



**Townsville Rugby Club**  
**Welcome Pack for New Members**



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## **Club information**

### **About Townsville Rugby Club**

Townsville Rugby Club was established in 1969 with one men's senior team and the club has gradually grown in size ever since. We now have 4 men's teams and a very successful junior and mini section with teams ranging from Under 8's to Under 18's. We have recently established an Under 14's girls side, which we run jointly with Townsend Rugby Club to meet the demand for girls rugby in the area.

The increase in membership resulted in the rugby club moving to new facilities in 1998. We now have one match pitch and four training pitches which can be used for junior matches. We have a very good relationship with our local school who allow us the use of their indoor facilities for the younger players during the winter months.

Townsville Rugby Club achieved Seal of Approval in 2004; the quality kite mark highlighting that our club provides high quality activities in a safe and professional environment. We work very hard to maintain the high standard of coaching we offer with all of our coaches qualified to the relevant level and CRB checked.

At Townsville Rugby Club we pride ourselves on our friendly atmosphere as much as our playing capabilities. Our clubhouse allows us to host many social functions including awards presentations, Christmas Dinners, Summer BBQ's and ladies nights to name a few. We aim to offer something for the whole family highlighting the community ethos of our club and any suggestions are more than welcome.

### **How do I join Townsville Rugby Club?**

To join Townsville rugby club, you will need to complete a membership application form. The head coach for the relevant team can provide you with a membership application form and an up to date price list.

The payment to join Townsville rugby club is split into two sections. Part of the payment goes towards your annual membership to the club, affiliation to the Rugby Football Union and insurance costs. The second part of the payment covers your training fees for the year.

The first part of the payment must be made in full but the second part of the payment can be made in installments if you would prefer this method of payment. Preferred methods of payment include, cash, cheque or card.

### **All members should know...**



Townsville Rugby Club achieved Seal of Approval status in 2004. To maintain the high standard we have set for ourselves, we ask all coaches, participants and parents/carers to follow the codes of conduct set out by Townsville Rugby Club.

Please turn to the relevant pages and read the following documents.

**Codes of conduct for participants** – We ask all participants to abide by the code of conduct on page 9 ensuring fair treatment of all those involved.

**Codes of conduct for parents / carers** – To allow the coaches to deliver high quality activity to your children in a safe and fair manner, we ask all parents/carers to follow the code of conduct set out on page 12

**Safeguarding and Child protection policy** - The safeguarding of the children and vulnerable adults under our care is an issue of the upmost importance to our club. We have a dedicated Child Welfare Officer within the club who is trained to deal with any safeguarding issues. We also take guidance from organisations such as the RFU and have adopted a child protection policy to support us in case any incidents may occur. For more information on this policy and the contact details of our Child Welfare officer please turn to page 5 or alternatively you can visit our website [www.townsvilldrfc.com](http://www.townsvilldrfc.com)

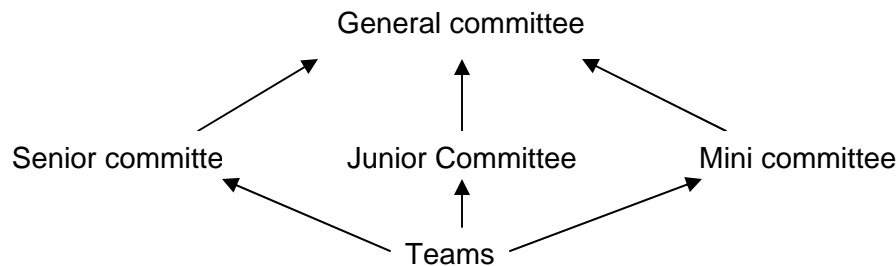


## Club management and communication

### Club management

The club has a number of committees charged with various responsibilities, ensuring the smooth running of the club.

The following committees operate within Townsville Rugby Club.



Every committee meets once a month to discuss issues relevant to the age groups they represent. Examples of discussion topic include funding, equipment, fixtures, coaching and competitions. The committees are made up of coaches, team managers, parents and where appropriate player representatives.

