

# MAIDENHEAD RUGBY FOOTBALL CLUB

## WELCOME PACK





## Contents

Maidenhead Rugby Football Club.....	1
Welcome.....	3
Overview.....	4
Youth rugby.....	4
Training and playing.....	4
If you are playing or training on the 3G pitch.....	5
Coaching.....	5
Braywick Park Pitch Layout.....	7
Membership.....	8
Things you might want to know in the future.....	8
Opportunities for volunteering.....	8
Social Events.....	8
Opportunities for sponsorship.....	8
Safeguarding/code of conduct.....	9
Coaches (and other volunteers) ~.....	9
<i>A duty of care</i> - Comprehensive training for all head coaches and managers.....	9
Parents.....	9
First Aid.....	9
Discipline.....	9
General information.....	10
MEMBERSHIPS AND How to pay THEM.....	11
Registering your details.....	11
Non Family membership process.....	<b>Error! Bookmark not defined.</b>
Useful websites/reference documents.....	14



## WELCOME

Thank you for your interest in our rugby club. We have been a part of the Maidenhead community since 1922 and the club has a clear aim to remain a community club that maintains the core values of rugby throughout our 13 age groups, 2 senior teams and 800+ players.

We have a one club philosophy and whether you are a youth member or a senior member, you are fully embraced within all aspects of the club.



We are proud to be a RFU Accredited Club. The Club Accreditation Programme is based upon the six Key Drivers identified as crucial to a strong club:

1. Retaining & Developing Players
2. Recruiting New Players
3. Recruiting & Retaining High Quality Coaches, Volunteers & Referees
4. Effective & Efficient Facilities
5. Effective & Efficient Management and Governance
6. Integration with the Local Community

Our club philosophy is to provide an enjoyable environment within which all our members can enjoy the rugby values, both on and off the pitch that the game we love has to offer.

This handbook sets out all the information you need to know when joining our rugby club - as a player, parent or volunteer. This document acts as a starting point but should not replace speaking to an actual person when you need more information.

All relevant information and contact numbers can be found on the club website [maidenheadrfc.com](http://maidenheadrfc.com) or via your Age Group Manager.





## O V E R V I E W

At Maidenhead, we cater for players of all abilities and interest in the game of rugby.

1st XV – play in Regional 1 South Central

2<sup>nd</sup> XV - play in BBO Counties 2

Vets play on a Friday night just for fun

Maidenhead Colts – play in Oxfordshire, Berks and Bucks league

Maidenhead Mohawks Touch Team

## Y o u t h   r u g b y

U6 through to U16 including all girls' squads. Please note that parents/guardians must be present at training and games. If you are unavailable, you need to appoint a guardian and let the Age Group Manager know who will be responsible for your child.

The only essential kit that players need are gum shield (U9s onwards) and studded boots (most play is on grass).

Subject to the extra conditions specified for Age Grade players by RFU Regulation 15.10, **players are permitted to wear specifically designed sports goggles in all forms of contact rugby** where the following conditions are satisfied:

a. the sports goggles must be dispensed by a General Optical Council ("GOC") registered dispensing optician or an optometrist registered with the GOC;

and b. the player must have written confirmation from the registered dispensing optician or optometrist that:

- i. the goggles are required to correct the vision of the player or are required to protect the player's eyes due to a medical or optical condition, to enable the playing of rugby union;
- and ii. the goggles do not substantially restrict any normal field of vision and are suitable for use in evasion contact sports;
- and iii. the goggles do not constitute a physical danger to the player or other players;
- and iv. the player is not capable of wearing contact lenses and why this is the case.

Hearing aids are not specifically set out as banned items of equipment. However, they must comply with the requirements of World Rugby World Rugby's Regulation 12 as set out in Law 4.

Where possible we recommend that hearing aids are removed prior to playing or taking part in any contact activity; but we understand that this may not always be practical. The decision on whether a hearing aid can be worn for rugby activity (including contact) will depend on the specification of the hearing device. For example, a moulded, modern-day version is more likely to comply with the WR Regulation 12 requirements and unlikely to present any issues. It may, therefore, be appropriate for a moulded hearing aid to be worn, although we'd suggest a head guard/scrum cap is also worn.

