CB) in which the camp is occurring regardless of the location of the head office of the provider. The CRFU process is designed to ensure that all persons engaged in rugby camps, whether they be provider or player, have appropriate processes in place to minimise risks to As Low As Reasonably Practicable (ALARP). This process also provides assurance to CRFU that all activities conducted within the area of authority of CRFU are conducted in accordance with RFU regulations.

Whereas there will be commonalities between multi-venue camps, due to the unique nature of each location, approval will be venue specific and therefore an application will need to be made for each venue.

In granting permission for a camp, CRFU reserves the right to conduct quality assurance visits to ensure that the conduct of the camps conforms to that stated in the application.

It is stressed that the process is not designed to stifle activities that are designed to encourage young players and develop skills in an enjoyable environment, but exist so that all participants and providers do so in as pragmatically safe an environment as possible, comfortable that all reasonable protections and processes are in place.

The form is intended to guide applicants through the processes required and supporting documents such as lesson plans, risk assessments and details of all qualifications of coaches, and support personnel should be added as an appendix if appropriate.

If there are changes of key personnel or venue/arrangements after approval has been granted, then CRFU must be notified without delay and approval for any changes must be given before the camp can take place. CRFU Reserves the right to withdraw permission if there are significant unresolved differences between the arrangements outlined in the original application and those pertaining at the camp.



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LOCATION OF CAMP	DATE	AGES & GENDERS OF PARTICIPANTS	NUMBERS
Details of Organisation Running Camp			
Name			
Address			
Email			
Contact telephone number			
Details of Person(s) Responsible for the Conduct of the Camp			
Name			
Address			
Email			
Contact telephone number			
Details of Camp Structure. Include length of day, nature of activities and adherence to RFU Summer Activity Guide (Ref 6). Note: This can be the Course Programme, Lesson Plans, Timetable and Statement of Objectives. Also include chains of accountability/authority			



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Details of Personnel Directly Involved with Onsite running of the Camp					
Name	Role & RFU ID	Coaching Qual & Expiry	First Aid Expiry	Safeguarding DBS expiry	Headcase course date ¹
Safeguarding Plan. Provide details of Safeguarding plan with associated risk assessments					
Safeguarding Point of Contact					
Name					
Address					
Email					
Contact telephone number					
First Aid Provision & Player Welfare. Provide details of First Aid Provision, Produce Emergency Action Plans and levels of equipment to support event. Injury reporting/recording processes					
First Aid Point Of Contact					
Name					
Address					
Email					
Contact telephone number					

¹ Due to perishability of knowledge and revisions in protocols, CRFU strongly recommends that all personnel directly involved with the camp, regardless of their role, conduct the online RFU Headcase module no more than 1 month before the event regardless of when it was previously completed.



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Risk Assessments/ Documents Provide as separate supporting documents	
<ul style="list-style-type: none"> Details of Venue and Facility Risk Assessment Details of Covid Risk Assessment including Track and Trace processes Emergency Action Plan Spectator Management as part of Safeguarding Action Plan Registration forms with associated information 	
RFU CHECKLIST. The Checklist produced by RFU should be completed prior to submission as an aide memoire	
Am I clear on the rationale for running a rugby camp? Is it player catered and does it support player development rather than fitness training in preparation for the new season?	
Have I ensured that the very young participants are not only attending for parental convenience but also for their development and enjoyment; 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 (Code 2) and mixed age grades (Code 5)?	
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 DBS and do I have at least one ERCA /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 unanticipated event?	
Have I scheduled a range of activities in line with RFU out of season guidance?	
Is there a safeguarding plan in place with a safeguarding lead? Is there a first aid plan in place with a first aid lead?	
Have I completed a risk assessment for the camp and each of the venues that will be used	

On completion, this form and associated documents are to be submitted to Hon Secretary CRFU no less than two months prior to the date of the camp. This is to allow timely assessment of the submission and implementation of any recommendations.

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Date of Application		Date of Decision
Area	Comments	Decision & Date
Safeguarding		
RugbySafe		
Coaching/Player development		
Misc as appropriate		
Hon Secretary		
APPROVED YES OR NO		