

Newmarket RUFC

Sports Pavilion, Scaltback Middle School,
Elizabeth Ave, Newmarket, Suffolk, CB8 0DJ

(01638) 663082

(01638) 669596 enquiries www.newmarketrugby.com



PHOTOGRAPHIC POLICY

Photographic images – including those taken by mobile telephone

Newmarket RUFC recognises that publicity and pictures of young people enjoying rugby are essential to promote the sport and a healthy lifestyle. To facilitate this it is therefore essential that the following principles and rules should be observed.

These Best Practice Guidelines have been developed to provide everyone at Newmarket RUFC advice and guidance on the use of images of young people.

It is recommended that the eight golden rules outlined in these guidelines below are made available to as many people as possible. The RFU policy is available at www.rfu.com

Please remember that the safety and enjoyment of young people is paramount in all your activities and the Newmarket RUFC Guidelines have been designed to help you in this.

Newmarket RUFC is committed to providing a safe and enjoyable environment for young people. Implicit in this is the commitment to ensure that all publications, resources and media represent participants appropriately and with due respect. By adopting the points outlined in these guidelines we will all be putting in place the best possible practice to protect young people wherever photographs or recorded images are taken and stored.

The eight golden rules that will ensure compliance with the policy on photographic images are as follows:

- 1. Ensure parents/guardian/young person have granted their consent for the taking and publication of photographic images and have signed and returned the Parent/Guardian and Young Person Permission Form. It is strongly recommended that the relevant form is incorporated into the annual club registration form and will therefore only need to be completed once a year.**
- 2. All young people must be appropriately dressed for the activity taking place.**
- 3. Photography or recording should focus on the activity rather than a particular young person and personal details which might make a young person vulnerable, such as their exact address, must never be revealed.**
- 4. Where an individual has achieved success in the game (e.g. when selected for representative side or showing triumph over adversity) permission must be gained from parent/guardian and young person to use photographs/recordings and relevant details.**
- 5. Where possible, to reflect the RFU/RFUW Equity Policy, photographs/recordings should represent the diverse range of young people participating in rugby.**
- 6. Anyone taking photographs or recording at any rugby event must have a valid reason for doing so and seek the permission of the organisers/persons in charge.**
- 7. Anyone taking photographs or recording should make themselves known to the event organisers/persons in charge and be able to identify themselves if requested during the course of the event.**
- 8. All concerns regarding inappropriate or intrusive photography should be reported to Philippa Walker the child safeguarding officer in confidence.**

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Policy statement relating to the use of video/photographic images

Newmarket RUFC recognises the need to ensure the welfare and safety of all young people in Rugby Union.

As part of our commitment to ensure the safety of young people we will not permit photographs, video or other images including those taken via mobile phones of young people to be taken or used without the consent of the parents/carers and the young person.

The Newmarket RUFC will follow the RFU/RFUW guidance for the use of images of young people.

The Newmarket RUFC will take all steps to ensure these images are used solely for the purposes they are intended which is the promotion and celebration of the activities of Newmarket RUFC.

If you become aware that these images are being used inappropriately you should inform Philippa Walker child safeguarding officer on (philippa.nrufc@gmail.com) or telephone 01638 780117

The images may be published on the website www.newmarketrugby.com.

If at any time either the parent/carer or the young person wishes the data to be removed from the website, the club safeguarding officer should be informed.

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Code of Conduct for Mini and Junior Players

The Mini and Junior Section exists to provide young people the opportunity to learn the game of rugby in a safe environment in accordance with the Rugby Continuum for Minis and the Junior Rules amendments for juniors.

All participants in the playing and coaching of the game, all parents and carers and others accompanying players and in the running of the Club are expected to show care and consideration, and respect for the rules of the Club and the game of Rugby at all times.