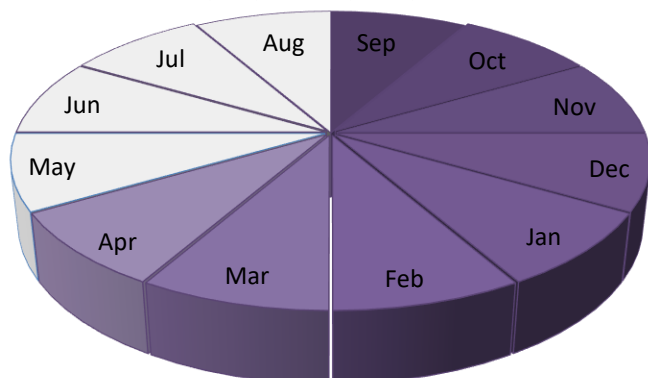
## T R A I N I N G   A N D   P L A Y I N G

Colts/Seniors training - Tuesday and Thursday evenings (7.30pm – 9.00pm)

Youth training – Mid week evenings (specific to each age group) and Sunday mornings (training or games) 10.00 – 12.00



## Rugby Playing Season



### Key Dates

- 1<sup>st</sup> weekend in September - Season Kick Off
- End of Sept - Registration deadline
- Season closes – End of April

If you are playing or training on the 3G pitch

PLEASE NOTE: No flat soled shoes at any time on the 3G. This includes all managers, coaches, first aiders, spectators, match officials and also all members of the opposition. Please make sure opposition are aware of this prior to any games.

**Allowed footwear** - Moulded-Studded Boots, Metal-Studded Boots

**Banned footwear** - Blades, Flat soled shoes (e.g. shoes/trainers), Astro-Turf Boots

## COACHING

The more parents and friends that get involved the greater the ratio of coaches to players.

If you are interested in helping out, please don't worry if you don't know much about rugby, you will be guided by the more experienced coaches and shown what to do. There is also lots of online learning material and courses that will help as well.

In the early days it's all about giving encouragement to the players! If you are interested in developing your skills to become formally recognised as a rugby coach then the club will certainly invest in you.

The Youth Section currently boasts 69 Level One coaches, 12 of which have achieved their Level Two qualification, which is standard required to coach a senior side. During the forthcoming season the club expect to add a further 15 Level One and 5 Level Two coaches. All qualifications of this nature are fully funded by the club or through bursary awards.

We are fortunate to have Dave Pepper as our Coaching Coordinator who with his team, manage and run our Coaching Accreditation Programme and supports all age groups with regard to coaching advice and support.

