

## CHINEHAM RFC CODE OF CONDUCT 2024 / 2025

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## 1.0 Document Lifecycle

The expectation is that this document will be reviewed on an annual basis before the season starts to ensure all codes are up to date, agreed upon and signed by existing Chineham RFC representatives.

Version	Date	Author	Update
V1.2	01/07/2024	Matthew Roberts	Updated for 2024/2025 Season

## 2.0 Roles and Responsibilities / Contact Information

Role	Name	Telephone Number	Email Address
Chineham President	Howard Pickett	07973195852	<a href="mailto:mother_crfc@btinternet.com">mother_crfc@btinternet.com</a>
Chineham Chairman	William Rouse	07780606624	<a href="mailto:william@costelloandreyes.com">william@costelloandreyes.com</a>
Chineham Treasurer	Howard Pickett	07973195852	<a href="mailto:mother_crfc@btinternet.com">mother_crfc@btinternet.com</a>
Chineham First team Coach	Dave Wheats	07838384703	<a href="mailto:info@chinehamrfc.com">info@chinehamrfc.com</a>
2024 / 2025 Chineham First team Captain	Sam Atherol	07769262496	<a href="mailto:Info@chinehamrfc.com">Info@chinehamrfc.com</a>
Chineham Social Secretary	Sean Butterworth	07941011206	<a href="mailto:Sean.butt69@yahoo.co.uk">Sean.butt69@yahoo.co.uk</a>
Chineham Youth Section Manager	Dave Floyd	07713764252	<a href="mailto:Info@chinehamrfc.com">Info@chinehamrfc.com</a>
Chineham Safeguarding Lead	Emma Lee	07976700142	<a href="mailto:Info@chinehamrfc.com">Info@chinehamrfc.com</a>
Chineham Club Secretary	Matthew Roberts	07977040554	<a href="mailto:Info@chinehamrfc.com">Info@chinehamrfc.com</a>
Merchandise Manager	Mike Maryan	07535750952	<a href="mailto:Maryan_mike@outlook.com">Maryan_mike@outlook.com</a>

## 3.0 Purpose of Code of Conducts

### 3.1 Purpose

The code of conducts have been put in place by the RFU and will be followed by Chineham RFC. This is so that all members of Chineham RFC understand and uphold the rules and regulations to ensure the team continue to strive and maintain their family friendly reputation. The codes outlined below must be followed, if these are not, then the member may be subject to a disciplinary hearing with appropriate actions to follow.

### 3.2 Audience

- Adult members must read this document
- Parents of Juniors / Minis must read this document
- Coaching staff must read this document

- Volunteers must read this document

#### **4.0 Chineham RFCs Code of Conduct**

##### **4.1 Chineham RFC and RFU Principles**

- Teamwork
- Respect
- Enjoyment
- Discipline
- Sportsmanship

##### **4.2 Child Welfare**

- All rugby coaches must respect the rights, dignity and worth of every young person with whom they work with and treat them equally within the context of rugby union
- All rugby coaches must place the physical and emotional wellbeing of all young players above all other considerations, including the development of performance
- The relationship that a rugby coach develops with the players with whom they work must be based on mutual trust and respect
- All rugby coaches must ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of the young players
- All rugby coaches must encourage young players to accept responsibility for their own behaviour and performance

##### **4.3 Anti-Bullying Policy**

- Chineham RFC always aim to create a safe and secure learning environment, where individuals treat each other with respect and understanding
- Bullying will not be tolerated at all in our Club
- Bullying will be taken seriously, responded to promptly, and procedures followed to deal with the situation
- It is the responsibility of every adult working in rugby union whether professional or volunteer, to ensure that all young people can enjoy the sport in a safe enjoyable environment
- We aim to be constantly promoting and reinforcing positive behaviour and developing all children's self-esteem through celebration of achievement. In this way, by aiming to 'include' everyone in the Club community, it is much less likely either those children will become a focus for bullying, or that others may resort to bullying
- Chineham RFC encourage children, parents and staff to report any suspected instances of bullying to one of the coaching staff or to the Club Safeguarding Officer
- Children in particular need to be assured not to keep worries to themselves, but to tell their parent and/or a Coach. The whole Club community needs to be assured that all instances are taken very seriously, and investigated thoroughly
- It is essential that the first adult involved in the situation reassures the victim and informs the Club Safeguarding Officer

