



ORRFC



Minis' Handbook



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Welcome & Introduction

For those of you who have just joined, welcome and to our existing members thank you for your continued support.

This document serves to help Mini's members and their families enjoy the rugby and social time at Old Reigatian Rugby Football Club. It aims to introduce the Club to new members and provide a reminder to existing members of our history, current organisation, contacts and the important policies critical to our operation. In addition our website at oldreigatianrfc.com provides you with all the day to day information you require.

We have a proud history and are an extremely successful club (at all levels), both on and off the field. We bring rugby to the local community and we are recognised by the RFU and our local councils for our efforts in developing the game within local schools. There are over 1000 members and like most amateur sports clubs, ORRFC is run entirely by volunteers, at the last count over 175 of them, giving up their time to ensure the club runs effectively.

ORRFC is a club where people come for a whole range of reasons but our primary goal is the enjoyment of playing and watching rugby. Our recently built Clubhouse provides excellent facilities set amongst 25 acres of beautiful Surrey scenery, which we are very fortunate to own outright. Whatever your reason for being at the club we hope that all our members and visitors enjoy the warm and friendly environment that has made Old Reigatian RFC such a popular venue since it was founded in 1927.

Ben Hamps
Mini's Chairman

History (1927 to Present Day)

Please see the Club History area on our website: oldreigatianrfc.com/about-us





Mini Rugby at Old Reigatian RFC

There are currently over 200 mini rugby members at the club, starting at **Under 6** (Reception) through to **Under 11** (Year 6). Each group comprises a Manager, Head Coach and coaches; many of whom are Level 2 qualified.

Age group specific information and contact details at: oldreigatianrfc.com/teams and in the appendices at the end of this document.

The enjoyment and safeguarding of children is of paramount importance to the club and we are committed to providing opportunities for all children to play rugby in a friendly, fun and safe environment.

From U7 upwards age groups adhere to the **RFU Age Grade Regulation 15** which incorporates the rules of play, regulation, competition formats and the structure of the season. Age Grade Rugby is a playing and coaching pathway where clubs and schools introduce rugby in incremental stages. Each stage has its own rules distinguishing it from the adult game. This progression accommodates the changing developmental abilities of children as they mature, with the emphasis on the improvement of individual skills through purposeful and enjoyable activity. Provision is made for skill testing in match situations via competitive fixtures and festivals/tournaments each season.

The format at various ages ensures that youngsters play the right rugby at the right time, ultimately providing a playing format with building blocks to the 15-a-side game (at U14 level). It is important to allow players the time to learn the basics of running and catching the ball before contact and specialism is gradually introduced – which also positively impacts on player safety.

The Regulations for Age Grade Rugby are contained in Regulation 15 of the game and these are supported by the Codes of Practice. All information regarding Age Grade Rugby can be found on the RFU website at: englandrugby.com/my-rugby/players/age-grade-rugby





Facilities

Thanks to the generosity of our club President Sir Peter Harrison we now have a spectacular **Clubhouse** with state of the art facilities. The upstairs area contains an excellent bar and function room that is ideal for watching rugby, socialising or holding that special wedding reception, birthday or corporate event.

The downstairs houses 6 changing rooms, a dedicated physio room and also a gym.

After a recent purchase of additional land we now have seven playing pitches; two of which are floodlit, making the club outside just as impressive as the inside.





Home Training

Our season runs from the beginning of **September** to the end of **April**.

Home training takes place at **10am every Sunday**, and we ask that children are pitch side by 9:45am. Training usually finishes between 11:30 and midday, depending on the age group.

Every week your age group manager will let you know which pitch you are training on, as it does vary, and on the few occasions when the weather prevents training (usually frozen or waterlogged pitches) your manager will inform you in plenty of time (usually by 9am after a pitch inspection has been carried out).





Festivals & Joint Training

From U7's upwards, the Mini's take part in a number of joint training sessions and competitive festivals with other clubs.

In February, Fixture Secretaries from all the Surrey rugby clubs attend a '**Fixtures Scrum**' where the following season's joint training sessions and festivals are organised. From this we create our fixture list (see appendices); sent out at the beginning of the season.

Surrey Rugby set the dates for the majority of the festivals (x2 in October, x2 in March) and we also host a Surrey festival in April at OR's. We usually attend a couple of additional festivals during the season, depending on timings and availability.

The benefits of joint training sessions are many and Surrey Rugby actively promotes and supports them. They are an opportunity for children and coaches to learn from other teams, give a good indicator of player progression and importantly forge relationships with other clubs that will continue as the children progress through the age groups.