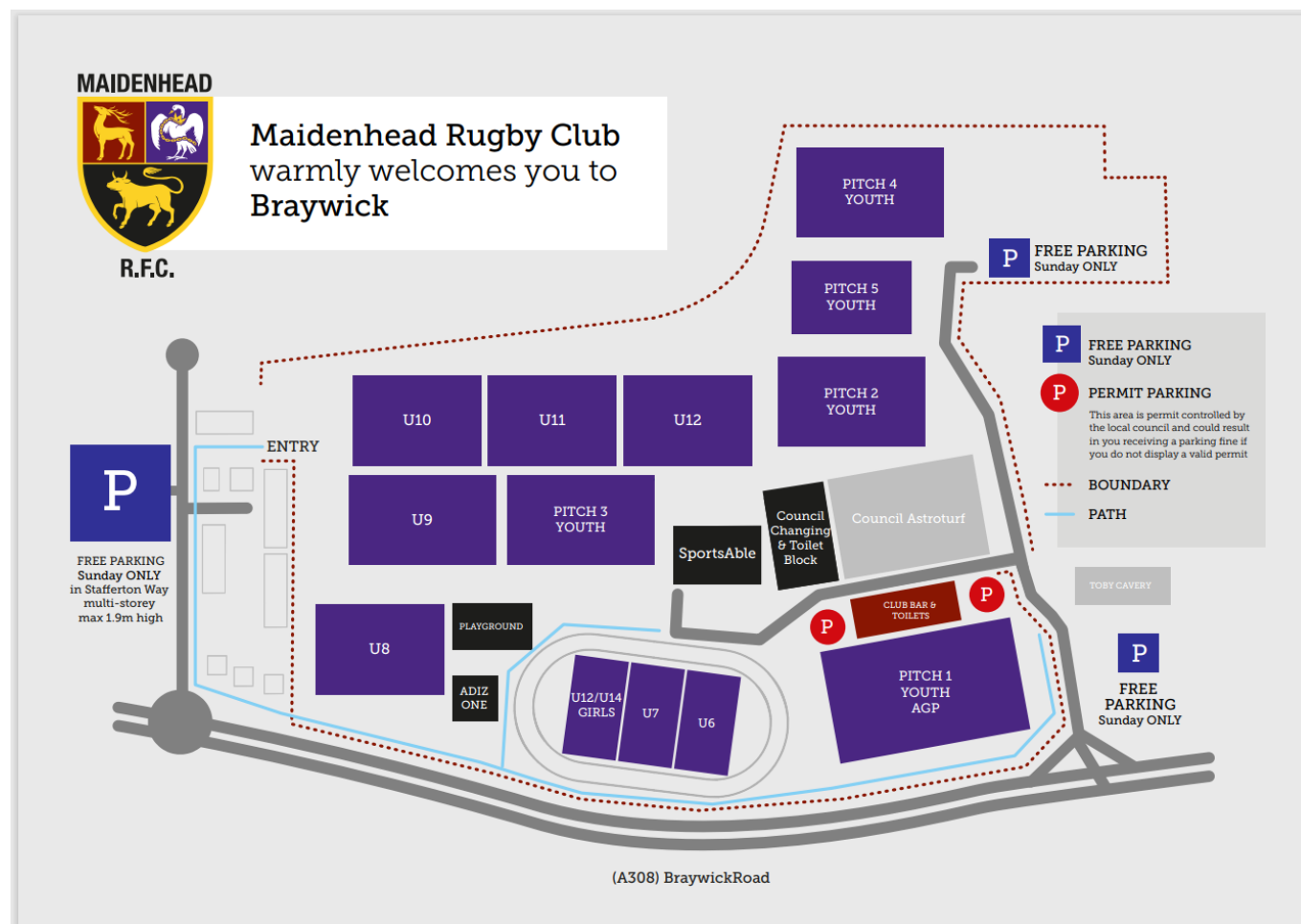
All coaches are welcome to participate in the Coaching Accreditation Programme.







## BRAYWICK PARK PITCH LAYOUT



**Car Parking:** A club parking permit is required for the 2 car parks next to the Rugby Club.

Parking without a permit is likely to receive a parking ticket.

Full Members of MRFC, as per the table in the Membership Options section will receive their parking permit with their membership card following receipt of this year's membership form and subs payment.





## MEMBERSHIP

- All members must be registered on the RFU Game Management System. Speak to your age group manager for full details
- Decide on which membership best suits your situation from the options below
- Membership card & car park pass etc will come through via your AGM

### Membership Options

**Full details of each membership package can be found on the club website**

Your Age Group manager will also share with you a 'How to affiliate players and also How to pay membership documents'

		Voting Rights	Parking Permit	Int'l Tickets	Bar Discount	No. of Youth Players
Senior Player	£210	Y	Y	Y	Y	0
Youth Player	£160	N	N	N	N	1
Family	£235	Y	Y	Y	Y	4
Vice President	£210	Y	Y	Y	Y	0
Social	£130	Y	Y	N	Y	0

## THINGS YOU MIGHT WANT TO KNOW IN THE FUTURE

### Opportunities for volunteering

Your children will want you to watch them and to reinforce their confidence, especially early on. Once you feel they have given you permission to do anything else, we would love if you can help out, even if only here and there. If you would like to find out more, please contact our Club Volunteer co-ordinator Kate Swinn.

### Social Events

The Club organise the odd social evening for parents to get together without muddy offspring, and also will keep you informed of broader MRFC events like the Children's Christmas Party and our festival weekend. We organise outings to several professional matches, and other things that catch our fancy.

### Opportunities for sponsorship

With such a rich and diverse membership base and weekly links with other rugby clubs, Maidenhead RFC is always interested in discussing great commercial opportunities available around sponsorship. In order to ensure fairness and a whole club approach to sponsorship these discussions are best done through and with the committee.

If you own or work for a company who might be interested in developing a sponsoring relationship with the club, please contact your age-group manager in the first instance.



