

KENT COUNTY RFU INFORMATION SENDOUT JANUARY 2018



1. THE NAT WEST RUGBYFORCE 2018

The NatWest RugbyForce 2018 will take place on Saturday 23rd and Sunday 24th June.

Clubs registering before 4th February will have the opportunity to take part in a new and improved programme of NEW free workshops across the country, as well as being in with a chance of receiving financial support and a host of exciting prizes including:

- 6 clubs will receive a large grant of £5000 and a support package.
- 270 clubs will receive a £750 grant towards their DIY weekend and hosting a community event to attract new players, volunteers and club members.

For further details and for clubs to register visit:

<http://www.englandrugby.com/governance/club-support/natwest-rugbyforce/>

2. DATA PROTECTION REFORM

What is GDPR? General Data Protection Reform

In simple terms the GDPR will help protect players, members and clubs. Organisations holding personal data (including clubs and CB) will need to give more information to people about what they do with people's data, why, and for how long.

The RFU, member clubs and Constituent Bodies (CBs) process and control personal data and are all required to take steps to be GDPR compliant, by 25th May 2018, when the regulation comes into force.

What are the RFU doing to support?

They will be providing further guidance and a toolkit for how clubs and CBs can work towards GDPR compliance over the coming months - Communications and awareness around the project for both internal and game-wide stakeholders is a number one priority and a number of actions are already in motion to deliver further guidance

There is a Legal helpline available to all CBs and clubs to advise on specific issues.

What should clubs do now?

Ensure their data is up-to-date on GMS - The RFU are working to ensure that GMS is fully compliant – so use GMS to hold and manage your data and the liability is the RFU's, not yours!

Contact the RFU Legal & Tax Helpline on 0330 303 1877 with any specific questions.

Look for further guidance on the Information Commissioner's Office website

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>



3. ENGLAND RUGBY REFEREE AWARD COURSE

Are you aged between 14-25? Would you like to have a funded place on an England Rugby Referee Award Course?

Have you completed 10 volunteer hours and logged it under the Young Rugby Ambassador Scheme?

<http://www.englandrugby.com/my-rugby/volunteers/young-rugby-ambassador/>

If the answer is YES to both then contact coaching-refereeing@kent-Rugby.org or your local RDO's (Mike & Gareth) to apply for a funded place on an upcoming course.

NB. If you are under 18 you MUST supply a parent or guardian contact email.

4. KENT REFEREES GROUP, FREE SHIRT

The Kent Referees Group is a forum and community for all active referees within Kent. Whether you are refereeing junior or senior games, you are encouraged to be a part of this group

All you need to do to join the Kent Referees Group is to complete the registration form available via the link below. All members will be invited along to regular training sessions and meetings that will take place across Kent and will be provided with useful updates on law changes, law interpretations, and good refereeing practices. All members will receive a FREE referee shirt.

Once we have received your application, we will arrange for an experienced referee to observe you during a match to make you an accredited member of the group. Accreditation is recognition that you have met the minimum standard set by Kent County RFU.

Kent Referees Group Accreditor

Are you an experienced referee and want to help support your club referees become accredited?

If so, and you meet the below minimum standards, we would encourage you to help grow the Kent Referees Group through observing and accrediting your club referees.

You can become an accreditor if you are a Level 2 (or equivalent) qualified referee and meet one of the following criteria:

- An active society referee/coach/assessor
- A Club Referee Co-ordinator (CrefC)
- An England Rugby Educator/Trainer
- An accredited Kent Referee's Group Referee with a minimum of 1 years Refereeing experience

If you meet the above requirements then please select Yes to becoming an Accreditor on the registration form and highlight how you meet the minimum requirements

Registration Form:

<https://goo.gl/forms/aCjf1oDuxyhfTJr2>

5. MITSUBISHI MOTORS KIT 4 CLUBS

In conjunction with Mitsubishi Motors, the Kit 4 Clubs scheme has launched to support grassroots rugby. The scheme will give rugby clubs across England access to Mitsubishi Motors branded kit and equipment, playing an important role in sustaining and developing a strong future for England Rugby.

How does Kit 4 Clubs work?

The scheme is open to clubs affiliated to England Rugby

(excluding universities, colleges and schools). When club members or their friends/family book an appointment to have a vehicle appraisal and test drive of a new or used Mitsubishi at their assigned dealership, the club will be credited with £30 towards new playing/training kit/equipment. Once a club reaches a balance of £300, they will be able to place orders through the Mitsubishi Motors website where each club will have its own unique profile page.



Each club must nominate a designated person responsible for their Kit 4 Clubs account and this person will need to register their club. To register, visit: <http://www.mitsubishi-cars.co.uk/kit4clubs/england/>

What happens next?

Once registered, the designated person can; access their club's profile page and monitor their account balance, see who their assigned dealer is, view all the branded products on offer or place orders. The page also provides a unique link which the designated person should share with club members to allow them to create appointments at their assigned dealerships.

6. SEVENTEEN YEAR OLDS PLAYING SENIOR RUGBY

A reminder around the process with regards to 17 Year Olds (male & female) playing Senior Rugby - It is a requirement of RFU Regulation 15 that a form is completed and signed, by both the Parent/Guardian and the Coach. This document should be then retained as a record of consent, as well as a copy being sent to the Kent RFU Safeguarding Manager, Owen Smith.

Download your form **HERE!**

7. INJURY REPORTING

So that the RFU can take an active role aiding in the care and rehabilitation of catastrophically injured players, it is vital that the RFU is notified of all injuries that qualify in the reportable category set out below using the following Injury Report Form.

