

EAST RETFORD RUFC

FOUNDED 1952



MEMBERS HANDBOOK



Ground and Clubhouse: Ordsall Road, Retford, DN22 7PW

www.retfordrugby.com



<https://www.facebook.com/retfordrugby>



<https://www.instagram.com/retfordrugby/>



<https://twitter.com/RetfordRugby>

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WELCOME & INTRODUCTION

Welcome - East Retford Rugby Union Football Club is a family Club and we recognise and value the contribution that everyone within our 'family' makes. We have held the Sport England accreditation in the form of the RFU's Seal of Approval and now hold the RFU Club Accreditation Award, and run an active junior section offering training and competitive matches for youngsters between the ages of 7 and 17.

Our two playing pitches are among the best in the county in terms of natural drainage. We are seeking to re-develop our clubhouse facilities and while the existing facilities may be old and past their best, they nonetheless provide a warm and friendly environment in which players and spectators alike can get together during the season, and where members can meet for special events and on social occasions.

Our ethos is very much driven by a self-help attitude whereby everything that has happened or been achieved over the past 60+ years has been due to the contributions and efforts of volunteer Club members. They run all aspects of the Club, from coaching and helping behind the bar to fundraising and serving on any of the committees or sub-committees. Your help and support would likewise be greatly valued and if you feel you can give any time at all to help in the smooth running of the Club, then please do not hesitate to mention this to any member of the General Committee.

This handbook has been designed to give new and existing members, parents and volunteers some general information about the Club, particularly our Policies and Codes of Conduct. Much of this information is available on the Club's website at <https://www.retfordrugby.com> or on our social media feeds:



<https://www.facebook.com/retfordrugby>



<https://www.instagram.com/retfordrugby/>



<https://twitter.com/RetfordRugby>

We hope you find the information given of interest and assistance, and that you will enjoy your association with East Retford RUFC and through our Club, make friendships that will last you a lifetime.

MISSION STATEMENT

The Club's objective is to promote and expand the game of Rugby Union Football in Retford and the surrounding area for the benefit of the community at large regardless of age, gender and race, in partnership and constructive cooperation with Nottinghamshire County Education Authority, Bassetlaw District Council, community-minded commercial organisations and local schools.

In so doing, the Club strives to develop awareness, particularly amongst young people, of the benefits of sport as a means of encouraging well-being, individual personal development and responsible cooperative behaviour within an enjoyable team and communal environment.

EQUITY POLICY STATEMENT

East Retford RUFC is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure that it becomes equally accessible to everyone in society.

The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social or economic status.

The Club is committed to everyone having the right to enjoy their sport in an environment free from the threat of intimidation, harassment, and abuse.

All Club members have a responsibility to call out discriminatory behaviour and promote equality of opportunity.

CLUB HISTORY

Founded in 1952, East Retford Rugby Union Football Club celebrated its Golden Jubilee in 2002 from its inaugural meeting in the Mayor's parlour, the Club established itself as a permanent sporting feature of the town with the influx of personnel during the construction of the local Trent Valley power stations. Club members encouraged local schools to introduce rugby to their sport Curriculum

The Club started playing on a pitch at Hard Moors, off Goosemoor Lane, then owned by Jenkins of Retford, and the first "clubhouse" was two of a row of cottages at The Elms, adapted with changing rooms upstairs and a three foot deep plunge pool downstairs for each of the home and visiting teams. Ron Lush and John Mee, two of Jenkins's employees, were prime movers in the Club's development during the early days. The first President was Mr Moorland-Fox, who oversaw engineering at Jenkins, followed by Eric Moon, who acted as the Club's guiding light for many years. Players were recruited from the Retford area, including Ranby and Tuxford army camps and from the former RAF base at Finningley.

Following Hard Moors, a pitch was used at Ranby Camp before the Club moved to Frank Wood's field on Green Mile, Ranby, complete with cows and evidence of their occupation! During the 1960s and '70s the clubhouse moved between The Elms, The Plough, The West Retford Club, The Galway Arms and The Swan (now STA Upholstery).



