



Long Buckby RFC  
Mini + Junior Section  
Team Handbook

2019/20 Season



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## **INTRODUCTION**

This guide has been produced to assist volunteers and Coaches within the Long Buckby RFC mini and junior age groups to understand the various roles and to provide useful reference guide for advice and where to find information. It has been produced to bring all the information about Long Buckby RFC mini & junior coaching into one booklet.

We have tried to include as many aspects of the club as possible but if you feel that anything else should be added please email us on [committee-mj@lbrfc.com](mailto:committee-mj@lbrfc.com).

## WHO'S WHO IN THE CLUB

Club President	Brian Hart
Club Chairman	Steve Dickinson
Discipline Officer	Steve Dickinson
Club Coaching Coordinator	Ben Jones
Club Safeguarding Officer	Ursula McKechnie
Mini + Junior Chairman	Craig York
Mini + Junior Vice Chairman	James Lyon /Richard Wilch
Mini & Junior Club Secretary	Hayley Wilch
Mini & Junior Treasurer	Rhoda Thomas
Mini & Junior Membership Secretary	TBC
Mini & Junior Fixtures Secretary	Alan Forbes
Club Shop Manager	Louise Funnell
Girls non-contact	James Lyon
U6 Lead Coach	Liam Welch
U7 Lead Coach	David Phillips
U8 Lead Coach	David Jenkins
U9 Lead Coach	Jay Roan
U10 Lead Coach	Matt Munn
U11 Lead Coach	Craig York
U12 Lead Coach	Alan Phillips
U14 Lead Coach	Michael White (aka Tonka)
U15 Lead Coach	Ian Mawby

## LBRFC MINI and JUNIOR CLUB RULES

Long Buckby Rugby Union Football Club is fully committed to safeguarding and promoting the well-being of all its' members and, in particular, its' young players. The Club believes that it is important for all members, coaches, administrators, volunteers and supporters to:

- Show respect at all times;
- Be open in their working relationships;
- Share any concerns that they might have about any aspect of the mini & junior rugby.

All persons associated with the Club, including players, are expected to:

- Comply with the rules of the game;
- Respect officials and their decisions;
- Respect opponents and all members of their team, including coaching staff and supporters;

In addition to the above, players:

- **MUST** be a minimum of Reception year at school;
- **MUST** be punctual arriving to training and games or inform their coach if they are going to be late or are unable to attend;
- **MUST** wear suitable clothing relevant to the activity and conditions at the time;

Training:

Boots or training shoes depending upon the nature of the session. Boots should have either moulded studs or screw in RFU approved aluminium studs. A training top or rugby shirt, rugby socks and for those U9's and above a mouth guard **MUST** be worn.

## Matches:

A team shirt should be worn, club socks and club shorts (U13 and above are supplied with playing shirts). Boots should be worn for all games in the interest of the health and safety of the players. Any variation from this should be agreed with the coach.

- U9 and above **MUST** always wear a suitable mouth guard, both in training and during matches.
- **MUST** pay the annual subscription fee and subscriptions promptly in accordance with the current payment terms set by the Club which will ensure that they are covered by the terms of the RFU's insurance for players. Unless the appropriate fees have been paid, players will not be allowed to participate.
- **MUST** be registered with the RFU in accordance with current regulations and will not be allowed to participate in matches unless they are registered;
- **MUST** abide by the RFU rules and guidelines for their particular age group;
- **MUST NOT** smoke, consume alcohol or illegal drugs of any kind on any club premises, whilst travelling to or from any fixture or whilst representing the club in any capacity;

The official RFU rugby season runs from the first Saturday in September to first weekend in May. Any activities outside of the 'Official Season' that involve contact must be done with permission from the RFU. Without permission the RFU insurance policies are not valid.

