



KCRFU 43rd Mini Festival Sunday 29th March 2026 Welcome Pack

Dear Age Group Contact

We are delighted to welcome you to the 43rd Kent County RFU Mini Festival. This year, Medway Rugby Club is proud to host the Under 11s age group. We look forward to welcoming your players, coaches, referees, first aiders, and supporters for a fantastic day of rugby.

This Welcome Pack contains all the key information you will need for the day. Please ensure it is shared with all visiting coaches, parents, and volunteers.

Important Contacts

	Name	Contact number	Email address
Chairperson	Tracy Bullock	07768844626	clubchair@mrfc.net
Chair for minis	Mel Butler	07507835218	mrfcminichair@gmail.com
Safeguarding	Linzi Duncan	07540742226	safeguarding@mrfc.net
Event Organiser	Mel Butler	As above	As above
KCRFU Mini Chairperson	Dawn Waters	07931511424	mini-rugby@kent-rugby.org
KCRFU Mini Vice Chair	Jamie Callaway		mini-rugby-vicechair@kent-rugby.org

Your first contact for the day should be the festival organiser as they will know the information and requirements for their venue. Please go through your age group contact in all correspondence unless it is an emergency.

Club address

Medway Rugby Club, Priestfields, Rochester, Kent, ME1 3AD

Important Timings on the day

Registration	08.45 am - 09.30 am
Referees Briefing	09.30 am
All players, spectators and visitors on site by	09.30 am
First Matches Kick off	10.00am
Festival Ends	13.00pm(approximately)

Parking

Car parks will open from 8am. Parking is very limited at Medway Rugby Club, so we have arranged parking at **Sir Joseph Williamson's Mathematical School, Maidstone Rd, Rochester ME1 3EL** and **The Rochester Grammar School, Maidstone Rd, Rochester, ME1 3BY** **Please note – There is a short walk the to the club from both schools (approx. 10-12 min)**

If you park in nearby roads please park respectfully and avoid blocking driveways or restricting access for residents.

Blue Badge bays will be available — please contact Mel Butler by email – mrfcminichair@gmail.com in advance so we can reserve space.

Gate/Entry fees

As per Kent County RFU guidelines for all the minis Kent events, entry to all grounds will be £2.50 per adult (children free entry). Card payment is preferred however cash is also welcome. Wristbands will be issued as proof of payment.

This fee is separate to the counties entry fee per team as the KCRFU Mini Festival is a self-funding festival so all team's entrance fees paid go towards the counties running costs i.e. first aid, medals, memorabilia, balls etc. Whereas the entrance fee on the day goes to the running costs for the hosts i.e. toilets, pitch maintenance, parking costs etc.

Registration

All teams must register on arrival using the official KCRFU Team Sheet & Photography Consent Form.

The registration desk will be located inside the club house.

Please ensure:

- RFU numbers and dates of birth are completed.
- All players are registered on GMS.
- Squad sizes comply with the festival maximums:

If you wish to forward your registration forms to us prior to the event, please email them to the festival organiser medwayrfcminisfixtures@gmail.com. Unfortunately, we will not be able to cater for any additional players over the team size with regards to medals etc so please ensure you stick to the maximum team size as below.

Age Group	Players on Pitch	Max. Squad size including subs
Under 7	4 players	6 players
Under 8	6 players	10 players
Under 9	7 players	12 players
Under 10	8 players	14 players

Under 11	9 players	16 players
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All participating players must be RFU registered on the RFU's registration platform (GMS).

To allow us at Kent County RFU to plan we will be completing a player audit in the forthcoming weeks of which all registration forms will assist us in completing.

Team selection

This is a **mixed-ability, non-competitive** festival.

- No scores are to be recorded.
- Please ensure teams are balanced and inclusive.
- The focus is on enjoyment, development, and positive rugby experiences.
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Festival Rules

Regulation 15 Age Grade Rules will apply to all rugby games. The festival rules can be found in the mini section of the KCRFU Website [Kent County RFU » Mini](#)

Players, coaches, and spectators are required to observe the appropriate Codes of Conduct.

Presentations

There will be no central presentation at the end of the festival.

Each club is encouraged to hold its own awards with players. Every participant will receive a medal and a piece of festival memorabilia.