1st XV 1952-53

Back Row (left to right): Ron Lush, Ivor Bull, Bert Weston, Bill Boulby, Pat Frizelle, Bill Cordall, Frank Rickard (Chairman)

Middle Row (left to right): Mike Melligan, Brian Carter, John Mee (Capt.), David Robinson, Frank Anderson

Front Row (left to right): John Earl, Gordon Hickish, Chris Woods, George Brydon

In 1966, negotiations with Anglian Water Group resulted in a long-term rental agreement for the use of land at Ordsall Road with room for three flat, well-drained pitches. The Club flourished and in 1979 it embarked on a largely DIY construction of its own clubhouse and changing facilities at Ordsall Road, supposedly on a temporary basis for no more than five years. The construction came in the form of three post-war prefabricated bungalows connected together to provide a clubroom, bar and cellar, kitchen, four changing rooms, shower room and toilets, and it is extraordinary to think that such Prefabs are still in use anywhere more than sixty years after they were made, let alone at a rugby Club.

Between 2000 and 2015 the Club has been able to take ownership of circa. 15 acres of land obtained through both purchase and land exchange with Anglian Water.

An initial outline planning consent was granted in 2009, but this lapsed in 2012. A further application was made in 2017, which was accepted in November of the same year for a sport facility encompassing the whole of the owned land. Full planning consent was received in July 2019 for a sport changing and recreational facility.

A start on modifying the entrance works was made in June 2020 and completed in July, which has commenced the project and fixed the planning application.

ANNUAL SUBSCRIPTIONS

The General Committee expects all members to pay their annual subscriptions promptly. The season generally finishes towards the end of April each year and therefore the annual membership subscription could be said to be due from the start of May. As a Club we ask that this be paid by the end of September each year at the very latest.

Details of the annual membership subscriptions for the current season are publicised on the Club's website and are displayed on a notice board in the clubhouse.

We also have a Supporter level of subscription that allows the supporter to access the Club on match days but has no other rights.

SAFEGUARDING

POLICY STATEMENT

This Policy clearly establishes East Retford RUFC's position, role and responsibilities with regard to child protection and, together with the RFU's Child Protection Guidelines and Procedures, clarifies what is expected from every individual involved with the Club:

- The Club is committed to ensuring that children are protected and kept safe from harm whilst they are taking any part in any activity at the Club
- The welfare of the child is paramount
- All participants regardless of age, sex, ability or disability, race, colour, nationality, ethnic or national origin, religion or belief, size, or sexual orientation have the right to protection from harm.
- All allegations, suspicions of harm and concerns will be taken seriously and responded to swiftly, fairly and appropriately.
- Everyone will work in partnership to promote the welfare, health, and development of children.
- The Club's safeguarding policy and codes of conduct can be found on display in the clubhouse and on the Club website:
https://www.pitchero.com/clubs/eastretford/d/documents.html?group_id=11803.
- The Club will ensure that its staff and volunteers are carefully selected, trained and supervised. All persons having direct responsibility for children and young people will be subject to a Disclosure and Barring Service (DBS) check and be required to undertake RFU safeguarding training (Play It Safe).

The Club will ensure that any Club members or volunteers working with children and young people are aware of and adhere to East Retford RUFC's Code of Conduct for Club Officials, coaches & volunteers. The name and contact details of the Club's Safeguarding Officer, responsible for dealing with allegations or suspicions of abuse, can be found on the Club's website and is included in a list of Officers and Officials displayed in the clubhouse.

DEALING WITH CONCERNS

Any member of the children's workforce who suspects abuse or neglect or hears a complaint of abuse or neglect:

- should listen carefully to the child and keep an open mind. They should not take a decision as to whether or not the abuse has taken place.
- should not ask leading questions, i.e. a question which suggests its own answer.
- should reassure the child but not give a guarantee of absolute confidentiality
- The adult should explain that they need to pass on the information in accordance with the Club's safeguarding policy so that the correct action can be taken; and should keep a sufficient written record of the conversation. The record should include:
 - the date and time.
 - the place of the conversation; and
 - the essence of what was said and done by whom and in whose presence.
- and should be signed by the person making it, using names and not initials.