## RFU COACHING

The RFU States:

*An effective rugby coach is someone who “leads the optimum improvement of a rugby player at each stage of his/her development.” High quality coaching plays a pivotal role in sustaining and increasing participation in rugby union; it also helps talented players to improve their own performances, which will secure the future quality of the English game. The enjoyment and fulfilment of the player is a direct reflection of the environment set by the coach.*

*To be an effective coach you will need to fulfil a number of different roles and accept a variety of responsibilities, covering social and personal skills, coaching process and leadership skills, technical skill focus, game understanding, physical and movement skills demanded by our game.*

## RFU - RUGBY'S CORE VALUES

It is essential that all coaches, parents, teachers, volunteers, referees, and spectators follow the core values that are an essential part of our game. These core values are:

### **Teamwork**

Teamwork is essential to our sport. We welcome all new team members and include all because working as a team enriches our lives. We play selflessly: working for the team, not for ourselves alone, both on and off the field. We take pride in our team, rely on one another and understand that each player has a part to play. We speak out if our team or sport is threatened by inappropriate words or actions.

## ***Respect***

Mutual respect forms the basis of our sport. We hold in high esteem our sport, its values and traditions and earn the respect of others in the way we behave. We respect our match officials and accept our decisions. We respect opposition players and supporters. We value our coaches and those who run our clubs and treat clubhouses with consideration.

## ***Enjoyment***

Enjoyment is the reason we play and support rugby union. We encourage players to enjoy training and playing. We use our sport to adopt a healthy lifestyle and build life skills. We safeguard our young players and help them have fun. We enjoy being part of a team and part of the rugby family.

## ***Discipline***

Strong discipline underpins our sport. We ensure that our sport is one of controlled physical endeavour and that we are honest and fair. We obey the laws of the game, which ensure an inclusive and exciting global game. We support our disciplinary system, which protects our sport and upholds its values. We observe the sport's laws and regulations and report serious breaches.

## ***Sportsmanship***

Sportsmanship is the foundation upon which rugby union is built. We uphold the rugby tradition of camaraderie with teammates and opposition. We observe fair play both on and off the pitch and are generous in victory and dignified in defeat. We play to win but not at all cost and recognise both endeavour and achievement. We ensure that the wellbeing and development of individual players is central to all rugby activity.



## NEW VOLUNTEERS

Any person wishing to volunteer with the Mini & Junior section of LBRFC in any capacity will need to be provided with a Volunteer Recruitment & Development Policy which explains the process of becoming a volunteer and what is expected of them including courses they are expected to attend. Once the Essential Information section is completed and returned to the CSO the volunteer will be invited to be interviewed by the Mini & Junior Chairperson after which the DBS will be initiated by the CSO and references sought. The volunteer should not be left alone with children until DBS clearance has been obtained.

The RFU aims to provide the training courses set out in the below table as a minimum standard aiming for relevant essential courses to be completed within 6 months of volunteering: -

<b>COURSE</b>	<b>WHO?</b>
Play it Safe	All Volunteers
In Touch	CSO & Assistant & Chairperson
Rugby ready	All Mini Coaches [U6-U12]
Headcase Online Concussion Module	All Coaches and preferably Parents
Quilter CPD Kids First U7 Tag	All U7 Coaches
Quilter CPD Kids First U8 Tag	All U8 Coaches
Quilter CPD Kids First U9	All U9 Coaches
Quilter CPD Kids First U10	All U10 Coaches
Quilter CPD Kids First U11	All U11 Coaches
Quilter CPD Kids First U12	All U12 Coaches
Quilter CPD Kids First U13	All U13 Coaches
England Rugby Coaching Award [Replaces previous Level 2 award]	At least 1 member of each age grade
IRB Online Laws Test	All Coaches U13 and above
Level 1 Refereeing Children	At least 1 Coach per age grade
RFU / Certificated First Aid Course	2 per age grade (preferably not coaches)

In addition, LBRFC aspires to have all coaches trained to the levels below. Ideally 2 coaches should complete the Coaching Award. The Club will provide all support to help achieve this. Please contact either the Coaching Co-Ordinator or the MJ Chairperson for further assistance.