The joint training sessions are organised on an odds/evens basis. One year you will tend to be away for the majority of sessions but the following season you will be at home hosting other clubs.

In Surrey, festivals for all age groups (U7 to U11) follow RFU guidance and so are played on a '**Mixed Ability**' basis only. Previous streams of A, B & C are no longer permitted at any Surrey mini rugby festivals.

Ultimately, it is about ensuring that all players get a fair and equal amount of game time in which to develop their skills whilst experiencing the festival atmosphere. In addition to the festival leagues we also take part in the **East Surrey Development League (ESDL)**. This provides the perfect opportunity for less capable, less confident and new players to work on their skills and build their confidence in a safe environment.





Tour

At the end of each season, players from the U7's upwards have the opportunity to go on tour, along with a parent/guardian. Recently the tour has been to **Camber Sands** in East Sussex. It takes place in early May (a great way to end the season). We leave Reigate on Friday afternoon and return on Sunday evening; so it is a full two days of competitive matches.





Kit

Our volunteer led **Club Shop** is situated in the clubhouse and opens most **Sundays** between **10am and midday**.

Mini players will need navy shorts, a club rugby shirt & socks and of course a pair of suitable boots (not sold at the shop). As well as the aforementioned kit the shop also sell a number of other items including hoodies, contact/waterproof training tops, hats, polos shirts, gloves and gum shields. We can order other kit on request.

From U9 upwards the children play contact rugby so the wearing of a **Gum Shield** is mandatory. It is not necessary to have one custom made. A 'boil and bite' mouth guard is a good alternative at a fairly low cost but some parents prefer custom made ones, particularly once their child has their full set of adult teeth.

Protective equipment (Scrum Caps, Shoulder Pads etc) is worn at the discretion of the parent/player but must conform to International Rugby Board (IRB) standards. For the colder months we recommend purchasing skins/base layers.





Membership

The club currently has over 1000 members of which well over half are from the Mini's and Junior sections.

For children new to the club we offer **x3 trial sessions**. After that we require that the parent and child take out membership. This is all done via our website oldreigatianrfc.com/signup

The parent becomes a '**Social**' membership (currently £60 p/a) and the child a '**Junior**' member (currently £130 p/a) and you pay either annually or monthly by direct debit.

Every member gets a membership card, which is collected from the bar and managed through an iPhone/Android app. The card allows you to purchase food and drink at the clubhouse (the latter at a discounted price).

A '**Membership Guide**' is also available online on our website (oldreigatianrfc.com/documents) and any further queries can be answered by our Membership Secretary (see contacts section below).

Girls Rugby

After the inspirational success of the England Women's Team winning the Rugby World Cup in 2014, over 18000 women and girls play rugby regularly in England and the RFU's target is to increase this number to 100,000!

In 2013 we formed our girl's section at the club and it continues to grow in numbers and success, something we are very proud of.

In the Mini's the girls are mixed with the boys from U6 to U8 level. At U9's (when contact starts), girls have the choice of either continuing with the boys for another three years (U9's, U10's & U11's) or joining the girl's only team. Mixed rugby is not allowed in the UK for U12's and upwards.





Codes of Conduct

The club aims to ensure that players, coaches, parents, spectators and volunteers uphold the Core Values of rugby union:

Teamwork, Respect, Enjoyment, Discipline and Sportsmanship (TREDS)

These values will stand our young people in good stead both on and off the rugby pitch and are reflected in the RFU's Code of Rugby:

- Play to win - but not at all cost
- Win with dignity, lose with grace
- Observe the Laws and regulations of the game
- Respect opponents, referees and participants
- Reject cheating, racism, violence and drugs
- Value volunteers and paid officials alike
- Enjoy the game



Our '**ORRFC Mini's Core Values**' document is a must read for any player, coach, parent or spectator and can be found on our website oldreigatianrfc.com/documents

More information can also be found on the RFU site at: englandrugby.com/my-rugby/players/core-values

Volunteering

When your child joins the club, you too become a member. ORRFC, like most rugby clubs is run through all of us contributing in one way or another, which keeps the cost of membership down and creates a very social, inclusive atmosphere. We want both you and your child to grow to love not only the game but also their club.

We welcome all parental help. It takes a great deal of work to ensure everyone can train and play. So if you can help in any way; whether it be learning to coach, managing an age group, assisting with social events, fund raising etc speak to your age group manager and join our fabulous army of volunteers.

Please note: New volunteers are required to complete an RFU '**Volunteer Application Form**' which is available on our website oldreigatianrfc.com/documents

We hugely value the contribution that all our Volunteers make towards giving all of our members the best experience but we do not get to say thank you very often. Once a month all of our Volunteers are invited to the club for a social and are offered drinks at half the marked price.



