



## Rules, Regulations & Responsibilities

**Once a commitment to the IRFU Safeguarding Policy has been enshrined within a club's constitution, then all rules and regulations will stem from this. The way we work with children, how we behave around them and our attitudes towards them will contribute to the way young people feel about themselves.**

An examination of existing structures, rules and regulations should help provide a framework for creating and maintaining a child-centred approach within the club.

To ensure volunteers enjoy their contribution to rugby it is important to ensure that volunteers are appointed to roles which suit their strengths and personality. All involved should be clear of what will be expected of them regarding time, effort and commitment. Clubs are responsible for the allocation of roles to volunteers and positions and areas of responsibility should be identified, clear and available.

### Recruitment

Most volunteers are driven by their desire to put something back into rugby therefore it is important when recruiting to ensure that those working with age-grade players understand the club's policy regarding volunteers and their involvement in the game.

### Considerations:

- Clubs to follow IRFU policy and procedure for the recruitment of volunteers and should be made available to all interested parties e.g. candidates, parents and visitors
- Establish a clear title and job description for each of the positions
- If possible, recruit male and female volunteers in equal numbers
- Select people with the appropriate skills and experience
- Establish a process which will enable you to ensure candidates' suitability
- Ensure vacancies are open to all interested parties
- Meet with applicants - this may be done through an individual discussion with a member of the committee
- All candidates working with young people to agree to IRFU Safeguarding Policy through signing Declaration of Intent and/or relevant Code of Conduct

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The decision to appoint staff or volunteers is the responsibility of the club and not one individual within it. Good practice in management and supervision of volunteers after appointment is as important as establishing recruitment policies and procedures.

The club management committee is responsible for all activities in the club including Age-Grade activities and therefore must ensure policies and procedures are adhered to.

### **Committees:**

- Age-Grade Committee members should ideally sit for a fixed period of time (3 Years) to encourage a regular turnover of the committee members
- The committee should have a mix of experienced and new members
- Ensure committee members have clearly defined roles and responsibilities and that members operate only within these roles. Avoid situations where one or more members operate in isolation from the committee
- A database of record keeping should be established that allows confidentiality, but continuity between changing committee members
- List a calendar of meetings for the year and circulate to clubs and all members in advance of the season
- List in the rules and regulations of the Club, the complaints, disciplinary and appeals procedures that members should adhere to

### **Club guidelines to achieve good player welfare:**

- Coaches, staff and volunteers must sign an annual membership form that includes signing up to the IRFU Safeguarding Policy
- Select people with the appropriate skills and experience
- Training should be provided for all newly-recruited personnel e.g. courses for coaches and referees and/or training to work with Age-Grade Players, safeguarding, etc.
- Have appropriate adult /child ratios - see IRFU safeguarding best practice guidance
- List all procedures for away trips for Age-Grade members, see hosting guidelines for further details
- Age-Grade Players should follow IRFU guidelines in relation to the wearing of protective gear - found [here](#)
- Members under 16 years of age should not play on more than one team in any one season without prior parental or guardian consent.
- Criteria for selection to squads should be listed

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## **Club guidelines to enhance child protection:**

- Each club should have the procedures for responding to reports or concerns relating to the welfare and safety of Age-Grade Players known throughout the Age-Grade section. All Sports Leaders, Age-Grade Players, parents should be aware of how to report and to whom concerns should be reported within the club
- Clubs should ensure that all procedures regarding safety in sport for Age-Grade Players must be available in the club
- Copies of IRFU Safeguarding Policy and its accompanying guidelines should be available on request for coaches, parents, etc.
- Everyone involved in age-grade rugby should be aware of their responsibility to work in co-operation with the Statutory Authorities, see 'concerns' section of IRFU website

## **Roles and responsibilities:**

### **Coaches**

- Responsible for selecting and preparing teams for matches
- Plans and prepares for training sessions and activities
- Ensures all players get equal opportunity to take part in club/team activities
- Sets the right example for players on and off the field
- Educates players in the ethos of rugby and the values of being a true sportsman
- Acts fairly in the treatment of all players
- Works closely with the club Youth or Mini coordinators
- Conforms to IRFU Safeguarding Policies, in particular the Declaration of Intent
- Attains relevant coaching qualifications
- Ensures all activities are safe and supervised

### **Manager, Team Helper or Assistants**

- Assists the team with administration and organisational duties
- Liaises with the team and coaches regarding requirements for matches
- Assists with the supervision of players
- Works closely with club Youth and Mini Coordinators ensuring all club policies are adhered to
- Communicates all information regarding the club and or fixtures to the team and coaches
- Ensures IRFU Safeguarding Policy and related guidance are adhered to

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## **Fixture Secretaries (Youth and Mini Rugby should have separate Fixture Secretaries)**

- Ensures that the fixtures are completed on time and in a fair manner
- Identifies trends and areas of concern regarding completion of fixtures
- Acts as point of reference on matters regarding the fixtures/competitions of the teams.
- Reports to the club and teams regarding fixtures and competitions
- Liaises with teams, coaches and managers involved, regarding details e.g. date, venue and kick-off of fixture(s)
- Liaises with Branch Youth Committee regarding fixtures and competitions
- Ensures that protocols regarding fixtures and competitions are adhered to
- Liaises with Club Management Committee regarding fixtures and other requirements to host matches
- Liaises with Branch Referees Association for match officials.
- Informs match officials and Branch Referees' Association of cancellations and or postponements
- Informs Branch Fixture Secretary of results, cancellations or postponements.
- Collects all the results for matches and informs Youth, Mini and Club Management Committees of developments

## **Youth Co-ordinator**

- Acts as link between the Club Executive and Age-Grade section
- Attends meetings on behalf of the Club Age-Grade Rugby
- Ensures that all information relevant to all Age-Grade rugby is circulated to volunteers, clubs and Branch
- Ensures all information circulated is correct and reaches the relevant people.
- Ensures awareness of all Union, Branch and Club policies and that these are adhered to
- Ensures that all volunteers and Age-grade players are aware of all procedures and adhere to the procedures
- Reports to Area Youth Committee on all matters regarding the Age-Grade rugby in the club
- Should not make decisions without consultation with Club Welfare Officer and, in specific circumstance, the Youth Committee and/or Club Executive

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## Mini Rugby Representative

- Reports on all matters relating to Mini Rugby in the club
- Ensures that all official policies and developments relating to mini rugby are adhered to
- Ensures that mini rugby matters are dealt with sufficiently and according to procedures
- Acts as link between the Youth Committee and Mini Rugby
- Ensures that all information reported on regarding mini rugby matters are correct
- Should not make rugby decisions without consulting the Mini Rugby Committee, Youth Committee or Club Executive and must link with Club Welfare Officer in relation to all welfare matters
- Represents Club at Area meetings

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