

KENT COUNTY RFU INFORMATION SENDOUT NOVEMBER 2020



1. KENT COUNTY RFU ANNUAL FINANCIAL MEETING

15th December at 7pm via zoom

To Clubs in membership of Kent County Rugby Football Union Limited and Individual Members of Kent RFU

Representatives from our member clubs, and Individual Members are invited to attend the Annual Financial General Meeting, which will be held via a Zoom meeting on Tuesday 15th December 2020 at 7.00pm for the purpose of transacting the following business:

1. To receive the Company's Financial Statement for the year ended on 30th June 2020 and the Auditors' report thereon and to make any suitable order in respect thereof.
2. To hear any other relevant financial matter for the consideration of the County Committee during the ensuing year, but on which no voting shall be allowed.
3. To comment on the financial position of Kent County RFU, in light of the Covid 19 Pandemic.

The audited accounts of Kent County RFU can be found on our website [HERE](#).

Those wishing to attend should email office@kent-rugby.org. Once registered, you will then receive the joining instructions and protocols for the meeting.

2. WHAT DOES THE TIER SYSTEM MEAN FOR COMMUNITY RUGBY?

Some of your questions answered. Please note no rugby to commence until 2nd December when lockdown 2 has ended.

Q1: Can grassroots rugby return to 'Return to Play' Stage D in Kent under Kent Tier 3 covid restrictions?

Ans: Yes it can.

Q2: Can parents stay/watch outside while kids are training, as long as social distancing is adhered to?

Ans: A risk assessment should be conducted for your club facilities, with staggered arrivals and departure times and strict Social Distancing Criteria. Be careful not to allow too many parents onto site. Only one parent or guardian should be allowed to accompany an Age grade player to a session to keep numbers low. Have time gaps between age groups.



Q3: Can we serve takeaways drinks (non-alcoholic) & snacks from an outside hatch while training is taking place?

Ans: Strictly Takeaway. Social distancing and one way systems where required.

Q4: Clubhouse use - can toilets be open?

Ans: If you occupy a local authority site you will need approval from the owner of the facilities before opening toilets. Again where necessary one way systems should be used, strict social distancing and antibacterial gel stations.

Q5: Although in Tier 3, Under Stage D of 'Return to Rugby Roadmap', can we have controlled contact / small-sided /15 min max intra-club games?

Ans: Await RFU guidance. We may progress to 'E' but this has not yet been confirmed. Remain within definition of play given in stage 'D' until further information is given towards possible progression to stage 'E'.

Q6: Can Coaches travel from home into a Tier 2 or Tier 3 area to coach at their club?

Ans: Yes they can, however no players may travel between tiers to play or train.

3.KIDS FIRST CONTACT COACHING COURSES

Kids First Contact - 2 x 3 hour sessions

This course is for Coaches, Referees and Teachers new to contact rugby. It will help participants to safely coach and referee the contact areas of the game and it is recommended that everyone coaching or refereeing contact rugby has completed this course.

Tunbridge Wells RFC - 12th & 26th Jan 2021, 7pm-10pm

Sidcup RFC - 13th and 27th Jan 2021, 7pm-10pm

Dover RFC - 20th Jan and 3rd Feb 2021, 7pm-10pm

Links to access the above courses can be found **here**:

If you require any support logging into or creating a GMS account to book please visit <https://help.rfu.com/support/home>.



4.KIDS FIRST TAG COACHING COURSES

Kids First Tag - 1 x 2.5 hour session

The course is 2 hours long, and for those coaching and refereeing U6-U8 players. This course supports the development of active, purposeful, enjoyable and safe tag rugby environments for children. Participants will also learn the rules and practice refereeing tag rugby.

Old Alleyanians RFC - 11th Jan 2021, 7:30pm-22:00pm

Dover RFC - 18th Jan 2021, 7pm - 9:30pm

Dartfordians RFC - 1st Feb 2021, 7pm - 9:30pm

Medway RFC - 1st Feb 2021, 7pm - 9:30pm

Links to access the above courses can be found **here**:

5.KIDS FIRST E-LEARNING

Please see links below for the Kids First Webinars. The webinars are free to all and should provide an insight into the rules for that Age Group and some key considerations for both coaching and refereeing:

bit.ly/KFRugbyU10

bit.ly/KFRugbyU11

bit.ly/KFRugbyU12

bit.ly/KFRugbyU13

6.ENGLAND RUGBY COACHING & REFEREEING AWARD LEVEL 2

As a result of the impact of Covid the format for England Rugby Coaching and Refereeing Award courses has evolved for this season. The courses will commence with a series of monthly webinars, with tasks for the participants to work on with their players, digital resources to support them and an online community of practice where they can get support directly from the Match Official and Coach Developers. At the end of the year they will take part in 2 face to face days to complete their course.

