



Kent County Rugby Football Union



Main County Sponsor

PROTOCOLS DOCUMENT

This document is a live document and can be altered at any time by the Executive committee. It will be formally reviewed every 3 years

All Terms of References (TORs) should be reviewed by sub-committees on an annual basis at the first meeting of the season (needs to be a direct link from protocols doc to TORs)

All Job Descriptions to include statement at end: "By taking on this role, I agree to adhere to the Kent County Protocols" signature/date included, copy held centrally and by volunteer

All CB volunteers should receive a copy of the protocols as part of their induction

Protocols to be hosted on the County website

Protocols to include:

1. Codes of Conduct
2. Volunteer recruitment
3. Finance
4. Brand & Reputation
5. Procurement
6. Data Management

If a situation arises that is not covered by the following protocols, it will be referred to the Executive Committee to agree the appropriate action

Main Committees include:

- a. Executive, Game Development (GD) and Club Development (CD) Committees

Sub-committees include:

- a. Women and Girls, Age Grade Rugby (U6-U18), Education, Club Kent, Discipline, Senior Competitions, Coaching and Refereeing **[All allied to GD]**
- b. Safeguarding, Rugby Safe, CB Volunteer Co-ordinator, Leadership Academy, Facilities, Communications, Media & Marketing **[All allied to CD]**
- c. Commercial & Sponsorship **[Allied to the Executive]**

1. Codes of Conduct:

As a County we follow the RFU Core Values of Teamwork; Respect; Enjoyment; Discipline and Sportsmanship and expect our volunteers to adhere to these values at all times

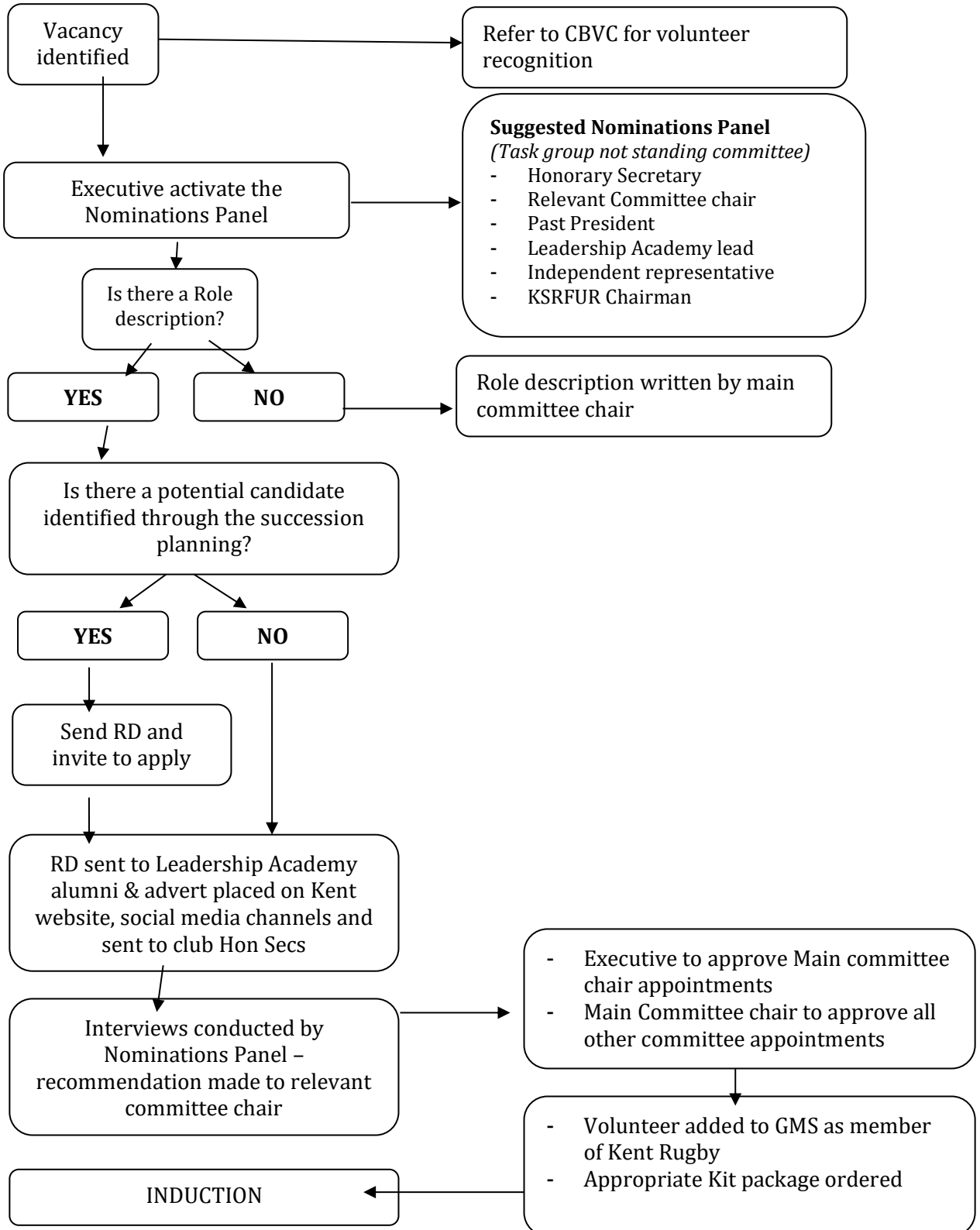
2. Volunteer Recruitment:



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- The below process is to be followed for the recruitment of all **Main County Sponsor** members and chairs of main and sub-committees with the exception of the RFU Council Rep whose appointment is governed by RFU regulation
- Any CB volunteer outside of this structure may be appointed on merit with the approval of the relevant main committee chair
- All appointments are subject to a valid DBS certificate





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3. Finance:

3.1 Management of budget

Budget holders are responsible for managing their approved budgets and expenditure as laid out in the County PFR plan. Chairs of the main committees have responsibility for the overall budgets made up by the Sub-Committees within their remit.

Any change of delivery using designated funding must be notified to the PFR Manager for Executive Committee ratification.

- a) Any PFR change of allocation of funding of over £500 should be flagged for approval at the Executive prior to the quarter of spending. There should be an attached rationale to include evidence of adequate RFU consultation (Jo or appropriate RFU team member e.g. RDO/ATM/AFM) to ensure that the change is within the current PFR spend guidelines. It is proposed that the same sum - £500 - would trigger a flag for approval of change where the project/activity is funded by County funds.

Budget holders are required to record evidence of activity and spend every quarter on the designated PFR spreadsheet and send to the PFR Manager by the set deadlines.

It is the budget holder's responsibility to ensure accurate sign off is made to the county treasurer for all expenditure. The treasurer is not responsible for cross-referencing sign-offs.

Budget holders should reconcile their budgets every quarter against the County Treasurer's quarterly report and deal with any queries in a timely manner.

Any known underspend or 'at risk' areas of delivery should be reported to the PFR Manager and main committee chair.

Each budget holder is accountable to not overspend and seek the best possible price (see Procurement protocol).

In most cases, It is encouraged that county suppliers should be used to obtain the best possible price (see Procurement protocol)

Proforma invoices authorised by the individual budget holder should have agreement from the County treasurer.

Any initial proposals for the County's discretionary spend need to be approved by the relevant main committee Chair and then cleared either by e-mail or by the next meeting by the Executive Committee. If approval sought by e-mail, clearance to take place within seven days. The proposal should have the rationale for selection and proposed spend attached to the submission.

3.2 Invoices/Expenses

All individual expenses for costs/mileage must be submitted on a Kent County expenses form to their budget holder for submission to the County Treasurer.



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All expenses/invoices submitted by the budget holder where they have a conflict of interest MUST be signed off by the governing chair of that sub-committee (GDC, CDC) and where relevant, to the Executive. Main County Sponsor

All mileage claims need to show the date, destination, nature of travel, miles travelled and applied mileage rate.

