



KCRFU Youth Committee

Checklist of responsibilities for organisers of Mini & Youth Rugby Festivals & Tournaments

KCRFU is the Constituent Body (CB) for Kent and has responsibility for monitoring festivals & tournaments. Approved festivals and tournaments must remain within the structured season and organised such that clubs' players are not exposed to excessive amounts of rugby.

Accordingly, any club wishing to run a mini or youth festival or tournament must submit, **at least three months in advance**, an application on the appropriate form.

Organisers Responsibilities:

The organising club is responsible for all organisational matters both in the process of application and during the running of any such festivals or tournaments once permission has been granted.

Any Festival organising committee will need to ensure they appoint:

- A Tournament Organiser
- A Tournament Referee
- A Tournament Safeguarding Officer

The following areas must be assessed and appropriately dealt with to aid good management of a festival.

- Health & Safety
- Emergency Services Liaison
- Safeguarding Management, DBS, Codes of Conduct
- First Aid
- Car Parking
- Road Safety
- Pitch Management
- Communications, programmes, fixtures
- Changing/Shower facilities
- Results collation, recording and communication where appropriate
- Referees
- Refreshments
- Management of players, officials, spectators
- Shelter from inclement weather conditions
- Funding
- Public Liability Insurance

The Tournament Safeguarding Officer needs to be on site at all times during the festival. Specific responsibilities should include:

1. Point of contact for safeguarding management issues
2. Photographic Policy
3. Lost and found children
4. First Aid co-ordination
5. Collation of player injury details
6. Monitoring of refreshments during the competition (particularly in more extreme weather conditions)
7. Monitoring DBS eligibility of officials i.e. referees, first aiders and others

KCRFU Youth Committee has considerable experience in managing festivals and tournaments and is happy to support any club to understand their responsibilities in managing such events.