All other evidence, for example, scribbled notes, mobile phones containing text messages, clothing, computers, should be kept securely with the written record (see below) and passed on when reporting the matter in accordance with this Policy. Recording the Concern All concerns about a child should be recorded in writing. Records should be factual and signed and dated, with the name of the signatory clearly printed in writing. Records should include:

- the child's details: name, date of birth, address and family details.
- date and time of the event / concern.
- the action taken and by whom.
- the name and position of the person making the record.

An individual who becomes aware of any suspicions or concerns about the safety or welfare of a child should pass these on to the CSO as soon as possible.

If they feel the child is in immediate risk of abuse then a statutory agency (local children's services or the police) should be contacted immediately. Otherwise the CSO must contact the RFU Safeguarding Team or if they are not available the CB Safeguarding Manager to report the matter or discuss how to proceed.

CONDUCT OF MEMBERS AND SUPPORTERS

The essence of good ethical conduct and practice is summarised below. Breaches of the Club's codes of conduct will be handled by the Disciplinary Committee.

All members and supporters are reminded that they represent the Club when in the wider community and should be conscious of the effect their behaviour has on the image of the Club. Persons associated with the Club found to be breaching the Club's Values or Code of Conduct or otherwise bring the image of the Club into question will be liable to disciplinary action.

RFU CORE VALUES

East Retford RUFC are holders of the RFU Club Accreditation Award since 2008, and the Club has adopted the RFU Code of Conduct and actively promotes the RFU Core Values:

- Teamwork**, which is essential to our sport.
- Respect**, which forms the basis of our sport.
- Enjoyment**, which is the reason we play and support rugby union.
- Discipline**, which underpins our sport.
- Sportsmanship**, which is the foundation rugby union is built upon.

The Club Accreditation award brings many advantages to the Club, including the Sport England Clubmark for the mini and Junior sections and gives credibility with local authorities, educational establishments, sponsors and funding organisations.

DISCIPLINARY COMMITTEE

The Club's own Disciplinary Committee is comprised of the Club President, the Chairman of the General Committee, the Honorary Secretary and the Club Captain. This Committee oversees discipline for the entire Club, regardless of section, age group or category of membership. If a junior player is brought in front of the disciplinary committee, they are to be accompanied by the Safeguarding Officer.

Sanctions issued by the Club can include (but are not limited to):

- Temporary or permanent removal of membership rights, including access to the Club
- Temporary or permanent removal of playing rights

Any and all costs incurred by the Club in administering disciplinary proceedings are to be reimbursed to the Club by the person who is the subject of the proceedings. This includes fines issued to the Club by governing bodies. Any ban on playing will not be lifted until all costs are reimbursed.

No Club sanction or disciplinary action of any kind may be imposed on a member or supporter other than by the Disciplinary Committee. The Club Disciplinary Committee reserve the right to use their discretion and may administer heavier sanctions than those issued by the RFU.

ABUSE OF MATCH OFFICIALS

East Retford RUFC recognises the responsibility that it has for its members, players, coaches and supporters (including parents who attend junior matches) towards match officials and will take all reasonable steps to protect match officials from any form of abuse.

The RFU Policy Statement issued in August 2004 defines Abuse of Match Officials as follows:

Individual or personal degradation, be it mental or physical, before, during and after the match (including but not limited to):

- Verbal or physical assault
- Intimidating conduct
- Racial or sexual harassment

It therefore follows that the Club Disciplinary Committee will instigate proceedings against individuals alleged to have abused, threatened or intimidated a referee, touch judge or other match official, whether on or off the field of play, or used crude or abusive language or gestures towards referees, touch judges or other match officials or spectators

All members and regular supporters of the Club, within both the senior and junior sections, should make themselves aware of the provisions of this Policy and should be reminded that abusive behaviour towards match officials or, indeed, any other visitor, is also harmful to the reputation of the Club.