Safeguarding

ORRFC adheres to the **Rugby Football Union's Safeguarding Policy** and the procedures, practices and guidelines contained within it. We are committed to safeguarding and promoting the welfare of children and expect all parents, staff and volunteers to share this commitment. Children are entitled to participate in rugby union activities in a safe and welcoming environment. Everyone works in partnership to promote children's welfare, health and development and all allegations and suspicions of harm will be taken seriously and responded to swiftly, fairly and appropriately.

RFU Regulation 21 sets out in detail the requirements for those working with children and the **DBS** checking process. RFU regulations require that any individual who carries out (or who will carry out) Regulated Activity is subject to an enhanced DBS check (with Children's Barred List information) through their club.

For further information on Safeguarding please contact our **Club Safeguarding Officer** Dawn Travers and for those requiring **DBS checks** Paul Smith (see Contacts below). A copy of the RFU Safeguarding Policy and Regulation 21 is available at: englandrugby.com/governance/safeguarding

Insurance

All players are covered by the RFU's club liability insurance found here: englandrugbyinsurance.co.uk





First Aid

All those involved in rugby have a role to play in making the game enjoyable and above all as safe as possible. Those who hold a coaching position or a volunteer role providing pitch side care also have specific responsibility to provide a safe and competent level of care to any injured player.

Therefore each age group has coaches and parents who have attended the 'Emergency First Aid in Rugby Union' (EFARU) – Level 2 course; developed by the RFU to meet the needs of players. It is a fully recognised Emergency First Aid at Work (EFAW) course with extra rugby-specific elements designed for designated first-aiders responsible for providing pitch-side cover during training or matches.

For Mini rugby a child's parent/guardian must always be present on the touch-line. In cases where they cannot be present, they must appoint another parent/guardian who knows the child. They must be made aware of any medical history or allergies.

RugbySafe is the RFU's overarching player safety and wellbeing program to support clubs and participants at all levels of the game. It contains a wealth of information including the RFU's 'First Aid and Immediate Care Community Guidelines' and 'Don't be a **'HEADCASE'**', the RFU's concussion awareness program. Regarding concussion, we ask all parents to complete the RFU's online course which can be found at:

englandrugby.com/my-rugby/players/player-health/concussion-headcase/players-and-parents

We also recommend you print and keep a copy of their HEADCASE pitch side advice card, a copy of which is available here:

englandrugby.com/mm/Document/MyRugby/Headcase/01/30/91/29/Headcasepitchsideadvicecards_Neutral.pdf

For more information please go to:

englandrugby.com/rugbysafe

Sponsorship & Fundraising

Each year we endeavour to raise funds for the club and our chosen charities through events and sponsorships. If you can help or suggest possible sponsors please contact the **Club Sponsorship Officer** Dave Hutchinson (see Contacts below).



Photography

We encourage the taking of appropriate images of children involved in rugby celebrating the Core Values of rugby. The RFU's guidance for parents and volunteers can be found in their '**Safeguarding Toolkit**', a copy of which is available on our website or at englandrugby.com/governance/safeguarding/policy-and-guidance. It is based on common sense and we ask everyone to read and comply with this guidance. Any parent or guardian who does not want their child photographed for any reason should talk, in confidence, to the team's head coach or manager. We will then take all reasonable steps to ensure the child is not photographed whilst playing or training at the club

Social Media

Social media (Facebook, WhatsApp etc) can be, when appropriate, an effective tool and is commonly used by the ORRFC community to disseminate information, express views, exchange ideas and ask questions on a whole range of issues. ORRFC expects members to use social media in a respectful and responsible manner. Social media should not be used to insult, present offensive or inappropriate content or misrepresent the club, it's members or the external rugby community. The same rules clearly apply to social media with regard to photography (see previous section).

Website

Our club website can be found at: oldreigatianrfc.com

The website provides a portal to a whole host of information about ORRFC such as:

- **TEAMS:** head coach & manager contact information, fixtures, news, events, galleries
 - **NEWS:** latest club news
 - **EVENTS:** information on upcoming events and online booking tool
- **MEMBERSHIPS:** Membership information, signing up, profile management
 - **CONTACT US:** Useful contacts, club directions
 - **DOCUMENT LIBRARY**



Contacts

Club contacts not listed below can be found on our website at: oldreigatianrfc.com/contact-us