## SAFEGUARDING / CODE OF CONDUCT

The club rightly puts a great deal of emphasis on the safeguarding of the children and takes the matter very seriously. Our Safeguarding Officer works hard right across the club to ensure that everyone knows their responsibilities. Any breach of the guidelines below will be appropriately challenged as soon as they are highlighted. All breaches will be reported to the committee and the RFU.

TEAMWORK  
RESPECT  
ENJOYMENT  
DISCIPLINE  
SPORTSMANSHIP

### Coaches (and other volunteers) ~

Our volunteer coaches are the lifeblood of the club. Without their time, energy and commitment we would not be able to operate such a successful set of age groups and teams. In common with many roles that are responsible for providing a safe place for children they have.

*A duty of care* - Comprehensive training for all head coaches and managers.

*Disclosure and Barring Service (DBS) checks* - All coaches and helpers must complete a DBS check. The process is straight forward. 3 forms of address evidence and proof of personal identity, e.g. utility bills and a passport must be presented to the club child welfare officer. The forms can take a few weeks to be processed so early submission of the forms is necessary to ensure the club, RFU and national regulations are complied with.

### Parents

Your child's safety and wellbeing is paramount. It is the Club's policy that either a parent or an assigned guardian is present pitch side at all training, fixtures and tournaments for U6-U12s.

It is up to every parent to arrange 'cover' as required and ensure the coaching team know of any changes.

### First Aid

MRFC is committed to provide all age groups with adequately trained first aiders so you will find a number of coaches and parents will be volunteer first-aiders. Any parents that hold a first aid qualification or who would like to be considered for the club's first aid course should make themselves known to the manager and/or head coaches. A first aid kit will be available at every training session.

## DISCIPLINE

### Players, Parents and Volunteers will:

- Show respect for officials and other players
- Encourage in your support
- Be courteous to all
- Applaud good play
- Hold back if you are an un-qualified referee
- Remember victory is only one reason for playing rugby
- Children play for their own enjoyment
- Enjoy yourself and make sure others know you're happy

### Sometimes it's easier to say what **NOT** to do:

- Forcing someone to play is counter-productive
- Stay off the pitch
- Do not verbally abuse match officials - remember, they are volunteers
- Do not verbally abuse players or other spectators
- Do not use bad language
- Do not threaten or intimidate
- Do not become involved in physical aggression



## GENERAL INFORMATION

### Club Opening Times (times subject to change)

Don't forget that this is your club and all facilities are open to all members, not just on Sundays. It is a great place to socialise after training and matches, get to know your age group and also other members of the club.

Saturdays – during the season from 11.00am through to late

Sundays – the club is open for breakfast and food from 9.30am and the bar opens at 11.00am

Monday - closed unless privately booked

Tuesday – 5.00pm till 10.00pm

Wednesday - closed unless privately booked

Thursday – 5.00pm til 10.00pm

Friday – closed unless privately booked during the season:

Closed season – see social media for details

### Social media

Keep abreast of what is happening at the club through the club social media accounts:

Facebook – maidsrfc

Instagram – maidenheadrfc

Twitter – maidsrfc

### Club AGM

Don't forget that it is your club and your input is highly valued. When the date is announced (typically in May), we encourage members to attend the AGM so that you can see how the club is run and be involved in important elections and decision making processes.

### Mini's/Youth End of Season awards

These are organised by the Head of Mini's, Head of Juniors and AGMs in April.

Medals/Season reward provided by the club for all present players at the awards.

Honours caps awarded to all players that have been continuously present at the club from U7 to U12.

### Mini's Christmas Party

There is also a Christmas party typically on the last Sunday of training in December for all the mini age groups – full details will be made available in the run up to Christmas.

### Youth Welcome back to Rugby event

This is organised by the Club typically the Friday before the 1<sup>st</sup> Sunday of the new season. Held in the evening.