Two representatives from each committee attend the general committee meeting which takes place once a month after the individual committee meetings take place.

The Annual General Meeting takes place in the clubhouse on the last Wednesday of the month in January. All members are welcome to attend this meeting.

### Club officials

Please find below the contact details of key personnel within the club.

**Child Welfare Officer:** Julie Fishwick

**Role description:** Ensures the safety and welfare of children and vulnerable adults within the club. The Welfare Officer is the point of contact for any welfare concerns within the club

**Contact information:** [j.fishwick@trfc.cit.com](mailto:j.fishwick@trfc.cit.com)

**Volunteer Co-coordinator:** Alex Heily

**Role description:** Is responsible for the recruitment of new volunteers and the care of current volunteers. The volunteer co-coordinator will provide volunteers with information



on new training opportunities, place volunteers in appropriate roles and make use of reward and recognition schemes.

**Contact information:** [a.heily@trfc.cit.com](mailto:a.heily@trfc.cit.com)

## Communication

At Townsville Rugby Club, we like to communicate with our members as much as possible. There are a number of ways that we can communicate with you.

**Club website** – Our club website [www.townsviledrfc.com](http://www.townsviledrfc.com) is great way to find out what is happening at the club. The website is updated on a weekly basis with results, leagues and information on our social functions.

You will find our contact details and copies of our rules and codes of conduct on our website as well.

**Club notice boards** – As you walk through the door to our clubhouse, you will see a large notice board on your right hand side. We use this board to promote the events taking place at the club. This can include information on our social activities and any coach development or volunteering events that maybe of interest to members of our club.

**Club newsletter** – The club circulates a monthly newsletter after the general meeting once a month. The newsletter will inform people of any information to come out of the meeting such as new events or any success stories that we feel should be shared.

**Verbal communication** – As mentioned earlier all members are welcome to attend the AGM held in January. Each individual team may hold parents meetings once a month if the parents and coaches feel they are needed.

We welcome any feedback members and parents have to offer. You can provide feedback via the suggestions section of the website or speak to your coach or team manager at the end of a coaching session.



## Training and coaching

### Where we train

The majority of our training takes place at Townsville RFC, Dipton Lane, Townsville, TS5 6JB

Between November and January, the Under 8's have use of the school facilities adjacent to the rugby club if the weather prevents coaching taking place outside.

### When we train

Under 8's – 10's – Sunday 10.00am – 12.00pm

Under 11's - Under 16's – Sunday 10.00am-12.00pm and Wednesday 6.00pm-7.00pm

Under 14's girls - Sunday 10.00am-12.00pm and Wednesday 6.00pm-7.00pm

Under 17 – Mens 1<sup>st</sup> team – Tuesday and Thursday 6.00pm-8.00pm

### Training fees

Under 16s: £2 per session

16-18 yr olds: £2.50 per session

Adults: £3 per session.

### Club coaches

<b>Age group:</b> Under 8 <b>Name:</b> Josh Graves <b>Role:</b> Head Coach <b>Contact:</b> j.graves@trfc.cit.com	<b>Age group:</b> Under 8 <b>Name:</b> Tom Ford <b>Role:</b> Assistant Coach <b>Contact:</b> t.ford@trfc.cit.com	<b>Age group:</b> Under 8 <b>Name:</b> Jenny Ripley <b>Role:</b> Team Manager <b>Contact:</b> j.ripley@trfc.cit.com
<b>Age group:</b> Under 9 <b>Name:</b> Vicky Flanders <b>Role:</b> Head Coach <b>Contact:</b> v.flanders@trfc.cit.com	<b>Age group:</b> Under 9 <b>Name:</b> Jackson Briggs <b>Role:</b> Assistant Coach <b>Contact:</b> j.briggs@trfc.cit.com	<b>Age group:</b> Under 9 <b>Name:</b> Keith Jones <b>Role:</b> Team Manager <b>Contact:</b> k.jones@trfc.cit.com
<b>Age group:</b> Under 10 <b>Name:</b> Sam Thompson <b>Role:</b> Head Coach <b>Contact:</b> s.thompson@trfc.cit.com	<b>Age group:</b> Under 10 <b>Name:</b> Angela Thompson <b>Role:</b> Team Manager <b>Contact:</b> s.thompson@trfc.cit.com	<b>Age group:</b> Girls <b>Name:</b> Mark Headley <b>Role:</b> Head Coach <b>Contact:</b> m.headley@trfc.cit.com
<b>Age group:</b> Girls <b>Name:</b> Caroline Breeze <b>Role:</b> Head Coach <b>Contact:</b> c.breeze@trfc.cit.com	<b>Age group:</b> Under 18 <b>Name:</b> Paul Topping <b>Role:</b> Head Coach <b>Contact:</b> p.topping@trfc.cit.com	<b>Age group:</b> Mens 1 <b>Name:</b> Jeremy Banks <b>Role:</b> Team Manager <b>Contact:</b> j.banks@trfc.cit.com



