

Kick Off!

A guide for new rugby volunteers



Pitch in...Volunteer



RUGBY FOOTBALL
FOUNDATION

“There is a vast amount of work done by a lot of brilliant people - volunteers, parents, coaches, teachers - at grassroots level and, without that, the game just would not develop at all.”

Sir Clive Woodward, World Cup winning former England Head Coach

Welcome to volunteering in rugby union

Thank you for joining us. You are one of more than 39,000 people of all ages, backgrounds and cultures who regularly give their time to support grassroots rugby union in England. Without you, rugby would not be the amazing game it is.

Through your hard work, you are helping to grow the game so that more people can participate in the great sport that is rugby union. Your contribution is vital to rugby and we want your time in rugby to be rewarding and enjoyable.

This guide is packed with useful information regarding many aspects of volunteering in rugby union. We hope this helps you 'pick up the ball and run' and above all enjoy your participation in rugby.

The Rugby Football Union are always looking for ways to improve the support we give to participants, so if you have any suggestions, ideas or comments, please let us know by emailing communityrugbyinfo@rfu.com

For more information and advice on all aspects of volunteering in rugby, go to the Community Rugby website at www.community-rugby.com

The five key traits of English rugby union



Getting to know your organisation

Whether your rugby volunteering takes place within a club, school, college, university, referee society, or Constituent Body (CB), below are a few suggestions of things to do as a new volunteer:

- Get introduced to other volunteers and have a list of key contacts
- Understand the organisation structure
- Understand the organisation's aims and development plan
- Understand the terms of reference for your role
- Know when and where relevant meetings/events take place
- Understand the importance of your role
- Appreciate the organisation's traditions
- Get copies of the relevant procedures, e.g. child protection, health and safety, expenses, etc
- Know who to talk to about feedback or if there is a problem
- Tour the organisation's facilities (if applicable) and know the opening times
- Know what support and training is available to you

“Without volunteers, we wouldn't be where we are today.”

Andy Robinson, England Head Coach

“There is a great deal of reward in helping people of all ages. Volunteers are needed across the board.”

Jason Leonard, former England and NEC Harlequins player

Getting to know the Rugby Football Union



Since 1871, the Rugby Football Union (RFU) has been working to benefit the game of rugby and is the governing body for the game in England.

Did you know:

- England is the largest rugby playing nation in the world based on the number of clubs (approximately 2,000).
- There are about 634,000 participants.
- Every year, there are over 200,000 games played under the auspices of the RFU.
- There are approximately 3,000 schools affiliated to the England Rugby Football Schools Union (ERFSU).
- 35 Constituent Bodies (28 Counties, the Armed Forces, and Oxford and Cambridge Universities, Students and ERFSU) run and develop rugby locally. These CBs are predominantly run by volunteers.
- To administer every facet of the game, the RFU has approximately 300 permanent staff working from the headquarters in Twickenham and throughout the country.

What is 'Community Rugby'?

Community Rugby provides participation opportunities for all those who wish to be involved in the game below the Premiership. It encourages and supports:

- Competitive activity through leagues, merit tables and cup competitions as well as 'friendly' and recreational rugby
- Investment in facilities to meet expectations in a changing leisure market
- Investment in people who support and manage their game, including valuing, supporting and rewarding the volunteer contribution to rugby.

The staff support eight key areas of the game:

- Player development
- Club development
- School development
- Student development
- Coach development
- Referee development
- Volunteer development
- Equity, welfare and medical.

For contact details, further information and to find out how Community Rugby can help you and your club, visit our website at www.rfu.com



“Everyone is a part of a big family.”

Jason Leonard, former England and NEC Harlequins player

Volunteers' Charter

As a volunteer with the Rugby Football Union, you can expect:

- The chance to use your talents and skills to benefit grassroots rugby
- The enjoyment of working as part of a team
- A chance to meet people, make new friends and keep active
- Opportunities to influence the development of grassroots rugby
- To be given clear information on what is expected of you
- To receive advice on how to carry out your work
- Opportunities to undertake appropriate training
- A response to your queries, requests and complaints, promptly
- Recognition and thanks
- To be treated with respect and consideration by volunteers and staff
- Reimbursement of any reasonable out-of-pocket expenses incurred in the course of your volunteering
- Equal opportunities
- Health and safety advice and guidance
- To be covered by insurance
- Respect for your right to privacy. Please let your club know if you don't wish your volunteering to be publicised.

As a rugby volunteer, you are in a position of trust. You might be supervising young people or be responsible for equipment. We ask you to preserve the Rugby Football Union and its member clubs' good name by:

- Supporting the aims and objectives of your club and the RFU
- Knowing and keeping to the policies and procedures of your club and the RFU
- Being open minded and honest in your dealings with us
- Treating fellow volunteers and staff with courtesy and respect
- Reaching a shared understanding of your role and commitment and telling your club if you wish to change the nature of your contribution
- Informing the Community Rugby Department of any improvements that can be made to the service and support that you receive.

