



MANAGER'S AND COACHES OBJECTIVES

As a manager or coach of one of Canterbury RFC Mini or Junior teams you should be aware of what we are trying to achieve:

Firstly our mini and junior players are the adult players of tomorrow, so remember the Club's future is in your hands. The way you treat, teach/coach these young players can determine if they stay in the game for years or are turned off it for life. Treat them with respect and honesty and above all encourage them at all times.

Secondly it is our aim at Canterbury RFC that all boys and girls, whatever their age, social, religious or ethnic background, who come to rugby sessions enjoy themselves and develop their individual, unit and team skills through progressive, purposeful, enjoyable and safe activities, with the objective to learn, understand and play the game of Rugby Football to achieve their full potential. At the same time encouraging fair play, good sportsmanship and a good standard of behaviour both on and off the field.

To achieve this we require the following from all volunteers associated with Canterbury RFC Youth Section:

- Complete a Volunteer Details Form.
- No one will be allowed to assist at training until they have completed this form.
- To be RFU qualified.
- Hold an enhanced current DBS/CRB Disclosure document.
- No one can be in sole charge until they have been DBS/CRB checked.
- Understand their roles as outlined in the CRFC Coaches Codes of Conduct and work to high standards and adopt best practice wherever possible.
- All coaches at whatever level or standard have an obligation to keep up to date with all current coaching techniques and methods.

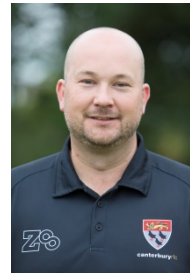
DESCRIPTIONS OF RESPONSIBILITIES

- At all times observe and adhere to the RFU playing regulations and the Club's codes of conduct, rules, procedures and policies.
- Arrange the distribution of Player's Welcome Pack to all parents in their age group.
- Convene and chair regular meetings between coaches to discharge policies of club, agree additional team policies and monitor team/player progress.
- Liaise with other coaches on all matters including player availability/unavailability
- Maintain a list of all player's names, addresses, telephone numbers, DoB, school etc. This information is sensitive and MUST at all time be kept secure and only divulged to those persons who have a need to know.
- Distribute, collect CRFC Medical forms and maintain an updated list of any players who have a specific medical condition or allergy ensuring this information is available at all training sessions and matches. This information is sensitive and MUST at all time be kept secure and only divulged to those persons who have a need to know.



- Maintain a register of player's attendance at training sessions and matches including recording when they played in a match (playing in a match constitutes at least playing half the time available)
- Have available at all times an emergency telephone number and an alternative emergency number for each child's young person's parent/guardian/relative to contact in the event of any accident/emergency.
- Convene and chair periodic communication meetings between coaches, parents and players to communicate team/player progress and to listen to feedback.
- Distribute membership forms; collect completed forms and annual subscriptions. Pass to Membership Secretary and Treasurer.
- Arrange distribution of the RFU Youth Player Registration forms to each parent and return completed forms to the club's registration coordinator.
- Liaise with Fixture Secretary re confirmation of matches.
- Make sure drinks and **FIRST AID** equipment and a **MOBILE PHONE** are always available for every training session and match. Record any injury/accident/incident on an Accident Report Form and copy into the Accident Book.
- Provide Volunteer Details Forms to new volunteer coaches etc collect completed forms and pass to;

Graham Dunkley – volunteer co-ordinator.
grahamdunk14@btinternet.com
07712 482282



- Arrange collection and safe keeping of valuables at training sessions.
- Inform all team members of any relevant information.
- Keep in touch with injured players.
- Inform the Club Chairman and the Club Honorary Secretary of any player who has been sent off the field of play, or any incident of indiscipline, bad behaviour etc by parent or spectator, within 24 hours of the incident
- Inform the Club Chairman and the Club Honorary Secretary of any case where an injured player is admitted to hospital, Intensive Care Unit/High Dependency Unit, specialist spinal unit, head injuries unit or a fatality.
- Inform the Club Safeguarding Officer, Steve Blanche, of any safeguarding / welfare issues you may have.