Please note we have only provided the email addresses for our coaches and team managers. Your coach will provide you with phone numbers once you have started training.

Townsville Rugby Club uses qualified coaches who are committed to improving the standards of coaching with coaches regularly updating their qualifications where appropriate. Our coaches and volunteers have also undergone Enhanced Criminal Record Bureau Checks (CRBs)

## **Training tips**

Please find below a list of training rules we ask participants to abide by for their own health and safety.

- Please wear suitable clothing and footwear for training and the weather conditions. If in doubt, please speak to one of the coaches.
- Ensure you or your child has a drink with them. If possible can you please ensure that this drink is not fizzy.
- Try not to eat a large meal before training.
- If for some reason you cannot make a training session, please inform the appropriate coach or team manager.



## Safety in sessions

### Conduct in training sessions

Please find below a code of conduct we ask all Townsville Rugby Club participants to abide by.

- Always play by the rules.
- Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
- Control your temper. Verbal and physical abuse is not acceptable in life and in sport.
- Work equally hard for yourself and/or your team. Your team's performance will benefit and so will you.
- Treat all participants in your sport as you would like to be treated. Do not bully or take unfair advantage of another competitor.
- Support your coach, manager, team-mates and opponents. Without them, there would be no competition.
- Participate for your own enjoyment and benefit, not just to please your parents and coaches.
- Respect all of your fellow participants.
- Behave responsibly. Discriminatory, offensive and violent behaviour towards any individual is unacceptable and will be acted upon.
- Do not leave the playing/training venue unless the coach or manager is aware.
- Remember, it is your responsibility to always be on time and prepared for all activities.
- Always take time to thank all those who help you take part in your chosen sport/activity.



## **First aid**

One first aider is assigned to every team within the club. They are responsible for dealing with any injuries that may occur during training or competition.

Each first aider is provided with a fully equipped first aid bag which they carry with them during training sessions and games.

Each head coach carries a mobile phone with them during coaching sessions and games. The nearest landline for Townsville Rugby Club can be found behind the front desk to the left of the front door. There is also a permanent first aid box behind the desk in case of emergency.



## Competitions

### Competitions and fixtures

The head coach for each team will provide you with a copy of your teams fixtures for the season along with information on competitions or tournaments the team may enter.

All participants are requested to wear their Townsville Rugby Club strip for both home and away fixtures. It may also be the responsibility of the participants or their parents to ensure that strips are cleaned before the next fixture. Some coaches may request that strips are returned after each fixture and are then washed by the coaches. The coach for each team will provide you with more information during training sessions.

Participants and/or their parents are responsible for travelling to away fixtures. Whether participants travel straight to away fixtures or meet at the clubhouse first is an individual decision as long as the coaches are informed.



## Other information

### Clubmark

Townsville Rugby Club achieved Seal of Approval status in 2004. Achieving this recognises that our club is committed to providing a high quality experience for children and young people. In achieving this status we have demonstrated that we have created a safe and fair environment for children and young people, where they can develop their skills and have fun.

As an accredited club we are committed to the future of the club and continually work to improve and develop our current standards. If you have any suggestions of how we can improve, please speak to one of our club officials.