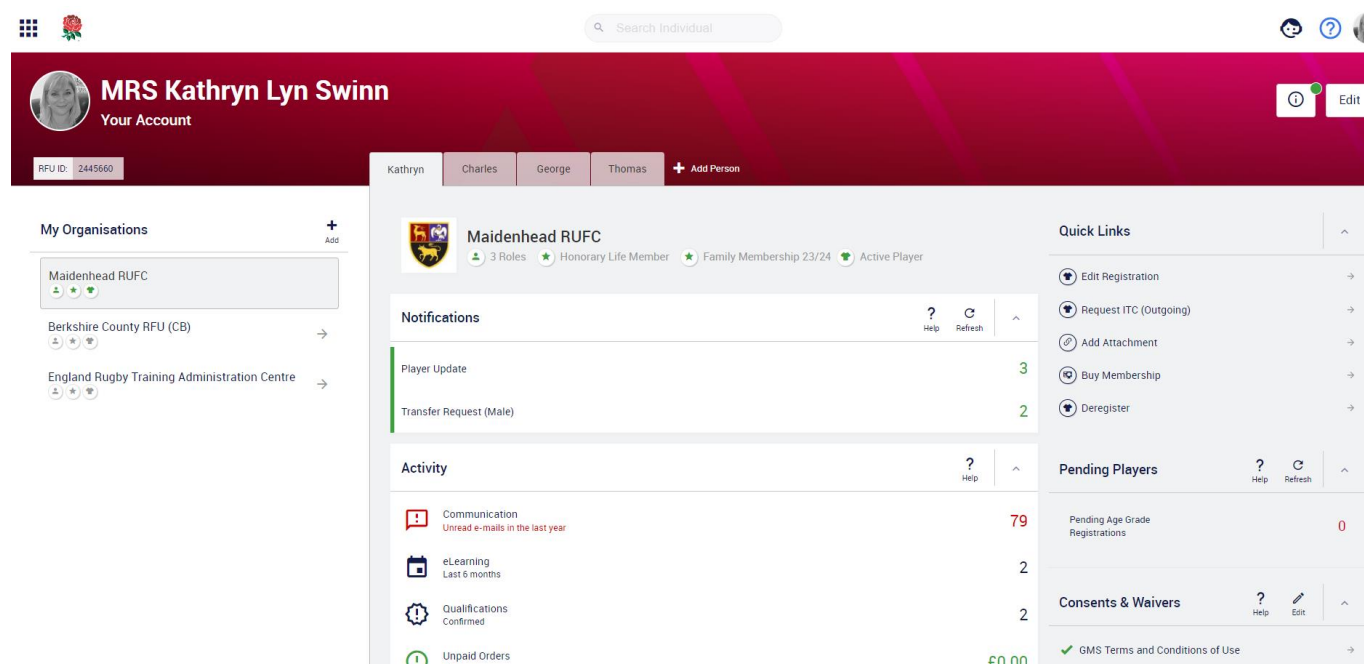


## MEMBERSHIPS AND HOW TO PAY THEM

A separate sheet is available to hand out to your parents at the first session so that they have the details in front of them when the access GMS to pay their memberships.

### Registering your details

- Log on to GMS - <https://gms.rfu.com/GMS/Account/Login>
- Ensure that you complete all elements of your personal info including clicking on Register Player button if a playing member. This must be done for all children.
- YOUR CHILD MUST BE REGISTERED TO THE CLUB BEFORE ATTEMPTING TO PURCHASE MEMBERSHIP
- Make sure that all of your children/partners are linked to you via the relationship tab especially if you plan to buy a family membership