To book a course please use;  
<https://gms.rfu.com/GMS/coursefinder> [You'll need your RFU number and some personal details]

LBRFC will reimburse any booking fees, to do this simply fill in the expenses claim form and submit to the MJ treasurer for approval. Any questions on this should be emailed to [treasurer-MJ@LBRFC.com](mailto:treasurer-MJ@LBRFC.com).  
*[Expenses claim form can be found on the club's website under info.]*

# WHAT ENGLAND RUGBY TRAINING IS APPROPRIATE FOR YOU?

## Recommended for all



Headcase Online Concussion Module
Play it Safe
Emergency First Aid in Rugby Union

## Who do you work with?



U7	U8	U9	U10	U11	U12	U13
		England Rugby Coaching Award				
	Age Group Specific Quilter Kids First CPD Courses					
		Quilter Kids First Refereeing Children				
		Scrum Factory				
U14	U15	U16	U18	Adult		
England Rugby Coaching Award						
England Rugby Refereeing Award						
Scrum Factory						
Continuous Match Official Development Courses						
Coaching U14 Rugby, CARDS, Principles of Attack, Principles of Defence, Coaching GameChangers						
Director of Rugby Course						
Level 3 Coaching Course						
Level 4 Coaching Course						

**Please contact the Club Coaching Coordinator for further information and see the section on [longbuckby.rfu.club/](http://longbuckby.rfu.club/) 'How to become and develop as a coach.**

## **ROLES & RESPONSIBILITIES**

### **THE COACHING TEAM**

For each age group there will be a coaching team. This will comprise of a minimum of a Team Administrator, Lead Coach and Coaches.

Ideally each age group should have one referee, qualified for the relevant age group and 2 First Aiders (preferably not coaches).

All LBRFC coaching teams have to be DBS checked through the Clubs Safeguarding Officer (CSO) and attend a Play it Safe course (bookable via [www.Englandrugby.com](http://www.Englandrugby.com)).

Each Long Buckby Mini & Junior age group Lead Coach shall seek to recruit a team of assistant coaches such that the ratio of players to coaches is in line with the RFU Safeguarding Policy:

- 1:6 for children 6 years of age and below (Under 6 & Under 7)
- 1:8 for children 7 and 8 years of age (Under 8 & Under 9)
- 1:10 for children 9 years of age and above (Under 10 & above)

*Please note that although the ratios above state 1 coach to 'X' children at least 2 coaches are required to cover safeguarding requirements. In this manner, Long Buckby players can benefit from a high level of attention and instruction during their time at the club. For these purposes a DBS cleared club official can count as a coach.*

## **TEAM ADMINISTRATOR /PARENT COORDINATOR**

A suitable administrator should be sought for each age group. The Team Administrator is expected to represent or nominate a representative for the interests of the Age Group at all committee meetings where all age groups should be represented.

The Team Administrators main responsibilities are:-

- To actively and positively encourage the partnership between the coaching team and the parents of the players.
- Take and maintain a register of attendance at each session
- Ensure all players are registered with LBRFC and the RFU following the Club procedure
- Agreeing issues relating to Duty of Care e.g. responsibility of parents to look after children during games and training, in liaison with the Club Safeguarding Officer.
- Ensuring parents are aware of what is acceptable touchline behaviour.
- Work with parents and coaches to establish a 'Volunteering Rota' to support key club activities, encourage as many people as possible to contribute to the club and to avoid overloading the same people all the time.
- Being the first point of contact to answer any parents' questions or concerns in a polite and constructive manner at all times.
- Ensure their age grade website pages are kept up to date
- Involving parents in peripheral activities, which make them feel they 'belong', especially if it involves expertise which is not rugby related. e.g. Social events, Rugby Force Weekends. Encouraging those with skilled trades to be involved in maintenance activities for the good of the club.

## LEAD COACH

For Essential Qualifications please see the table on Page 9.

The Lead Coach is responsible for age group training and playing issues. They will approach other individuals to help with both coaching and administrative duties along with the committee if required.