Newmarket RUFC is fully committed to safeguarding and promoting the wellbeing of its members. The Club believes that it is important that members, coaches, administrators and parents associated with the club should at all time show respect, should be encouraged to be open at all times, and to share any concerns they might have about any aspect of the Club with our appointed Child Safeguarding Officer (Philippa Walker) as follows:

Details on the Newmarket Rugby Web site: www.newmarketrugby.com

At Newmarket RUFC players are expected:

1. To attend regularly for training and matches. Target 75%.
2. To arrive in good time for each session.
3. To inform their coach if they have to leave before the end of a session.
4. To pay attention and participate fully in all activities.
5. To keep up to date with schedules and fixtures by consulting their coach.
6. To arrive with the appropriate kit for training and matches.
7. At matches to remain in team group when not on the field.
8. At matches to respect their opponents and their team mates at all times.
9. Always to play within the rules of the game.
10. To respect referees and other officials and their decisions.
11. To follow all guidelines laid down by the RFU.
12. To generally behave in a manner which brings credit to Newmarket RUFC
13. Not to smoke on Club Premises or whilst representing the Club.
14. Not to consume alcohol on Club Premises or whilst representing the Club.
15. Not to consume illegal drugs or any performance enhancing substance.
16. To pay any fees or dues promptly.
17. Ensure all players have the right to enjoy the game of Rugby

1st September 2010

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Code of Conduct for Parents/Guardians

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Newmarket RUFC is fully committed to safeguarding and promoting the wellbeing of its members. The Club believes that it is important that members, coaches, administrators and parents associated with the club should at all time show respect, should be encouraged to be open at all times, and to share any concerns they might have about any aspect of the Club with our appointed Child Protection Officer as follows:

Details on the Newmarket Rugby Web site: www.newmarketrugby.com

At Newmarket RUFC Parents/Guardians (and any others who attend with them) are expected:

1. To ensure players arrive in good time.
2. To encourage players to learn the rules and play within them.
3. To discourage unfair play and arguing with officials.
4. Never to force a player to play against his/her will.
5. To set a good example recognizing fair play and applauding good performance of all.
6. Never to punish or belittle a player for losing or making mistakes.
7. To accept publicly official judgments.
8. To support the players involvement, and help them to enjoy the game.
9. To use correct and decent language at all times.
10. To maintain communication with coaches about schedules and fixtures.
11. To encourage players to stay in team groups when not on the field.
12. To offer help where appropriate
13. **To follow all guidelines laid down by the RFU.**
14. To ensure compliance with rules on smoking, alcohol and drugs.
15. To submit CRB application if accompanying a tour or fixture in a role of responsibility.
16. To behave in a manner which brings credit to Newmarket RUFC, and to ensure players do likewise.

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Safeguarding Children & Vulnerable Adults Policy