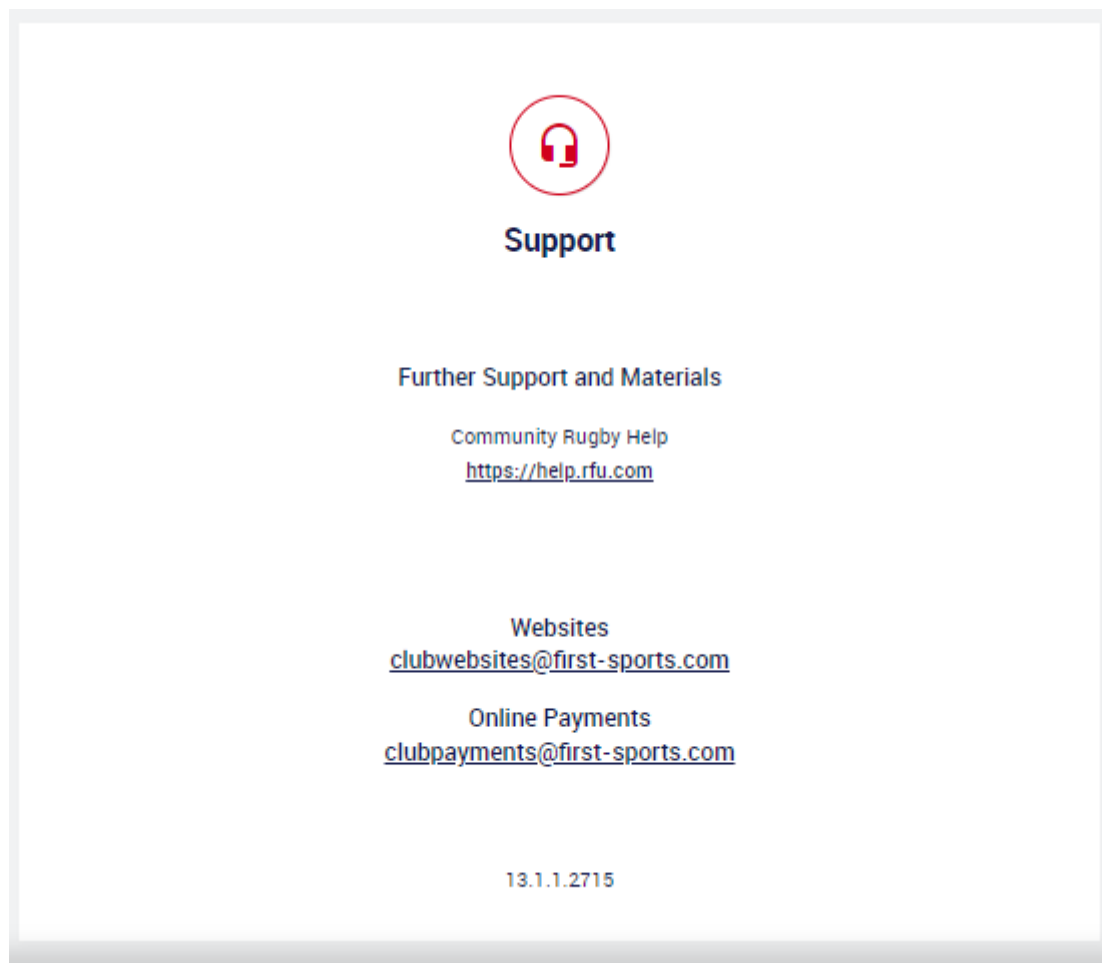
The screenshot displays the GMS interface for MRS Kathryn Lyn Swinn. The top navigation bar includes a search bar and user profile icons. The main content area is divided into several sections:

- User Profile:** MRS Kathryn Lyn Swinn, Your Account, RFU ID: 2445660.
- My Organisations:** A list of organizations with an 'Add' button. The list includes Maidenhead RUFC, Berkshire County RFU (CB), and England Rugby Training Administration Centre.
- Dashboard:** A central area with tabs for Kathryn, Charles, George, Thomas, and an 'Add Person' button. It features a 'Maidenhead RUFC' header with 3 Roles, Honorary Life Member, Family Membership 23/24, and Active Player status.
- Notifications:** A section with a 'Help' and 'Refresh' button. It lists 'Player Update' (3) and 'Transfer Request (Male)' (2).
- Activity:** A section with a 'Help' button. It lists 'Communication' (79) with a note 'Unread e-mails in the last year', 'eLearning' (2) with a note 'Last 6 months', 'Qualifications' (2) with a note 'Confirmed', and 'Unpaid Orders' (£0.00).
- Quick Links:** A sidebar with links to 'Edit Registration', 'Request ITC (Outgoing)', 'Add Attachment', 'Buy Membership', 'Deregister', 'Pending Players', 'Consents & Waivers', and 'GMS Terms and Conditions of Use'.