In order to simplify the reporting process and ensure that

the injury data that is collated is valid, clubs and schools need only report the following Reportable Injury Events. Wider ranging detailed injury surveillance data will be collected independently from a representative sample of nominated clubs and schools.

Reportable Injury Events

These are defined as:

- An injury which results in the player being admitted to a hospital (this does not include those that attend an Accident or Emergency Department and are allowed home from there).
- Deaths which occur during or within 6 hours of a game finishing.

Clubs and schools are also required to report injuries in which artificial grass pitches or equipment such as sports goggles are involved.

Reportable Injury Event Protocol

In the event of a serious injury occurring, which fulfils one of the above definitions, after providing immediate first aid and arranging transport by ambulance to hospital, the following protocol is to be followed:

1. A club or school representative must phone the Sports Injuries Administrator Helpline 0800 298 0102, as soon as the seriousness of the player's condition is confirmed and certainly within 48 hours of the game or training session.
 2. Please have a pen and paper ready, and the details of the incident to provide. Out of working hours there will be a recorded message that provides contact details of the Injured Player Welfare Officer (IPWO). The IPWO will only respond out of hours in the event of a potentially catastrophic injury or fatality. You will be asked to complete and return an injury report form:
- Injury Report Form - **PDF Editable**
Injury Report Form - **PDF Non-Editable**
3. The IPWO will then establish contact with the club and player or their family in order to confirm the injury, initiate the Pastoral Support Programme, and collect additional information about the injury.
 4. The club/school must notify their insurers.
 5. Record witness statements. Where a potential insurance or personal injury claim may arise, clubs and schools are advised to retain on file witness statements. These statements must confine themselves to the facts and not include opinion or hearsay, or apportion or infer blame. They must be signed and dated by the person making them.

Useful Contacts:

Sports Injuries Administrator (SIA): Rugby House, Twickenham Stadium, 200 Whitton Road, Twickenham, TW2 7BA Tel: 0800 298 0102 Email: sportsinjuriesadmin@therfu.com

The IPF provide support and information to rugby players in England who sustain a serious and catastrophic injury. Further information can be obtained: <http://www.englandrugby.com/rugbysafe/injury-reporting>

8. WHITING & HAMMOND SEVENS

Tunbridge Wells RFC will once again be hosting the Whiting and Hammond 7's competition Saturday 28th and Sunday 29th April



As previously, they will be incorporating the Kent County qualifier for the National RFU 24 Sevens at Open and Social men's events.

In addition, it will be the regional qualifier for the National RFU 24 Sevens Ladies event as well as being the Kent Sevens Championships at u13, 15 and 18 Girls levels as part of a designated "Festival of Female Rugby" on Sunday 29th April

Download the form to enter your team **HERE!**

9. MIDDLESEX SEVENS

Middlesex Rugby would like to invite all clubs in RFU Areas 2 and 3 to enter the Middlesex 7s Festival.



Middlesex 7s FESTIVAL

Saturday 5th May 2018
Richmond Athletic Ground

#Middx7s

The Middlesex 7s Festival is returning to Richmond Athletic Ground Saturday 5th May 2018 and it will be bigger and better than ever. Middlesex Rugby has pledged more funding to make the Middlesex 7s Festival the best one yet.

They will have music and entertainment from the Radio Jackie travelling road show as well a beer festival, street food outlets entertainment for all the family to make this year's festival a great family day out.

Add to that more cash and more prizes, and a brand new competition format to ensure all teams play as many games as possible!

Entries are now being accepted **HERE!**

10. ANNUAL CLUB SAFEGUARDING AUDITS

A reminder that the Audit Template has been sent out to all clubs and should be completed and returned to the Kent CB Safeguarding Manager (safeguarding@kent-rugby.org) as soon as possible. Any problems, please get in touch.



Safeguarding on Tours

Many clubs will be well into planning their Tours – a highlight of the season and an excellent way to build community within a club or an age-group. However, it's important that those planning tours think about how they will safeguard children and young people whilst they are on tour.

The RFU has produced guidance for clubs to help them think about Safeguarding on Tour. You can download it **here!**

Consent Forms

All children and young people going on tour should have a consent form completed by their parent/carer. You can download a model form **here!**

Insurance

Make sure you're insured for your tour – RFU guidance on this can be found **here!**

Risk Assessments

Planning is the key tool in ensuring that there are no nasty surprises and a risk assessment is the best way to structure this planning. If you're planning a tour, make sure you've completed a risk assessment thinking about things like supervision, travel, access to alcohol, accommodation etc. The RFU Safeguarding on Tour document includes a Risk

Assessment Template. Make sure you've thought about the risks, how you're going to control them, and how you're going to let those going on tour know!

If clubs would like support in preparing risk assessments or consent forms for tour or have any questions about safeguarding issues relating to tour, let me know (safeguarding@kent-rugby.org).

Assistant CSOs

Does your club have an Assistant Safeguarding Officer? If not, now may be the time to start thinking about one. Having an assistant means that the elements of the role can be spread between more than one person and there is cover when the CSO is away. If you'd like to appoint an assistant, get in touch to find out more.

11. RUGBY SAFE ROLE

INTERESTED IN GETTING INVOLVED WITH KENT COUNTY RFU?

We are looking for a person to fill the role of our Rugby Safe Manager. The purpose of this role is to make the playing of rugby within the CB as safe as possible whilst ensuring player welfare standards are maintained at all times. Details of the main tasks and responsibilities can be downloaded **here!**

To register your interest in this role please contact the Kent County RFU Office. Email: kentrugbyoffice@therfu.com