CODE OF CONDUCT FOR SENIOR PLAYERS

At all times East Retford RUFC expects its players to:

- Honour the spirit of Rugby Union and actively promote the core values of the Game – namely fair play and good sportsmanship.
- Play within the Laws of the Game.
- Reject cheating, prejudice in all its forms, violence, and the use of prohibited substances.
- Play to win but not at all costs – win with dignity and lose with grace
- Recognise that many officials and referees are volunteers, who devote considerable time to enhancing the enjoyment of rugby union for all – value them and treat them with respect.
- Recognise good play, by both teammates and opposition players
- Respect your teammates, coaches, and managers by communicating availability as soon as possible and by being punctual for training and matches.
- Recognise that many officials and referees are volunteers, who devote considerable time to enhancing the enjoyment of rugby union for all – value them and treat them with respect.

- Display consistently high standards of behaviour and appearance, both on and off the playing field - you have a responsibility to uphold the Club's standards and values and you need to remember that you are a role model for the Club's Youth and Mini players.
- Remember that you continue to represent the Club when not on Club premises. Any acts which, by association, can be deemed to bring the Club into disrepute will not be tolerated.
- Be mindful when posting content on public forums such as social media that this cannot be misconstrued and will not, by association, affect the good standing of the Club.
- Play with discipline and control your emotions. Acts of violence, by any player representing the Club, against any other player will be viewed in a serious light by the Club's Disciplinary Committee.

CODE OF CONDUCT FOR JUNIOR PLAYERS

East Retford RUFC is fully committed to safeguarding and promoting the wellbeing of all its members. The Club believes that it is important that members, coaches, administrators, and parents associated with the Club should, always, show respect and understanding for the safety and welfare of others. Therefore, members are always encouraged to be open and to share any concerns or complaints that they may have about any aspect of the Club with either their age group manager/coach or the Mini & Junior Chairperson as appropriate.

As a member of East Retford RUFC Junior Players are expected to abide by the following junior code of conduct:

- All members must play within the rules and respect officials and their decisions.
- All members must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members must wear suitable kit for training and match sessions, as agreed with the coach/team manager: gum shields are compulsory as well as the correct IRB approved studs in boots.
- Make sure that kit is suitable for the weather conditions and it is recommended that all members bring a water bottle.
- Junior members are not allowed to smoke on Club premises or whilst representing the Club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind on the Club premises or whilst representing the Club until of legal age to do so.

CODE OF CONDUCT FOR CLUB COACHES, OFFICIALS & VOLUNTEERS

All Club Coaches, Officials and Volunteers must:

- Consider the well-being and safety of participants before the development of performance
- Develop an appropriate working relationship with performers, based on mutual trust and respect
- Make sure all activities are appropriate to the age, ability and experience of those taking part
- Promote the positive aspects of the sport (e.g. fair play, team spirit and competition)
- Display consistently high standards of behaviour and appearance
- Follow all guidelines laid down by the national governing body and the Club
- Hold the appropriate, valid qualifications and insurance cover
- Never exert undue influence over performers to obtain personal benefit or reward

- Never condone rule violations, rough play or the use of prohibitive substances
- Encourage performers to value their performances and not just results

CODE OF CONDUCT FOR PARENTS & GUARDIANS

All Parents and Guardians must:

- Encourage your child to learn the Laws of the Game and play within them
- Discourage unfair play and arguing with officials
- Help your child to recognize good performance, not just results
- Never force your child to take part in sport if he/she does not wish to
- Set a good example by recognising fair play and applauding the good performance of all
- Never punish or belittle a child for losing or making mistakes
- Publicly accept officials' judgements and decisions
- Support your child's involvement and help them to enjoy their sport
- Always use correct and proper language

USE OF SOCIAL MEDIA

Members and supporters of the Club are to remember that they represent the image of the Club when posting online. Users that post content that contradict the values of the Club will be reminded of their responsibilities. Users that continue to post offensive, derogatory or prejudicial content will be deemed to be bringing the image of the Club into disrepute and disciplinary action may be taken by the Club to protect it's reputation within the community.