The main responsibilities of the Lead Coach are as follows:

1. Make themselves available for the appropriate, essential RFU courses (please see the table on page 9).
2. To prepare a coaching plan for the age group each season.
3. To recruit, help and develop suitable assistant coaches with the support of the Coaching Team.
4. To develop a playing style and strategy that is best suited to the age group and clearly understood by players and assistant coaches.
5. To plan and co-ordinate training sessions in co-operation with the assistant coaches. Whilst not mandatory, a written plan circulated in advance is encouraged highlighting which Principles of Play are to be worked on and the specific activities. This helps develop assistant coaches as well as helping ensure all sessions are APES.
6. To liaise with the Club Coaching Coordinator (CCC) to ensure that suitable coach training and development plans are in place if required.
7. To ensure that all coaching staff adhere to the RFU Safeguarding children guidelines.
8. To seek coaching support continuously from within the club and wherever possible also provide help to others.

9. To take final responsibility for the weekly selection of the age group teams for competitive and friendly matches after consultation with Assistant coaches. It is encouraged that a balanced team rota is set before matches with all players taking part for at least half a game. Examples of planning tools are available on request
10. To ensure that matches and training sessions at all times place the safety of young players above all other considerations.
11. To ensure that all activities are appropriate to the age, maturity, experience and ability of the individual.
12. In conjunction with the Team Admin / Parent Coordinator:
  - a. Ensure excellent communication e.g. providing numbers for catering, replying promptly with information requested by the club's officers and colleagues and promptly forwarding information to parents distributed by the club.
  - b. Ensure all administration is carried out efficiently e.g. submission of documents, payment of funds and that DBS requirements are fulfilled.
  - c. Actively support the club by encouraging volunteers for vacant positions and to assist at tournaments, serving food or at the bar or supporting at various social and fundraising events and establish a Volunteer Rota with as many people as possible to avoid overloading the same people all the time
13. To answer parents' questions or criticisms in a polite and constructive manner at all times.
14. Ensure the RFU guidelines for the half game rule are applied fairly and evenly across the age group to ensure a compliance.

## **ASSISTANT COACH**

The Assistant Coaches will, in support of the Lead Coach:

1. Make themselves available for the appropriate essential RFU courses (please see the table on page 9).
2. Discuss the forthcoming training session or fixture each week with the Lead Coach and prepare accordingly.
3. Offer suggestions for consideration when team selection issues are being discussed.
4. Work with the players in support of the guidelines set by the Lead Coach each week.
5. To ensure that the coaching team never condones violence, bad language or foul play from the players.
6. To ensure that the age group conducts itself as an ambassador for Long Buckby RFC at all times, home and away.
7. Generally share the coaching and administrative workload within the age group, by arrangement with the Administrator and Lead Coach, and other colleagues or parents.

## **REFEREES**

1. Each age group should aim to have at least one competent referee who has completed a refereeing CPD.
2. They should ensure they are fully aware of the appropriate laws and any changes in interpretation, experimentally or permanently.
3. They should ensure their behaviour is exemplary and show respect to players and coaches.



## FIRST AIDERS

Each team of LBRFC should have preferably 2 nominated and qualified First Aiders. They ideally **SHOULD NOT** be members of the coaching team to prevent them from being taken away from their coaching role.

A member of the coaching team may be acceptable if there are no other suitable individuals. The team First Aiders have responsibility to provide emergency first aid to their team, the opposition team, officials and supporters as necessary.

LBRFC First Aid training courses are provided by the RFU and can be booked through the CCC. These courses have been designed to teach the basics of First Aid as well as how to treat some of the most common sporting injuries.

- Primary Survey
- Breaks and strains
- Concussion
- Cuts and bruising
- Cardiopulmonary Resuscitation (CPR)

This qualification should be formally renewed every 3 years unless informed otherwise.

The Club Safeguarding Officer is to maintain a list of First Aiders, qualification dates and to ensure DBS certificates are current and Play it Safe courses are attended within 6 months of becoming a First Aider. There is an expectation that First Aiders whose course is paid for by LBRFC are available to regularly support their team.

*Please note there is a Defibrillator mounted on the side of the club house. Please follow the instructions on the exterior enclosure. In addition to this LBRFC have a in house Defibrillator, which is in the first aid area on the ground floor near the changing rooms.*

## **INJURIES**

An LBRFC incident report form must be completed and forwarded to the LBRFC CSO ([safeguarding@lbrfc.com](mailto:safeguarding@lbrfc.com)) for any injury that occurs during training or games which prevents the player from returning to play for that session / match.