Health and safety

As a volunteer, you are responsible for your own safety and that of the people you work with. Every rugby club, school, university, college, Referee Society/Federation or Constituent Body should have a health and safety policy as part of its Duty of Care.

Things you should be familiar with and ask yourself include:

- who the qualified first aider(s) are?
- what to do if someone needs first aid?
- what to do, and who to tell, if someone has an accident? All accidents, no matter how small, should be reported.
- how to report faulty equipment or unsafe working conditions? Even if these seem insignificant, you should always report them.
- what the fire alarm sounds like? You should never ignore the fire alarm.
- exactly what to do if you discover a fire or the alarm goes off?
- what is the location of fire equipment?
- what are the hazards particular to your clubhouse and facilities? What are the associate risks?
- how to perform tasks to minimise the risks, including using safety equipment if necessary?
- do you have a Health and Safety policy for the club you are volunteering for?
- what hygiene standards are relevant to your volunteering?
- what is the smoking policy for the club?
- what security arrangements are applicable to where you volunteer?

This is not an exhaustive list. If you are not sure about these points, or any others, please ask your club or email health@rfu.com



Money matters

Insurance

The RFU runs a comprehensive insurance scheme. The scheme provides up to £500,000 (£300,000 for women) cover for accidental death and permanent disability for participants engaged in recognised activities and official duties. It covers clubs, Constituent Bodies or referee societies affiliated or acceptable to the RFU, including:

- players, reserves or replacements
- any person engaged as a match official in any match or practice game
- any manager, assistant manager, coach or voluntary medical attendant (excluding qualified medical practitioners whilst attending in a medical capacity)
- any elected officer, regional representative or Council Member of the Rugby Football Union

For further details, visit www.rfu.com



Expenses

Each club, school, college, university, referee society and Constituent Body will have its own expenses policy. This will explain how that organisation will reimburse you for reasonable expenses (specified in the policy) so that you are not out of pocket as a result of your voluntary work. Please claim what you are entitled to, even if others do not. For more information, ask your treasurer.

Benefits

Individuals in receipt of benefits are asked to inform their advisers if they take up voluntary work. General information is available from www.volunteering.org.uk

“Volunteering is the satisfaction of doing something worthwhile.”

Martin Johnson, World Cup winning former England and Leicester Tigers captain

Fair play

Equity policy

The RFU/RFUW aims to ensure that all people irrespective of their age, gender, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation have a genuine and equal opportunity to participate in rugby union at all levels and in all roles. That is, as a beginner, participant or performer, and as a coach, official, referee, manager, administrator or spectator.

If you feel you are not being treated fairly, if you want to speak up for someone else or if you want more information, please contact the RFU Ethics and Equity Manager.



Policy and Procedures for the Welfare of Young People in Rugby Union

Through the implementation of a Policy for the Welfare of Young People in Rugby Union, and the support of its coaches and volunteers, the RFU/RFUW will maintain the professionalism and safeguards of good practice which are associated with the game.

To familiarise yourself with the above policies and procedures, follow the link to Community Rugby from www.rfu.com

“Volunteering is an area we have to keep focusing on and make sure we do everything possible to help those people flourish in the jobs they are doing.”

Sir Clive Woodward, World Cup winning former England Head Coach

Codes of conduct

To promote good practice, a number of codes of conduct exist. Please follow those relevant to your volunteering:

- The Partnership between Team Management and Parents
- The Good Coach's Code
- The Good Parent's Code
- The Good Player's Code
- The Good Spectator's and Match Official's Code
- The Good Administrator's Code

These documents can be obtained by emailing resources@therfu.com

Dealing with problems

We hope that volunteers will never need to lodge a complaint or have a complaint made about them. However, if you have a complaint about your organisation, the RFU, someone within the organisation or the RFU, please write to:

- the President or Chairperson of your organisation, or
- the Disciplinary Secretary,
Rugby Football Union,
Rugby House,
Rugby Road,
Twickenham,
TW1 1DS.

“Try it, give it a go, you might enjoy it.”

Jason Leonard, former England and NEC Harlequins player

Whilst every effort has been made by the RFU to ensure that the contents of this document are accurate, the RFU disclaims all warranties, express or implied, as to the accuracy of the information contained in this booklet. The information is intended solely as a guide.



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FOUNDATION

Rugby Football Development Ltd,
Rugby House, Rugby Road,
Twickenham TW1 1DS
Tel: 0870 405 2000
Fax: 0870 405 2009
www.rfu.com