KIT

SENIOR SECTION AND COLTS

All players are expected to play in the Club colours. Jerseys for both senior teams and the Colts are supplied and maintained by the Club, but players are responsible for purchasing Club shorts (navy blue, with Club logo) and socks (green and amber hoops) themselves. They must also provide their own boots, on which the studs must meet the British Kite-mark standard (football studs are not acceptable). All players are also expected to wear a formal Club dress shirt and tie when representing the Club, either at home or away. Formal Club shirts, sweaters and ties, along with shorts and socks, may be ordered through the shop. A range of other products such as classic tee shirts, classic polo shirts and the like are also available in the shop and can be viewed on the website. Any additional personal equipment provided by players, such as scrum caps, shoulder protectors etc., must meet the British Kite-mark and IRB Standards.

JUNIOR SECTION

The same standards and provisions in respect of kit used by junior section players are, by and large, the same as for the senior section and colts laid out above. Jerseys in the Club colours are supplied and maintained by the Club for every junior team but whereas the senior players and colts are expected to buy their own shorts and socks, the junior committee assists in the purchase of these items for junior players.

Mouth guards are mandatory for all junior players and these must be worn during training and matches. All junior players are expected to change into dry and clean clothing after playing or training. No pressure should be placed on children or vulnerable adults who may feel uncomfortable changing or showering with others, if this is the case they should be allowed to shower and change

at home if requested. A copy of the Club's Changing and Showering policy is available on the website.

Boots may not be worn in the clubhouse by any player from any section.

Note: A Kit Order form can be downloaded from the Club's website or obtained from the small supply kept behind the clubhouse bar.

PARENTAL RESPONSIBILITY

Club coaches are happy to take temporary responsibility for children whose parents decide not to remain with them during coaching or training sessions, or even matches. It is parents' responsibility, however, to ensure that their children are aware that they must always remain with their team members and coaches. It is also essential that parents return to the Club in good time before the end of a session to collect their child within agreed time frames, as coaches will not be responsible for individual children once the session has finished.

CONDITIONS OF USE OF THE CLUB'S FACILITIES

It is the responsibility of all Club members to ensure that the image of disciplined family sport is always maintained.

All users of the Club's facilities are to adhere to the following guidance on behaviour:

- When guests (visiting teams, supporters, children, player's relatives, etc.) are present, all users of the Club are to consider their behaviour.
 - The use of inappropriate language is to be minimised and kept at reasonable volume when used in conversations.
 - Indiscipline, violent or lewd acts are to be avoided.
- Consider the clubhouse and the surrounding area (i.e. placing litter in the bins provided empty bottles and glasses to the bar). Our clubhouse may be old, but all users are to do their part in maintaining a responsible image.
- The Club is located in a residential area and due care is to be taken when in the grounds to respect our neighbours.

SMOKING POLICY

In compliance with the provisions and terms of the Health Act 2006, the Club operates a 'No smoking' policy throughout the clubhouse, and in public outdoor spaces. A designated smoking area is provided for those wishing to smoke.

DRUG & ALCOHOL POLICY

The Club takes the health and welfare of all the Club's users seriously, including the use of alcohol and illegal drugs. When there is reasonable belief that an individual is under the influence of alcohol or drugs before or during a game or training, (for example if there was a strong smell of alcohol on the person's breath), they will not be allowed to partake in the activity. In addition, possession of or dealing in illegal drugs on Club premises will, without exception, be reported to the Police.

Further information can be found in the Club's [Drug & Alcohol Policy](#).

SPEED LIMIT

There is a strict 10mph speed limit on site. This is for the safety of all users of the Club grounds and is always to be adhered to by all users. Drivers found to be speeding repeatedly will be liable to disciplinary action.

HEALTH & SAFETY

The Club is very conscious of the emphasis laid on Health & Safety issues in all organisations, including sports clubs like our own. In this regard, the following confirmations can be given:

- All fire exits in the clubhouse are clearly marked and a plan showing fire exit routes from the clubhouse is displayed on the wall beside the clubhouse bar. All fire extinguishers are checked and tested annually.
- An emergency lighting system is installed in the Club and is tested annually.
- The clubhouse, bar and kitchen are inspected annually to check on safety and cleanliness. Also, an electrical inspection is carried out annually. The relevant inspection reports and certificates are available for viewing from the Hon Secretary.
- Concussion must be taken extremely seriously to safeguard the short and long term health and welfare of players. Coaching staff (junior & senior) have completed the RFU concussion awareness course ("Headcase"). Any player suspected of suffering a concussion will be immediately removed from play/training and will have to follow the RFU Return to Play program before being allowed to return to play. The minimum time frame for this is 23 days for players under the age of 19 and 19 days for adult players. Details can be found here: <https://www.englandrugby.com/participation/playing/headcase/resources>.