All invoices and receipts should be submitted referencing which committee/budget holder it belongs to and which budget. Emails with no attachments are not an acceptable claim.

All sign offs must be communicated clearly to the County Treasurer stating, who is to be paid, amount to be paid and if attaching receipts that it is clearly communicated whether they have been paid.

Budget holders should seek and submit invoices for work completed each quarter.

Invoices must be submitted to the relevant budget holder for authorisation no later than 3 months from the date of the event you are claiming for and in any event, not later than 3 months after the close of the financial year for Kent RFU, which is June each year.

Any individual who submits an invoice for services to KCRFU and is not a limited company MUST include their unique tax reference on the invoice.

All claimants must take responsibility for their own inclusion of taxable income in their tax returns.

Where regular expenses are submitted, please group submissions that do not total over £50 to cut down on administration.

Any proposals for changes to the current expense guidelines (e.g. Mileage) are to be discussed and approved by the Executive. All Proposals must include the rationale for change.

3.3 Income

The County Treasurer should be notified of any income paid directly into the bank account. In all instances, income paid straight into the bank must show a reference to the sub-committee e.g. Mini, Youth or Women & Girls etc.

4. Brand & Reputation:

4.1 Brand

- Logo – Not to be altered in anyway
- Colour – Not to be modified exception can be used black/white
- Font – Not to be changed

Brand should be consistent across online presence, stationery, clothing and representative kit

Logo cannot be used without approval from the Main Committee

Where unsure of correct use of County brand, consult County Administrator for advice and approval



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4.3 Reputational Protocol

Any decision made in the County's name should, before being actioned, be referred to the Main Committee Chair and where relevant to the Executive. This would include (but not limited to) comments to the Media, choice of Business Partners and support of charities or International partnerships. This is particularly important whenever the County's brand or reputation could be negatively affected.

Any event hosted in the name of the County requires prior approval by the relevant main committee chair

4.3 Media Protocol (print, social, web)

Only official websites and Social Media accounts are representative of the County view (including official Kent responses) and therefore should be used for any communication

Official Accounts: Website; Facebook; Twitter

N.B. In cases of national or local media interest directly involving the County, the Executive will determine who should respond and the appropriate messaging, where necessary with advice from the RFU.

5. Procurement:

5.1 Expenditure

All prices should be checked with the Kent County Office to ensure consistency of pricing is achieved.

Kent Official Supplier list to be reviewed every three years.

Contracting new suppliers or service providers (N.B. Only budget holders are able to authorise new suppliers/services following the below process):

- Check Kent Official Supplier list – if an official supplier, must be used
- Check England Rugby Deals
- Check Club Benefits Guide
- Gain three quotes (consider price; service; minimum order; speed etc.)

5.2 Sponsorship:

Under no circumstances should any Kent County sponsors be approached by a sub-committee member requesting/hiring of their services or goods. All requests MUST come directly from the Executive Committee.

6. Data Management

PURPOSE

The purpose of this Data Management Policy ("the Policy") is to protect the electronic data and information belonging to, or held by, Kent County RFU. It aims to provide a framework within which the roles and responsibilities of those who manage or use the data and information are defined. The intention of the Policy is to enable access to data and information held by Kent County RFU, whilst ensuring that electronic data is protected from unauthorised use, access and breaches of privacy.



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1. DEFINITIONS

1.1. Data

"Data" means information in a form which can be processed and is a general term meaning facts, numbers, letters and symbols collected by various means and processed to produce information. This Policy only refers to electronic data.

1.2. Data Controller

"Data Controller" means the organisation or body which ultimately controls the content and use of data. In this policy the Data Controller is Kent County RFU.

1.3. Data Owner

"Data Owner" means the individual in the department within which the data is created. All data will be stored within the Kent Rugby Office and therefore will be known as the 'Owner'

1.4. Data Custodian/User

"Data Custodian" means an individual to which data is entrusted on behalf of Kent County RFU for the purposes of storage and/or processing.