NAME	ROLE	EMAIL	TELEPHONE
David Forsyth	Chairman	d.forsyth@gandfsolicitors.co.uk	07771 520732
Ben Hamps	Mini's Chairman	benhamps@oldreigatianrfc.com	07976 744263
David McGuigan	Women & Girl's Rugby	david.mcguigan@oldreigatianrfc.com	07540 706525
Calvin Bunyan	Facilities Manager	calvin.bunyan63@gmail.com	07944 906880
Tim Jones	Coaching Co-ordinator	coaching@oldreigatianrfc.com	07966 228125
Peter Tharp	Club Secretary	secretary@oldreigatianrfc.com	01737 218085
Tracy Overtoom	Membership	ftovertoom@gmail.com	
Dawn Travers	Safeguarding	dawn.travers@ntlworld.com	07748 270765
Paul Smith	DBS	paulsmith1412@gmail.com	07970 021846
Trevor Davies	Fixtures	trevordavies60@gmail.com	07756 461702
Dawn Travers	First Aid	dawn.travers@ntlworld.com	07748 270765
Tim Bostel	Website	timbo@oldreigatianrfc.com	07709 431060
Dave Hutchinson	Sponsorship	dave.hutch76@gmail.com	07974 750123
Caroline McGuigan	Kit	carolinemcguigan@mac.com	

Age Group Specific

U6	Rec &	MG	Emma Shearer	07721 751430	sheareremma@hotmail.com
U6	Year 1	HC	Jack Bedell-Pearce	07888 882268	jbp@4d-dc.com
U7	Year 2	MG	Genevieve Job	07800 839628	jobgenevieve@yahoo.com.au
U7		HC	Gareth Morgan	07545 552272	gmoggy2013@gmail.com
U7		HC	Tom Brading	07770 678966	tombrading@yahoo.co.uk
U8	Year 3	MG	Belinda Clarke	07714 755208	belinda@oldreigatianrfc.com belinda2106@gmail.com
U8		HC	Jason Humphry	07809 959993	jasonh@oldreigatianrfc.com
U8		HC	James Kennedy	07947 820444	jimkennedypaving@aol.com
U9	Year 4	MG	Jo Garbett	07729 254634	jogarbett@oldreigatianrfc.com
U9		HC	James Hill	07816 931040	jamesroberthill@hotmail.com
U10	Year 5	MG	Susie Donaldson	07889 782027	susiedonaldson@hotmail.com
U10		HC	Simon Sproston	07921 132102	simonhsproston@gmail.com
U11	Year 6	MG	Drew Gibson	07894 437705	drewgibson@oldreigatianrfc.com
U11		HC	John Knoetze	07817 938654	johnknoetze@gmail.com
U11		HC	Jon Hogg	07753 815004	jonhogg.uk@gmail.com
Fixtures	All	FS	Trevor Davies	07756 461702	trevordavies60@gmail.com



England RFU and Surrey Rugby

A number of references are made within this handbook to the England RFU and Surrey Rugby.



The **Rugby Football Union** is the national governing body for grassroots and elite rugby in England, with 2,000 autonomous rugby clubs in its membership. The clubs are grouped within 35 Constituent Bodies (CBs); comprised of counties, the three armed forces, Oxford and Cambridge Universities, England Rugby Football Schools' Union and England Students. ORRFC comes under the Surrey CB. More information can be found at: englandrugby.com/about-the-rfu



Surrey Rugby is responsible for the promotion, development and organisation of rugby in the County of Surrey and the 7 London Boroughs of Croydon, Kingston, Lambeth, Merton, Richmond, Sutton and Wandsworth. There are approximately 100 clubs within this area. More information can be found at: surreyrugby.co.uk/what-we-do.html



Document Appendix

The following is a summary of Mini's related documents. Those located on the website are at:
oldreigatianrfc.com/documents

ORRFC DOCUMENTATION	LOCATION
Mini's Handbook	Club Website : oldreigatianrfc.com/documents
Mini's Fixtures	
Car Park Duty Rota	
ORRFC Mini's Coaching Manual	
ORRFC Membership Guide	
ORRFC Core Values	
ORRFC Safeguarding Policy	
RFU DOCUMENTATION	LOCATION
Regulation 15 – Age Grade Rugby	englandrugby.com/my-rugby/players/age-grade-rugby/
Age Grade Rugby Player Progression	englandrugby.com/my-rugby/players/age-grade-rugby/
U6 to U11 Rules of Play	englandrugby.com/my-rugby/coaches/regulations/
Regulation 21 – Safeguarding	englandrugby.com/governance/safeguarding/
Safeguarding Children Policy	englandrugby.com/governance/safeguarding/
Safeguarding Toolkit	englandrugby.com/governance/safeguarding/
Volunteers Form	Club Website: oldreigatianrfc.com/documents