INSURANCE

PUBLIC LIABILITY INSURANCE

The Club maintains a Public Liability Insurance Policy to cover visitors to its premises against any accident incurred during an officially organized event.

PERSONAL ACCIDENT INSURANCE

Cover is in place that will pay a lump sum benefit to any player, coach, referee or official who suffers a permanently disabling injury whilst participating in rugby. Cover whilst travelling to and/or from rugby is included provided they are fully paid-up members of the Club.

We strongly recommend that players and parents of young players consider additional insurance to cover non-permanent injuries for all sporting activities in which they or their children are involved.

All Personal and Public Liability insurance is provided by the Rugby Football Union and Information on policies can be obtained from the RFU who promote several Individual Injury Cover Options.

Further details can be found on their website: <http://englandrugbyinsurance.co.uk/clubs>.

VALUABLES

The Club accepts no responsibility for damage to or the loss or theft of any personal possessions on Club premises, including those left in vehicles.

Similarly, all vehicles parked within the Club ground are parked entirely at the owner's risk.

MEMBERSHIP

A Membership Application form can be downloaded from the Club's website or obtained from the small supply kept behind the clubhouse bar.

A description of the various membership categories available is as follows:

VICE PRESIDENT

- Is entitled to attend and vote at the Annual General Meeting and any General Meeting
- May stand for election as an Officer or Official of the Club
- Is entitled to full use of the Club facilities; their spouse/partner and children under 18 years of age may also use the Club facilities on match days.
- May apply for international tickets through Club allocation
- Invitation to Presidents day

PLAYING MEMBER

- Is entitled to attend and vote at the Annual General Meeting and any General Meeting
- May stand for election as an Officer or Official of the Club
- Is entitled to full use of the Club facilities; their spouse/partner and children under 18 years of age may also use the Club facilities on match days without making separate application or paying an additional subscription
- May apply for international tickets through Club allocation

HONORARY LIFE MEMBER

- Category may be conferred on any individual by the Committee in recognition of exceptional and valuable service rendered to the Club by such individual
- Is not required to pay an annual subscription
- Shall enjoy all the same the privileges of a Vice President

COLT

- Category open to any individual aged between 17 and 18 years
- Is entitled to attend the Annual General Meeting and any General Meeting, but may not vote
- Is entitled to full use of the Club facilities
- May apply for international tickets through the Club
- May not purchase alcohol at the clubhouse bar (unless aged 18 and with ID)

SUPPORTER

- Is entitled to Guest Access to the Club on match days

IMPORTANT NOTE

Any person wishing to play rugby for East Retford RUFC, whether at senior, junior or colt level, must be a fully paid up member of the Club in their own right. It is a prerequisite to be a fully paid up member of the Club to be able to take a position on the committee.

The fees paid for annual membership go some way to cover the fixed costs of running the Club but falls considerably short of meeting the extensive financial burden our Club faces. The costs of playing on matchdays are covered by the players in the form of match day playing fees.

RUNNING OF THE CLUB

The Club is registered as a Community Amateur Sports Club (CASC) under the Industrial and Provident Societies Acts 1965-1978 and any subsequent Acts governing or otherwise affecting industrial and provident societies. New members are given a booklet setting out the Club Rules upon joining.

The day to day running of the Club is vested in the General Committee whose members are elected at the Annual General Meeting, which is generally held in May. This Committee has the power to appoint such Sub-Committees as are considered necessary to deal with affairs of the Club and to co-opt additional members, both to its own number and to any Sub-Committees, as it deems necessary. The General Committee meets every two months. A recent development at the Club has been the setting up of a Leadership Team, comprised of the President, the Chairman, the Hon Secretary, the Hon. Treasurer, the Club Captain, the Membership Secretary, and the Development Chair. The purpose of this Committee is to formulate and recommend policies and strategies for the longer term in such areas that are important for the future of the development of the Club, e.g. growing the membership; attracting increased sponsorship; set and monitor progress against periodic Development Plans etc. and to put these recommendations to the General Committee for adoption. The Leadership Team meets every month and joins the General Committee meetings every two months.