Booking has now opened for this year's ERCA & ERRA.

Click **HERE** to access the booking links.

ENGLAND RUGBY COACHING/REFEREEING AWARD 20/21

The format for the England Rugby Coaching & Refereeing Award courses has evolved for the 20/21 season. The courses will be delivered via a series of on demand webinars, followed by two face to face days in your locality at the end of the season.

January	February	March	April	May	June
Webinar 1	Webinar 2	Webinar 3	Webinar 4	2 x Face to Face Days	

- Each webinar will include a monthly task to complete in the context of your own coaching/refereeing.
- Participants will get access to digital resources to support their coaching & refereeing and join a monthly online community of practice for additional support.
- Participants must complete all webinars and associated tasks before May.
- Booking onto the face to face days will open in March.
- **No cost to book onto the webinars.**

HOW DO I TAKE PART?

CLICK ON THE COURSE LINK TO REGISTER:
COACHING AWARD
REFEREEING AWARD

AFTER REGISTERING WEBINAR JOINING INSTRUCTIONS WILL BE SENT TO YOU

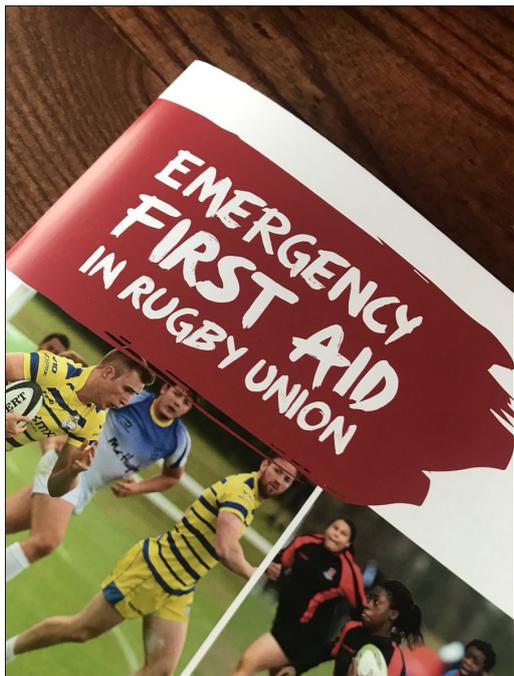
IF YOU MISS THE START DATE YOU CAN STILL REGISTER AND CATCH UP WITH THE WEBINARS ON DEMAND



7. EMERGENCY FIRST AID COURSES

Emergency First Aid In Rugby Union – Course Description

The EFARU provides learners with the skills, knowledge, and understanding required to give care and manage minor injuries and illness and potentially life threatening conditions specifically focusing on those occurring in a rugby environment. The EFARU course sits on the national qualification framework and is recognised as an equivalent to the Emergency First Aid at Work (EFAW) and is transferable into the work place. The course includes extra rugby specific elements and is designed for coaches, referees and volunteers who are designated as a first aider and are responsible for providing pitch side cover at both training and matches. See our website [HERE](#) for further information.



8. SAFEGUARDING COURSES



Introduction To Safeguarding Courses

There is a new Introduction to Safeguarding course. Everyone working in rugby union who is providing supervised or unsupervised instruction needs a basic understanding of what safeguarding and protecting children and young people means. They need to understand their responsibilities, recognise the signs of abuse and be aware of the reporting procedures. This eLearning course aims to support everyone working with children and young people in rugby union in England to

better understand these principles to ensure we provide a safe, enjoyable rugby experience for all participants.

Booking link can be accessed below:

[Booking Link For Introduction To Safeguarding Course](#)

9. TO BE (INCORPORATED) OR NOT TO BE.....

The Covid lockdown has made many rugby clubs financially vulnerable, and depending upon each club's specific circumstance and structure, has the potential to impose significant risks and financial liability on both clubs and their officers, including at a personal level. This is especially true for clubs that are unincorporated.