1.5. Processing

"Processing" means performing any operation or set of operations on data, including:

- Obtaining, recording or keeping data
- Collecting, organising, storing, altering or adapting the data
- Retrieving, consulting or using the data; e.g. generating reports
- Disclosing the information or data by transmitting, disseminating or otherwise making it available
- Aligning, combining, blocking, deleting or destroying the data

1.6. Personal Data

"Personal data" means data which can be used to identify individuals, such as the person's age, their home address or other personal details. Users working with data on their personal computer devices must take steps to password protect or encrypt the data.

2. THE POLICY/PROTOCOL

2.1. The Data Controller - Kent County RFU Executive

It is Kent County RFU's responsibility to ensure that appropriate data management policies are in place so that data custodians/users can ensure they are compliant with legislation to the best of their ability.

2.2. The Data Owner - Kent Rugby Office

Kent Rugby Office will have the responsibility for the quality and integrity of the data. Specifically, responsible for:



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- Deciding the sensitivity of the data
- Authorising access to the data
- Authorising the use of the data, e.g. what processing takes place on the data
- Regularly reviewing access privileges
- Assessing the risks to the data

Risks could include but are not limited to:

- Theft
- Data Loss – due to lack of proper backups
- Neglect – older hardware/software that does not meet current security standards
- Online file sharing

2.3. The Data Custodian/User - Budget Chairs/Team Managers & Competition Managers

Data will be entrusted to an individual therefore Budget Chairs and Team managers and Competition Managers responsibilities include:

- Maintaining the integrity and confidentiality of the data entrusted to them
- Ensuring that access to the data is restricted to those individuals authorised by the data owner
- Ensuring that processes undertaken on the data have been authorised by the Kent Rugby Office
- Having adequate backup and recovery procedures in place for the data, taking into account the sensitivity of the data
- Data users are responsible for protecting their access privileges e.g. user names and passwords, which should not be shared with others
- Users must be vigilant when transferring data to mobile equipment such as laptops, tablets, phones, USB memory sticks, PDAs, as they carry a greater risk of being lost or stolen
- Any user accessing data remotely must be authorised to do so by Kent Rugby Office
- Any data downloaded remotely must be password protected.
- The Data User may only access the data in connection with their work for Kent County RFU



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- The Data User must respect the confidentiality and privacy of the individuals whose data records they may access
- On leaving a role with Kent Rugby all data must be sent to the Kent Rugby office and subsequently deleted from all devices.
- When emailing a group of contacts outside of our organisation all email addresses need to be entered in the Bcc. box therefore all contact details are protected. Not using Bcc means that these emails can be intercepted, and the email addresses harvested to send unsolicited emails or viruses. Many people use these addresses innocently for other promotional means, something which breaks the GDPR regulations.
- If attaching a database of people's personal email addresses and telephone numbers, the document that you attach should be password protected so that this is not intercepted. However, you also need to have the individual's permission to share their details.

Data Users must:

- Not disclose login account/password details to a third party
- Not use data for their own personal purposes
- Not disclose data to persons not authorised by the Data Owner
- Not disclose personal details about an individual to a third party

7. Protocol regarding Levels of Permission on the RFU Game Management System (GMS)

Officers, Committee Chairmen and other key position holders in Kent RFU can be assigned varying levels of permissions to allow them to access information on GMS in order that they can carry out their roles effectively.

Some people require 'Level 3' access in order that they can carry out their role – the definition of this role is:

'Best suited to key responsibility holders at the CB (initially assigned to existing Hon Sec. & Data Officers). This is the only level of permission that allows a user to provide another user with a permission level, via 'Organisation Admin'.'

However, Kent RFU Personnel who are assigned this level in order for them to carry out their role, **are not permitted** to provide another user with a permission level. This can only be assigned by the Honorary Secretary or the Data Officer.