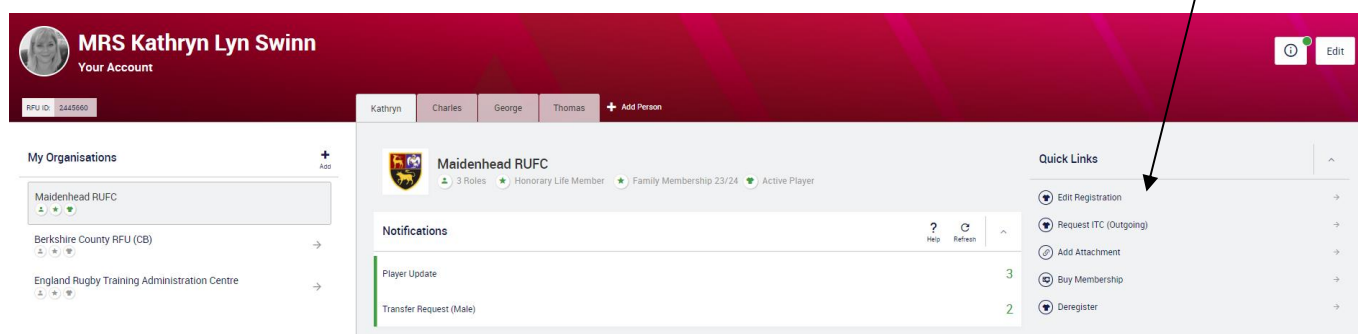
All players planning to train/play in the new season must be registered against the Club. Click on the players name and then registration section – complete/update that section and submit.

If anyone needs GMS support – please go to the Support Section of GMS which is on the log in page or contact your AGM.





All ways to edit/update and buy membership on GMS is now in the far right of your GMS dashboard



## NON FAMILY/YOUTH MEMBERSHIP PROCESS

- Once all details have been updated, all members added and player registered, please select the player you want to buy the membership for. Click on the Youth membership at the bottom of the screen then add to basket. Once in the basket, follow the instructions and proceed to payment. Once paid, the player membership will be confirmed.



Select Person

Kathryn Swinn  
RFU ID: 3440680

Charles Swinn  
RFU ID: 3440661

Thomas Swinn  
RFU ID: 358949

George Swinn  
RFU ID: 1392054

Add Person

[view all 4 relationships](#)

Current Memberships

MASTER Thomas Swinn

Youth Playing Membership 23/24  
Joined 01/09/2023 | Renewal 01/09/2024

Membership Products

Maidenhead Family Membership  
INCLUDES FREE ENTRY TO SATURDAY 1ST TEAM HOME MATCHES (MEMBERSHIP CARDS MUST BE SHOWN AT THE GATE, entry applicable only to registered family members). PARENTS AND U18 ONLY - PLEASE ADD BOTH PARENTS AND ALL U18 MEMBERS OF YOUR FAMILY INTO THE BASKET WHEN BUYING FAMILY MEMBERSHIPS. YOU WILL SEE AT CHECKOUT THAT YOU ARE ONLY CHARGED £235 for 2 Adults and 3 Children TOTAL. Only available for parents/guardians of children in Youth Section (U6 to U18). Includes all junior playing family members, excludes senior player registration for parents playing senior rugby. Additional Benefits include: Voting Rights, BSA Parking Permit, Intern! Tickets application, Club Bar Discount.  
Join Date 01/09/2024

1 Years: **£235.00**

Information Add to Basket

Maidenhead Social  
Aimed at Maidenhead supporters who want to be part of the Club, but have no children in the Youth section nor wish to play. Additional benefits include: voting rights and Club Bar Discount. Saturday match day entry £5. Should a social member wish to play the odd game of rugby for the Club, then this is subject to a £20 a match fee to cover playing overheads.  
Join Date 01/09/2024

1 Years: **£130.00**

Information Add to Basket

Maidenhead Sponsored  
Sponsored Players  
Join Date 01/09/2024

1 Years: **£0.00**

Information Add to Basket

Maidenhead Vice President  
INCLUDES FREE ENTRY TO SATURDAY 1ST TEAM HOME MATCHES (MEMBERSHIP CARDS MUST BE SHOWN AT THE GATE). General club membership. Additional benefits include: Voting Rights, BSA Parking Permit, Intern! Tickets application, Club Bar Discount.  
Join Date 01/09/2024

1 Years: **£210.00**

Information Add to Basket

Maidenhead Youth Membership  
Covers one child in the Youth Section (U6 to U18) for parents/guardians who do not wish to enjoy the benefits available to full members. Additional benefits include: Saturday match day entry Free for youth plays, £5/accompanying adult.  
Join Date 01/09/2024

1 Years: **£160.00**

Information Add to Basket

## PAYING FOR FAMILY MEMBERSHIP

There has to be at least one adult and one player to form a family membership. Max is 2 adults and up to 3 players.