1. Newmarket Rugby Football Club acknowledges its responsibility to safeguard the welfare of all children and vulnerable adults involved in Newmarket RFC from harm.
2. Newmarket RFC confirms that it adheres to the Rugby Football Unions Safeguarding Policy and the procedures, practices and guidelines and endorses and adopts the Policy Statement contained in that document.
3. A child is anyone under the age of 18 engaged in any rugby union activity. However, where a 17 year old male player is playing in the adult game it is essential that every reasonable precaution is taken to ensure his safety and wellbeing are protected.
4. The Key Principles of the RFU Safeguarding Children & Vulnerable Adults Policy are that:
The welfare of the child or vulnerable adult (as appropriate) is, and must always be, paramount to any other considerations. All participants regardless of age, gender, ability or disability, race, faith, culture, size, shape, language or sexual identity have the right to protection from abuse or harm. All allegations or suspicions of abuse, neglect, harm and poor practice will be taken seriously and responded to swiftly, fairly and appropriately. Working in partnership with other organisations, statutory agencies, parents, carers, children and young people is essential for the welfare of children and young people. Children have a right to expect support, and personal and social development delivered by an appropriately recruited, vetted and managed in relation to their participation in rugby union, whether they are playing, volunteering or officiating in the community or professional areas of the sport.
5. Newmarket RFC recognises that all children have the right to participate in sport in a safe, positive and enjoyable environment whilst at the same time being protected from abuse, neglect, harm and poor practice. Newmarket RFC recognises that this is the responsibility of everyone involved, in whatever capacity, at the club.
6. Newmarket RFC will implement and comply with the RFU Code of Conduct and the Codes of Conduct for Coaches, Spectators and Officials as appropriate. Newmarket RFC will ensure its spectators, parents, members and officials are all aware of and have accepted the club Photographic Policy as set out in the club welcome pack and on the website.
7. Newmarket RFC will endeavour to comply with the Guidance for Websites as set out on the RFU website.
8. The Club Safeguarding Officer is Philippa Walker, If you witness or are aware of an incident where the welfare of a child or vulnerable adult has been put at risk you must in the first instance inform the Club Safeguarding Officer. They will then inform the CB Safeguarding Manager and the RFU Safeguarding Executive. If an incident involves the Club Safeguarding Officer you should inform Robert Voss NRUFC Hon Secretary and either the CB Safeguarding Manager or the RFU Safeguarding Executive.
9. All members of Newmarket RFC who have a regular supervisory contact with children, or a management responsibility for those working with children, must undertake an RFU Enhanced Criminal Records Bureau disclosure.
10. Newmarket RFC will ensure that all its members, whether they are coaches, parents, players or officials will comply with the Best Practice Guidance as issued by the RFU. In summary, the following are **NOT** acceptable and will be treated seriously by the club and may result in disciplinary action being taken by the club, the CB or the RFU:
 - Working alone with a child, children, vulnerable adult, or adults.
 - Consuming alcohol whilst responsible for children or vulnerable adults.
 - Providing alcohol to children, or allowing its supply.
 - Smoking in the presence of children.
 - Humiliating children or vulnerable adults.
 - Inappropriate or unnecessary physical contact with a child or vulnerable adult.
 - Participating in, or allowing, contact or physical games with children or vulnerable adults.
 - Having an intimate or sexual relationship with any child or vulnerable adult developed as a result of being in a position of trust.
 - Making sexually explicit comments or sharing sexually explicit material.
11. Newmarket RFC manages the changing facilities and arranges for them to be supervised by two adults (RFU CRB checked) of the appropriate gender for the players using the facilities. Newmarket RFC ensures that all its coaches, parents, officials and spectators are aware that adults must not change at the same time, using the same facilities as children or vulnerable adults.
12. Newmarket RFC will ensure that its coaches (and *team managers*) will receive the support and training considered appropriate to their position and role. The RFU "Managing Challenging Behaviour" Policy has been adopted and circulated amongst the club workforce both, voluntary and paid.
13. Any events held on Newmarket RFC premises must comply with this Policy and if appropriate a Safeguarding Plan should be discussed and circulated to those affected. Any tours, overseas or domestic, undertaken by Newmarket RFC must comply with the relevant RFU Regulations and Guidance relating to tours.

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Mini & Youth Dress code

At youth level the player are expected to represent the club and with tradition in mind the player will be expected to turn up at away games and after the games both Home and away in line with the Newmarket Dress code and Code of conduct. The Under 12's team at the end or beginning of the new season at the age group of Under 13's and changing from Minis to Youth age group will be recognised by the club by the presentation of a Newmarket RUFC club tie.

At U13's players will be eligible to for county trials and therefore represent the club at this level and it is at this period that it becomes a time at which the game starts to increase focus on the skills and aptitude to the game of Rugby (This does not degrade the efforts of Mini rugby in any way) but the next step in playing the game of rugby on a larger stage i.e. county, eastern counties etc.

- Club Tie
- White shirt,
- Black trouser
- Black shoes

The club will supply one "set" of ties each season, for those players "graduating" from the under 12's to the under 13's.

The usual allocation is 20 ties, which should cover the maximum amount in any one season. Should 20 not be enough due to number of players then this will be addressed by the committee, by assessing the attendance and commitment of the players of that team.

New player

New payers registering later in the season should be covered with in the 20 ties provided or the recovery of ties from any player who has since left the team.

Lost ties

Lost ties would be replaced by purchase, from the club sectary or merchandiser at the price set by the club.

The code is there to up hold tradition of the game of rugby and the nature in which players present themselves on and off the pitch in line with the code of conduct.