This includes suspected concussions that are not hospitalised.

These forms are kept for information purposes only by LBRFC in case of repercussions.

You can access the forms via the documents area on <https://longbuckby.rfu.club/> and hard copies are available on the Safeguarding notice board within the clubhouse. [near the kitchen serving hatch].

## **REPORTABLE INJURIES**

All reportable injuries need to be reported to the LBRFC Safeguarding officer ([safeguarding@lbrfc.com](mailto:safeguarding@lbrfc.com)) within 24 hours of the incident and ideally copied to [sportsinjuriesadmin@RFU.com](mailto:sportsinjuriesadmin@RFU.com) and [steve.minney@EMRU.co.uk](mailto:steve.minney@EMRU.co.uk)

Reportable Injuries are defined by the RFU as:

- An injury, which results in the player being admitted to a hospital, (this does not include those that attend an accident and emergency department and are allowed home from there) BUT does include main bone fractures.
- Deaths, which occur during a game or within six hours of a game finishing

## CHILDREN'S WELFARE

An LBRFC Safeguarding Policy is in place and includes all the core elements of the RFU recommended Policies and Procedures for the Welfare of Young People in the sport of rugby union (available to view on the LBRFC Safeguarding noticeboard and in the Safeguarding section at <https://longbuckby.rfu.club/>).

LBRFC has:-

- An appointed Club Safeguarding Officer who acts as the first point of contact for concerns about the welfare of young people and is listed in the Who's Who Section of this document.
- Ensures that all officers and committee members are aware of their responsibility in this area and that the club responds to any indication of poor practice or abuse in line with RFU Policy.
- Implement a policy of Best Practice for all adults working with young people as set out in the various Codes of Conduct (available to view in the general documents section at <https://longbuckby.rfu.club/> ).
- Ensure that all members who have regular supervisory contact with children or a management responsibility for those working with young people undertake an Enhanced Disclosure & Barring Service (DBS) check along with attending a 'Play it Safe' course.

All coaches should ensure they are familiar with RFU guidelines for safeguarding children which can be found <https://longbuckby.rfu.club/> and [www.englandrugby.com/governance/safeguarding](http://www.englandrugby.com/governance/safeguarding)

If you have a concern or an issue relating to someone or something at LBRFC you will need to complete an Initial Issue/Concern Reporting form which can be found at <https://longbuckby.rfu.club/> in the Safeguarding section of Documents.

## PARENTAL RESPONSIBILITY

In the Mini section of LBRFC (Under 6's to Under 12's) parents/carers are required to stay at training and games with their players.

If they wish to leave their child, they must ensure that a nominated adult (over 18) is given parental responsibility and the coaches have been informed of who this is.

The nominated person would ideally not be someone at the club who has another role (coach, first aider etc...) which they will be taken away from if that child under their care is injured/ill.

If they are unable to do this, they will need to take their child with them.

Once in the Junior section (U13's upwards) we obviously would still like parents/carers to attend sessions/games but understand that players are getting older and want their independence.

If parents/carers are not attending, then coaches need to ensure that they have up to date contact details and that parents/carers have signed a medical consent form giving LBRFC the authority for medical attention to be sought in the absence of a parent/carer.

The Medical Consent form can be found at <https://longbuckby.rfu.club/> in the Safeguarding section of Documents.

By registering a child with LBRFC parents/carers are also agreeing to abide by our Club and RFU policies. If photographs or video footage is recorded at games or training sessions they are to be kept for personal use only and **NOT** posted on social media sites – parents may need reminding of this from time to time and if you see any images that have been posted please ask politely for them to be removed.

## GOING ON TOUR

If you are considering or planning on taking your age group on tour please have a chat to other coaches that have already done this and use their experience.

- Read the RFU Touring with Children Guidelines and go through the checklist (available on the RFU and LBRFC websites).
- **All** teams going on tour must get permission from EMRU at least 4 weeks prior to travelling to ensure that they are meeting the relevant requirements (form available in the safeguarding section of documents at <https://longbuckby.rfu.club/>)
- Report your intention of touring, destination and dates at the Mini & Junior monthly Committee meeting at the earliest opportunity.
- Ensure that before leaving, a copy of contact details for Lead Coach on Tour, Tour company contact details, destination contact details and NOK details for **ALL** persons on tour are left with the Club Chairman & Club Safeguarding Officer in case of an emergency.
- If Colts players are over 18 they are still not permitted to drink whilst on tour. If a country is being visited where the drinking laws are different the RFU age limit still applies.