##### **4.4 What is Bullying?**

- A child may indicate by signs or behaviour that he or she is being bullied. Children and Young People have described bullying as:
  - o being called names
  - o being teased
  - o being hit, pushed, pulled, pinched, or kicked
  - o having their bag, mobile or other possessions taken
  - o receiving abusive text messages
  - o being forced to hand over money
  - o being forced to do things they do not want to do
  - o being ignored or left out

- being victimized or attacked because of religion, gender, sexuality, disability, appearance or ethnic or racial origin

#### 4.5 Consequences of Bullying

- Bullying is deliberately hurtful behaviour which results in the victim feeling distressed
- Bullying occurs when this behaviour is exercised through the use of power rather than an exchange between equals. This power may be due to greater physical or psychological strength or greater numbers
- In the event that any child involved continues to bully others, then it will be necessary to initiate further action. Further parental involvement would be essential. If all of these strategies were tried and failed, then ultimately this can lead to permanent exclusion from the Club

#### 4.6 Combat Bullying

- To combat bullying Chineham Rugby shall always aim to create and maintain a positive and inclusive Club ethos
- Concerns expressed by pupils and parents will always be listened to carefully and taken seriously

#### 4.7 Core Values

- Play to win – but not at all cost
- Win with dignity, lose with grace
- Observe the Laws and regulations of the game
- Respect opponents, referees and all participants
- Reject cheating, racism, violence and drugs
- Value volunteers and paid officials alike
- Enjoy the game

#### 4.8 Parents are Encouraged

- Listen carefully to their child, and reassure them that action will be taken
- Stay calm whatever the concerns
- Discuss issues with the Club at the earliest opportunity, and review actions regularly
- Give the Club time to address the issues
- In the case of a Looked after Child, it is essential that their Social Worker is involved at the earliest opportunity

### 5.0 Social Media

#### 5.1 Introduction

This policy is designed to provide helpful, practical advice to all members in respect of using social media effectively and positively. As a club we encourage the responsible use of social media. The club realises that social media has become increasingly popular in recent years, because it allows people to connect in the online world instantly.

Social media can be hugely beneficial in disseminating information about the Rugby Club and/or specific age-groups. It is also a popular forum for developing personal and business relationships. It can take many different forms, including internet forums, internet blogs, social blogs, podcasts, pictures and video. Chineham RFC recognises that there are a wide range of platforms that the term 'social media/networking' relates to, for example Twitter, Facebook and YouTube.

The risks posed by such methods of communication arise from a variety of issues: the privacy provided, the wide range of content that can be transmitted, including content of a violent, sexual or hateful nature, the ease with which images can be forwarded onto others and the difficulty in knowing truly who you are communicating with. In sport, there are additional risks: inappropriate pressure can be exerted by adults, particularly coaches, on children or inappropriate criticism of a child's performance. An official position or role within a club, such as coach, can carry with it a level of authority, and engender a level of trust, that facilitates the control of a child.

It is important therefore, that all staff, volunteers, coaches, officials/referees, board/trustee members, or anyone working on behalf of CRFC are aware of this policy and agree to the following principles.

## 5.2 Key Principles

- Safeguarding children is a key responsibility of all members and it is essential that everyone at CRFC considers this and acts responsibly if they are using social networking sites out of club involvement
- All members at CRFC have a responsibility to ensure that they protect the reputation of the club, and to treat fellow members of the club with dignity and respect
- It is important to protect CRFC from allegations and misinterpretations which can arise from the use of social networking sites. Consequently, we would request that all social media commentary relating to CRFC is of a positive nature – please think carefully before making comments that may lead to unintended consequences

## 5.3 Code of Conduct

If you wish to set up a social media forum representing the Club in any capacity you are required to obtain approval from the club board or committee prior to making the forum active.