A recent 'webinar' arranged by kentsport.org and hosted by Rix & Kay Solicitors, considered the pros and cons of sports clubs being incorporated, including describing how incorporation can mitigate against personal liability. The decision as to whether a rugby club should incorporate is one that the RFU has for some time encouraged all clubs to consider and to review regularly, ideally each year in the light of prevailing circumstances and the external environment.

Of course, while incorporation offers a club protection, not least by being a distinct and separate legal entity to those individuals who run it, the nature of incorporation also imposes varying degrees of regulatory burden and compliance with statutory regulation. This can stretch resources and is something, therefore, that clubs should consider carefully on when reviewing their legal status.

To read more about this see our website news article [HERE](#).

10. KCRFU SUCCESSION PLANNING MANAGER

Away from the field of play, rugby depends on a large body of individuals who voluntarily administer Rugby, at both County and club level. The recent changes to the RFU's structure, as a result of the Covid crisis, will very likely result in a greater workload being placed on County officials to fill the gaps and to ensure that the game is run effectively and that clubs in Kent are well supported.

The key to achieving this is to ensure that the County, having regard to its responsibilities under the Equalities Act and the desire to meet its diversity & inclusion objectives, is able to identify and recruit competent and committed individuals to fill the many and varied roles that are involved in running the game, and thereafter, to foster their development and progress in line with their ambitions. Bringing in new people helps to promote new ideas and to ensure that there exists within the County a conveyor belt of good quality people to compete for roles for the benefit of Rugby within Kent.

To this end, the County wishes to appoint a suitably qualified (ideally, with HR experience) Succession Planning Manager, who, reporting to the Executive Committee, will

act on the County's behalf to identify suitable individuals (e.g. through the Leadership Academy and its alumni) and to encourage them to apply for the roles that exist at any given time. The role will also engage in contingency planning, to ensure that, should any current postholder be indisposed, a suitable replacement has been identified to cover the role for the period required.

A copy of the job description, which also sets out the skills and competencies required, can be accessed below.

Applications are invited and should be sent by email to Tracy Pettingale at office@kent-rugby.org . Interviews will be held as soon as possible, with a view to an appointment being made by the end of December.

 **Succession Planning Role Descriptor**

11. SUBMISSION OF CLUB ACCOUNTS

Treasurers are reminded that clubs should provide the Honorary Treasurer of Kent RFU (hon-treasurer@kent-rugby.org) a copy of their accounts according to the Regulation shown below:

“RFU Regulations 5.1 – Sending copies of accounts

5.1.3 On or before 31 December each year, each Club at Levels 1 to 4 (inclusive) shall send to the RFU's Chief Financial Officer and every other Club shall send to the treasurer of their respective Constituent Body or other relevant organising body for inspection, a properly prepared financial statement for the previous season as presented to Club members at a general meeting that has been audited (if applicable) or examined as appropriate in accordance with Regulations 5.1.4 and 5.1.5.”

Receipt of accounts is also a requirement if clubs wish to apply to Kent County RFU, for any sort of financial assistance – including applications to the Covid Relief fund, which is still open.

12. SHOW YOUR SHIRT

#ShowYourShirt - 310 and counting at Twickenham

The popularity of the initiative for clubs to have their shirts on seats at Twickenham was evident last weekend where over 310 club shirts were displayed in the first week of the Quilter Internationals, part of the Autumn Nations Cup.

This helped to create a visual representation of clubs at the stadium while you were not able to be at Twickenham or watching together in clubhouses.

Thank you to the following Kent clubs who sent in their shirts:

Ash RFC	Beccehamian RFC
Bexley RFC	Canterbury RFC
Cranbrook RFC	Faversham RUFC
Folkestone RFC	Gravesend RFC
Lordswood RFC	Medway RFC
Old Gravesendians RFC	Penguin International RFC
Swanley RFC	Thanet Wanderers RUFC
Tonbridge Juddians RFC	Tunbridge Wells RFC
Westcombe Park RFC	
Guys' Kings' & St Thomas' Hospital RFC	

Keep sending in your shirts to Twickenham if you haven't already done so, print off your freepost label **HERE!**

The RFU want to have as many club shirts as possible on display during the matches, particularly for the final fixture on Sunday 6 December. Please be aware that due to Covid-19 guidance they must receive your shirt at least 72 hours before the game, so don't miss the opportunity to involve your club. The deadline has been extended to the end of November.

You can also promote your club's support using the press release resource on the #ShowYourShirt page also by encouraging members and players to wear and show their shirts during Saturday's double-header at Twickenham – simply upload photos to social media using #ShowYourShirt.