### Child welfare

The safety and enjoyment of our children and young people is of vital importance to us. We have a club child protection policy, which all our coaches and volunteers involved with our young members adhere to. Our designated Child Welfare Officer Julie Fishwick is trained to deal with safeguarding and child protection issues. Julie also has links to a number of organisations trained to deal with safeguarding. If you have any concerns, your Child Welfare Officer is there to help.

### Volunteers

Like most sports clubs, we rely on the time and skills of our volunteers to ensure our club keeps running year upon year. We are always on the look out for new volunteers, so if you are an existing member, a new member or a parent or partner our club needs you! Coaches and officials are not the only volunteer roles within our club – we need volunteers within all aspects of club life. So whether you are great at fundraising, develop websites and websites, organising social events or you just fancy helping out let us know. For more information on volunteering opportunities within Townsville Rugby Club or you have any suggestions, please contact Alex Heily, our volunteer co-ordinator on [a.heily@trfc.cit.com](mailto:a.heily@trfc.cit.com) or 07954 321788.

### Parent code of conduct

It is important for parents to behave correctly during training sessions and particularly during competition. Please find below a copy of our parent code of conduct which operates within the club

- Encourage your child to learn the rules and play within them
- Discourage unfair play and arguing with officials



- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Set a good example by recognising fair play and applauding good performances of all
- Never punish or belittle a child for losing or making mistakes
- Publicly accept officials' judgments
- Support your child's involvement and help them to enjoy their sport
- Use correct and proper language at all times
- Encourage and guide performers to accept responsibility for their own performance and behavior

## **Social functions**

We hold a number of social events throughout the year at Townsville Rugby Club. Annual events include the Club awards day at the end of the season including presentations of certificates and trophies to each team. We also hold a Christmas party each year for the junior members of the club which takes place after the last Sunday training session of the year.

We host a number of social nights throughout the year and we run a number of fundraisers. Information on these events is placed on the club website and the notice board.

## **National Governing Body**

The Rugby Football Union is the National Governing body for Rugby Union in England. They are responsible for setting and ensuring all clubs abide by the rules and regulations.

They act as a resource and provide us with a lot of support and guidance to develop our club. If you would like more information on the Rugby Football Union please visit <http://www.rfu.com/>



## Appendix 1: Townsville Rugby Club Membership Form

Name

Address

Mobile number\*

Home telephone number

Alternative emergency

Number and name

E-mail address \*

DOB

How did you find out about us? (please tick)

- Our website
- Friend / recommended
- Newspaper
- Flyer
- Poster

Please state any medical conditions or long term injuries that you have

How will you be paying for your membership? (please tick)

- Cash in full
- Cash in two installments
- Cheque in full
- Cheque in two installments



## Appendix 2: Participant Code of Conduct

As a member of Townsville Rugby Club I agree to:

- Always play by the rules.
- Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
- Control your temper. Verbal and physical abuse is not acceptable in life and in sport.
- Work equally hard for yourself and/or your team. Your team's performance will benefit and so will you.
- Treat all participants in your sport as you would like to be treated. Do not bully or take unfair advantage of another competitor.
- Support your coach, manager, team-mates and opponents. Without them, there would be no competition.
- Participate for your own enjoyment and benefit, not just to please your parents and coaches.
- Respect all of your fellow participants.
- Behave responsibly. Discriminatory, offensive and violent behaviour towards any individual is unacceptable and will be acted upon.
- Do not leave the playing/training venue unless the coach or manager is aware.
- Remember, it is your responsibility to always be on time and prepared for all activities.
- Always take time to thank all those who help you take part in your chosen sport/activity.

Signed.....

Date.....



### **Appendix 3: Parent Code of Conduct**

As a parent of a member of Townsville Rugby Club I agree to:

- Encourage your child to learn the rules and play within them
- Discourage unfair play and arguing with officials
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Set a good example by recognising fair play and applauding good performances of all
- Never punish or belittle a child for losing or making mistakes
- Publicly accept officials' judgments
- Support your child's involvement and help them to enjoy their sport
- Use correct and proper language at all times
- Encourage and guide performers to accept responsibility for their own performance and behavior

Signed.....

Date.....