N.R.U.F.C. Registration Form (Annual)

Member First Name (s)	Home Phone No.
Member Last Name	Mobile Phone No. (Juniors - Parent/Guardian Mobile Phone No.)
Member Address 1	Work Phone No. (Juniors - Parent/Guardian Work Phone No.)
Member Address 2	Member Nationality
Member Address 3	Member E-Mail Address (Juniors - Parent/Guardian E-Mail Address)
Member Town/City	(Juniors only) School attended
Member Post Code	Member Date of Birth
Member Employer (or Parent/Guardian Employer)	Occupation (Juniors - Parents/Guardian Occupation)

I wish to apply for: ***Please delete as applicable.**

- * Senior Playing Membership (£192 pa – Standing Order or 1 off payment)
- * Vice President Membership (£50 pa).
- * Associate Membership (£20 pa).
- * Ladies Membership (£10 pa).
- * Junior Membership (U7-U8 £35 pa, U9-U12 £45 pa, U13+ £50 pa. Discount 2nd and subsequent child £15)
- * Junior Membership. **I have completed the supplementary consent form overleaf** (Please tick)
- (Includes Parent) **I attach 2 passport type player photos with my name on the back** (Please tick)

Please send me information on membership of the NRUFC fund raising Club Future Fund Draw. (Please tick)

I attach *cash/cheque for the fee to the value of £ ***/I have completed the Standing order mandate (below).**

I give my permission for the club to use my membership information for the purposes of operating the club, keeping me informed concerning club matters and communicating with any constituent body, or organisation that needs to have my details in order that NRUFC can discharge its constituted functions.

Signed *X* *X* (*member/parent/guardian) Date: / / .

July 2010 (V8)

Standing Order Instruction

Newmarket Rugby Union Football Club
Hon Treasurer: Louise Hansford,
 40 Maltings Close, Moulton, Newmarket, Suffolk CB8 8ST
 Tel: (Home) 01638 751385

From (Members name & address)	
To (Your Bank branch and address)	
Your Bank Sort Code	Your Account Number
Beneficiary: Newmarket Rugby Union Football Club	
Beneficiary Sort Code 40-34-38 Beneficiary Account 41149814	Please quote club reference: _____
Initial Payment Amount: £ _____ First Payment on: First day of: _____ 20____ Followed by _____ monthly payments of: £16.00 On the first of the month starting: _____ 20____	Signature <i>X</i> <i>X</i> Date of Instruction: _____ 20____

This order supersedes and cancels all previous orders in favour of Newmarket Rugby Union Football Club

PARENTAL CONSENTS – Junior Section Member

Please mark as indicated.

1. First Aid or Emergency Treatment

I/We give consent to basic first aid being given to my/our son/daughter should he/she sustain an injury whilst under the supervision of the Club. I understand that, should this occur, the club will endeavour to contact a parent/guardian and also arrange further medical assistance, if deemed necessary. I/We also give consent to my child receiving medical treatment that, in the opinion of a qualified medical practitioner, may be necessary. I will request a copy of the NRUFC Reportable Injury Event Record if I need to view it.

(Section approval) Parent/Guardian Initials: _____

2. Medical Conditions – Please print clearly

I wish to declare that this club member suffers from the following (Please detail):

Allergies: _____

Medical conditions: _____

Regular medication taken: _____

3. Photography and/or Video Recording

I/We do give consent to video footage being taken in the interests of technical analysis to aid the coaching. I/We also give consent to other video (family records) being taken. I/We do give consent to the taking of photographs which may be used in Club promotional literature, or for press reports. I will request a copy of the NRUFC video/photographic policy if I need to view it.

(Section approval) Parent/Guardian Initials: _____

4. Parental Code of Conduct

I/We have read the Parental Code of Conduct sheet and have understood the requirements and obligations placed on me as the Parent of a junior member of Newmarket Rugby Club.

(Section approval) Parent/Guardian Initials: _____

5. Player Code of Conduct (18 or under)

I/We have read the Player Code of Conduct sheet and have understood the requirements and obligations placed on me as a Player in the junior section of Newmarket Rugby Club.

(Section approval) Parent/Guardian Initials (U7-U12) **OR** Player initials (U13 – U18): _____

Name of Junior Rugby Member (As P1): _____ (Print clearly)

Name of Parent/Guardian Member: (First) _____ (Last) _____ (Print clearly)

Signature of Parent/Guardian: X

X Date: / / .