To add everyone, select the player/s first – do not select the adults first but the players.

Click on their name/s and then add the family membership to your basket.

Once all player/s have been added, add in the adult/s and again add the family membership to your basket.

The family membership cost will be divided up between all members of the family membership. Once everyone has been added, follow the instructions and proceed to payment. Once paid, the family membership will be confirmed and will appear against everyone in that family group on GMS.

Select Person

Kathryn Swinn  
RFU ID: 3440680

Charles Swinn  
RFU ID: 3440661

Thomas Swinn  
RFU ID: 358949

George Swinn  
RFU ID: 1392054

Add Person

[view all 4 relationships](#)

Current Memberships

MASTER Thomas Swinn

Youth Playing Membership 23/24  
Joined 01/09/2023 | Renewal 01/09/2024

Membership Products

Maidenhead Family Membership  
INCLUDES FREE ENTRY TO SATURDAY 1ST TEAM HOME MATCHES (MEMBERSHIP CARDS MUST BE SHOWN AT THE GATE, entry applicable only to registered family members). PARENTS AND U18 ONLY - PLEASE ADD BOTH PARENTS AND ALL U18 MEMBERS OF YOUR FAMILY INTO THE BASKET WHEN BUYING FAMILY MEMBERSHIPS. YOU WILL SEE AT CHECKOUT THAT YOU ARE ONLY CHARGED £235 for 2 Adults and 3 Children TOTAL. Only available for parents/guardians of children in Youth Section (U6 to U18). Includes all junior playing family members, excludes senior player registration for parents playing senior rugby. Additional Benefits include: Voting Rights, BSA Parking Permit, Intern! Tickets application, Club Bar Discount.  
Join Date 01/09/2024

1 Years: **£235.00**

Information Add to Basket

Maidenhead Social  
Aimed at Maidenhead supporters who want to be part of the Club, but have no children in the Youth section nor wish to play. Additional benefits include: voting rights and Club Bar Discount. Saturday match day entry £5. Should a social member wish to play the odd game of rugby for the Club, then this is subject to a £20 a match fee to cover playing overheads.  
Join Date 01/09/2024

1 Years: **£130.00**

Information Add to Basket

Maidenhead Sponsored  
Sponsored Players  
Join Date 01/09/2024

1 Years: **£0.00**

Information Add to Basket

Maidenhead Vice President  
INCLUDES FREE ENTRY TO SATURDAY 1ST TEAM HOME MATCHES (MEMBERSHIP CARDS MUST BE SHOWN AT THE GATE). General club membership. Additional benefits include: Voting Rights, BSA Parking Permit, Intern! Tickets application, Club Bar Discount.  
Join Date 01/09/2024

1 Years: **£210.00**

Information Add to Basket

Maidenhead Youth Membership  
Covers one child in the Youth Section (U6 to U18) for parents/guardians who do not wish to enjoy the benefits available to full members. Additional benefits include: Saturday match day entry Free for youth plays, £5/accompanying adult.  
Join Date 01/09/2024

1 Years: **£160.00**

Information Add to Basket



## USEFUL WEBSITES/REFERENCE DOCUMENTS

1. [Rugby Football Union](http://www.rfu.com)
2. [Maidenhead Rugby Football Club](http://www.maidenheadrfc.com)
3. [Summary of the Minis game](http://www.brfcjuniors.org/guides/tagguide.pdf)
4. [Rugby Kit](http://www.hawkinsport.co.uk)
5. [RFU Website](http://www.rfu.com)
6. [Aviva Premiership](http://www.premiershiprugby.com)
7. [Rugby Roundup](http://www.rugbyroundup.com)
8. [Coaching Rugby](http://www.coachingrugby.com)
9. [Berkshire RFU](http://www.berksrfu.com)
10. [350+ English Clubs](http://www.cantrugby.com)
11. [Berkshire Referees Society](http://www.bsrfur.com)