**REMEMBER - ON TOUR YOU ARE REPRESENTING LONG BUCKBY RFC!**

## **GOLDEN RULES FOR COACHING CHILDREN (APES)**

### **ACTIVE**

- Use small-sided games / activities that include everyone are enjoyable, have an element of competition and develop players' skills. Encourage skill learning for everyone, slow starters could be successful later
- Keep activity levels high, less talking, more activity

### **PURPOSEFUL**

- Only focus on one or two key factors at a time
- Involve players in their own learning through asking questions
- Allow all players to experience every playing position, the prop of today could be the scrum half of tomorrow.
- Rugby is a late specialisation sport, so no need to pigeon-hole players into position too early - if you do so you may actually be limiting their development
- Use a range of different coaching styles during sessions
- Review your session through self-reflection, discussion with other coaches and players

### **ENJOYABLE**

- Ensure you plan your session, keep it fun and enjoyable for all. Provide variety from session to session and don't deliver a session that you wouldn't enjoy taking part in yourself
- Think about the long-term effects of your coaching, avoid a 'win at all costs' attitude
- Reward effort as well as achievement. Ensure players understand that success comes from working hard to be better players, not just winning
- Promote respect for opponents, match officials, opposing coaches and spectators

## **SAFE**

- Ensure sessions and practices are safe.
- Don't continue the session if safety is being compromised.
- Group children according to physical development, using height and weight as a yardstick.
- Avoid matching children with very different development levels, especially in early development of contact
- Be consistent when dealing with poor behaviour
- Include warm-up and cool down every time, this will ensure your players develop the physical competencies required to play the game

## MISCELLANEOUS NOTES

### DISPENSATIONS

- These may be authorised for junior players to play up/down an age grade in exceptional circumstances
- An assessment of the player must be organised via the Constituent Body Safeguarding Manager
- Refer to RFU Regulation 15 for guidance
- No Dispensation Authorisation Form = No Play
- CSO to be given a hard copy of each authorisation form
- Authorisations must be renewed each season

### RESPECT BARRIERS

- Respect barriers MUST be in place for all 15 a side games
- Now compulsory in EMRU

### SOCIAL MEDIA

- LBRFC has its own website <https://longbuckby.rfu.club/>
- Access to this is public
- Age grade team administrators – please keep your pages up to date
- Access to team info must be requested by parents/guardians registering on the website and accepted by the team administrator to ensure only the relevant people for that age grade have access
- Facebook Pages – these must be authorised by the LBRFC MJ committee before being set up and MUST be closed groups
- Administrators must check all information before it goes 'live'
- Refer to the LBRFC Social Media Policy for guidance (view in Safeguarding section of documents at [www.lbrfc.com](http://www.lbrfc.com))



## **SPORTS GOGGLES**

- These are permitted in special circumstances as part of an RFU trial for u13s
- For conditions and required procedure, please see the Safeguarding section at <https://longbuckby.rfu.club/>)
- U14's and above may be granted permission to wear sports goggles by the RFU in exceptional circumstances. See the section above.

## **CONTACT WITH PLAYERS**

- MUST ALWAYS BE VIA PARENTS/GUARDIANS
- There should be no 1:1 contact

## REFERENCE SECTION – USEFUL LINKS

- <https://www.englandrugby.com/participation/coaching>
- <https://www.englandrugby.com/governance/rules-and-regulations>
- <https://www.englandrugby.com/participation/refereeing>
- LBRFC Safeguarding Policy - <https://longbuckby.rfu.club/information/safeguarding>
- RFU Safeguarding Policy, regulations and Toolkit - <https://www.englandrugby.com/governance/safeguarding>
- LBRFC Codes of Conduct - <https://longbuckby.rfu.club/information/codes-of-conduct>