The junior section appoints its own Committee on a consensus basis each year, the positions to be filled mirroring those found on the General Committee. It also appoints the coaches for all age group sides, as required. The Junior Committee meets quarterly.

Details of the annual membership subscriptions for the current season are publicised on the Club's website and are displayed on a notice board in the clubhouse.

The names and contact details of the Leadership Team, General Committee members and Junior Committee members and coaches can be found on the Club's [website](#) and are included in a list of Officers and Officials displayed in the clubhouse.

SELECTION POLICY

Players will be selected by the coaching panel with the Head Coach having final say.

- Fitness, availability and ability
- Form shown in recent fixtures
- Attendance and form shown at training
- All players must communicate their availability to the Head Coach
- Any player who is unable to train due to work commitments will be judged on the first three points above
- Players are responsible for their own fitness
- Players are expected to be at the ground on Match days at the required time stipulated by the team manager.

IMPORTANT NOTE- only fully paid-up members of the Club will be considered for selection.

The selection process is as follows:

Tuesday Selection takes place.
Thursday Selection published and communicated to players.
Saturday Players are asked to meet at the Club at a pre-arranged time.

In the case of an away fixture, those players who go direct to the opponents' ground should let their team captain know in advance that they intend to do so and must arrive by the time stipulated by the Head Coach. Similarly, players are expected to let their team captain know in advance of holiday or work commitments which obviously impact their availability.

Any queries regarding selection should be communicated to the Head Coach.

SPONSORSHIP & MARKETING

A set of Sponsorship Guidelines is available from the Sponsorship Coordinator with details of the several areas in which sponsorship is generally sought, and the type of packages available, together with costs.

SOCIAL & FUNDRAISING

The Club is heavily reliant on sponsorship and fundraising activities to help meet ongoing operating costs, and therefore any ideas or initiatives to expand on these are always welcomed,

The Social & Fundraising Sub-committee oversees the activities of a Sponsorship Coordinator and the organisation of several regular, fundraising events in the Club's calendar. These are:

- New Year Raffle (January)
- Sportsman's Dinner (April)
- Presidents Day (April)
- Tens Tournament (August)
- Bonfire/Fireworks (November)
- Winter Ball (December)

In addition to the above, the Sub-committee also organises various ad-hoc social events. Volunteers willing to help in the organisation of any events are encouraged to give their names to the Chair of the Social & Fundraising Sub-committee.

NOTE: All fundraising activities undertaken on Club premises must first be authorised by the General Committee.

TRAINING

Training for seniors is on Tuesdays and Thursdays from 19.00. It is suggested that members wishing to train arrive 15 minutes to ensure that they are ready for a prompt start at 19:00.

Training for juniors generally takes place on Sunday mornings but varies from team to team, as announced by the team coaches.

WHAT THE CLUB OFFERS

- Two senior teams a 1st XV that plays in the Midlands 3 East North and participates in the NLD and Notts county Competitions, and a 2nd XV that plays in the NLD Security Plus Pennant and related Competitions
- A very active junior section, with more than 100 youngsters registered to play, spanning a range of age groups at nearly all levels between U7 and U17.
- The Club has a Club/School Link Agreement with Bassetlaw School Sport Partnership signed in 2008.
- Level 1 & 2 Qualified and DBS-checked junior coaches.
- Qualified and DBS-checked First Aiders and Team Administrators for junior teams
- Semi-floodlit training facilities
- Access to qualified referees
- Clubhouse, bar, changing and showering facilities, and kitchen
- Clubhouse available for hire for private functions
- Easter Tours (Seniors)
- Opportunity to apply for international tickets
- Social and Fundraising events

REVISION HISTORY

Revision	Details	Date	Prepared by	Checked by
0	Original document adapted from the 2014 welcome booklet. Editorial changes & updates.	25/08/2020	Chairman - PL	Hon. Sec. - MW