Program and Match Schedule

All schedules and pool drawers will be released on the Kent County Website on the afternoon of (**date to be confirmed**). ([weblink to be included once released](#))

Pitch marshals will have hard copies of playing schedules for reference. Please try to keep to the match playing schedule – right pitch – right time and help us to ensure the day is full of free-flowing rugby games with as few hold ups as possible

Pitch marshals will be on hand to assist.

No matches will be rescheduled.

First Aid

Each team must bring:

- A first aid kit
- A qualified first aider

Kent County RFU will provide additional festival-level first aid cover from Pulse South Coast, located at: Outside of the changing rooms, just up from the play park.

Emergencies

The festival control point is the **central registration**.

Please report:

- Injuries
- Lost children
- Pitch issues
- Safeguarding concerns
- General problems

to the control team immediately.

Any lost children must be taken to or reported to the central registration/control tent.

Referees

Each team must provide a referee for half of each match (usually a coach).

All referees must attend the briefing at 09:30 at the (*Insert clear location*).

Refreshments

Grab yourself a breakfast bap or try our famous Buxton burger. Hot food, snacks and drinks will be available in the club house throughout.

We will also be joined by Jonkers Biltong who will be bringing the flavour! Come and grab some of their famous Biltong (Try is with chili salt if you love spice) Droewors (air dries sausage) and Chilli Bites – the perfect rugby day snack!

Toilets

Toilets are located inside the club house. There will also be access to toilets inside the changing rooms(separate building from the club house) Disabled toilets and baby changing facilities are located inside the club house.

Photography

The organisers recognize the need to ensure the safety and well-being of all the youngsters playing in the festival. As a part of this commitment the taking of photographs will be permitted only within the guidelines laid down by Kent County RFU. Accredited Press photographers may also be present.

Dogs

Well behaved dogs on leads are permitted but not encouraged.

General guidance:

- Dogs must be kept on a lead at all times.
- Owners must clean up immediately.
- Dogs are not permitted inside the clubhouse or food preparation areas.
- Dogs must not enter playing areas.

Tents and Gazebos

You're more than welcome to bring tents and gazebos, please ensure that they are placed at least 5m away from pitch boundaries and placed in the area outlined on the site map. It is imperative that you secure your gazebos with pegs. The weather can change quickly and there is limited shelter around the pitches, for the safety of all visitors we don't want tents flying around.

Please note this could change depending on weather and you may be asked to take down your gazebo if conditions change.

Rubbish


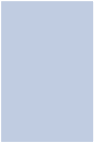

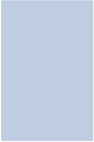

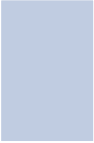
Please take all rubbish to the bins provided. We appreciate your help in keeping the club tidy.

Club Values and Behaviour

Kent County RFU and its festival hosts promote and encourage the core rugby values of Teamwork, Respect, Enjoyment, Discipline and Sportsmanship.

We expect all coaches, players, and supporters to uphold these throughout the festival.

Your festival team will comprise

 Tracy Bullock Club Chair	 Mel Butler Minis & Youth Chair
 Mel Butler Festival organiser	 Billy Humphrey Coach in Charge
 Elizabeth Travell Catering Lead	 Linz Club Safeguarding Officer

Finally, we hope you, your players and families have a great day and enjoy the event.

Best regards

Mel Butler – Minis Chair
Medway Rugby Club

Insert site layout here

Insert local parking map here

Club and Team name (if more than 1 team entered please enter a sheet for each team)	
Age Group	
Head Coach name	
Contact number	
Referee	
Team first aider name	

	Name of Player	Date of Birth	RFU Registration Number	Parent/ Guardian Consent to photography
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

By completing this team sheet, you agree to the festival terms and conditions, including:

- All players must be RFU affiliated and registered to their club.
- Each team must provide a referee and first aider.
- Any dispensations or out-of-age-band approvals must be declared in advance.

Kent County RFU contact list

Kent County RFU Minis Contact		
Dawn Waters	07931511424	mini-rugby@kent-rugby.org
Jamie Callaway	07753451021	mini-rugby-vicechair@kent-rugby.org



Medway Rugby Club
Kent Mini 43rd Festival
Team sheet & Photography Consent Form
Sunday 29th March 2026

Kent County RFU Safeguarding

Dawn Stanford	safeguarding@kent-rugby.org
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Kent County RFU Disciplinary

Jayne Ashdown Denny	age-grade-discipline@kent-rugby.org
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Kent County RFU Rugby Safe

Peter Thompson	rugbysafe@kent-rugby.org
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