The owner/administrator(s) of a forum using social media is required to ensure that:

- All content complies with the Club's and RFU's policies and Codes of Conduct
- No one posts material that is obscene, defamatory, threatening, harassing discriminatory or hateful to another person or entity, including CRFC, its members, any club associated with CRFC, opposition teams, the RFU or the sport as a whole
- No one's personal information is disclosed
- All groups that contain children (under 18 years old) as members have security and privacy settings set to 'closed' or 'secret'; i.e. They are not open to the public
- Any post, images, written messages aimed at those under the age of 18 in any capacity, shall be treated in a serious matter which may result in serious consequences
- Groups are organised so that they are either adult/coach/parent only or child/player only. Coaches can support the development of a team ethos by requesting that information to be shared with players is only added by one of the player representatives/captains
- All 'player only' groups will have TWO adult administrators who will be DBS/CRB cleared and will be known to the parent/carers of the group. They will have received written permission from each parent/carer for their child to be a member of the group
- Parents of players belonging to the group will be informed of the identity of the Group Administrators at the beginning of the season, when any new player joins the group, or when there is any change in administrator
- The role of Group Administrators on a player-only site is to ensure there is no inappropriate content posted on the site, such as indecent images or cyber-bullying etc. Group Administrators will not post comments, opinions or remarks on the site unless necessary for the safety of the group members
- All members of the forum are 'age aware' and do not invite anyone who is not a member of the team to become part of the group
- Adults acting on behalf of CRFC as volunteers, in a position of trust with children, will not invite or accept invitations from children/players under 18 years to become their 'friends' on social media sites

## 5.4 Published Content

The owner/administrator(s) of a forum is required to ensure that the content published is:

- Respectful of all individuals and communities with which you interact online
- Polite and respectful of others' opinions, even in times of heated discussion and debate

## 5.5 Escalations

Whilst CRFC recognises that a certain amount of 'banter' may take place on some forums, we would request that any language used is moderated by the group. Please remember that these forums may be viewed by a range of age groups from both genders. Do not comment in a way that you would not want to be seen in the public domain.

Any grievance, criticism or resentment should be directed in person to the individual (depending on age) or respective group administrators, managers or coaches. Matters of a more serious or contentious nature should be disclosed to the Club's Safeguarding Team.

Serious instances or irresponsible use of social media platforms associated with CRFC may be referred to the Board of the Club, although any action taken by the committee will be judge on a case by case basis. The club will take appropriate action to protect the club's reputation and that of its members, volunteers, children and anyone else who is directly linked to the club.

## 6.0 Committee Members

### 6.1 Members on the Committee Board

Role	Volunteer	Post Election Year	Tenure
<b>Chairman and C.E.O</b>	William Rouse	2024	2 Years
<b>Honorary Secretary</b>	Matthew Roberts	2024	2 Years
<b>President</b>	Howard Pickett	2025	3 Years
<b>C.F.O</b>	Howard Pickett	2024	3 Years
<b>1st XV Captin</b>	TBC	Co-opted	Annually
<b>1st XV Manager</b>	Mike Maryan	Co-opted	Annually
<b>Head Coach / D.O.R Rugby</b>	Dave Wheaton	Co-opted	Annually
<b>Disciplinary Secretary</b>	Howard Pickett	Co-opted	Annually
<b>HSO and Volunteer Coodinator</b>	TBC	Co-opted	Annually
<b>First Aid</b>	Lisa Lincoln	Co-opted	Annually
<b>Minis Head Coach and Schools Liaison Coordinator</b>	Dave Floyd	Co-opted	Annually
<b>Safeguarding Officer</b>	Emma Lee	Co-opted	Annually
<b>Parent Liason Officer</b>	TBC	Co-opted	Annually
<b>Fixtures Secretary and Referee Liaison Officer</b>	Tom Scoble	Co-opted	Annually
<b>Coach Coordinator</b>	TBC	Co-opted	Annually
<b>Membership Secretary, Data Officer and Player Registrars</b>	Sam Atheroll and Tom Scoble	Co-opted	Annually
<b>Communications, PR and Web Liaison Officer</b>	Adam Davies and support group	Co-opted	Annually
<b>Commercial Sponsorship, Grants and Fundraising</b>	William Rouse and Matthew Roberts	Co-opted	Annually
<b>International Tickets Secretary</b>	Pat O'brien	Co-opted	Annually
<b>Social Events Managers</b>	Sean Butterworth and Mike Maryan	Co-opted	Annually
<b>Merchandise Manager</b>	Mike Maryan	Co-opted	Annually
<b>Equipment Manager</b>	Chris Heywood / Mike Maryan	Co-opted	Annually
<b>Transport Manager</b>	Sean Butterworth	Co-opted	Annually

## 6.2 Committee Rules

Chineham RFC Committee members may be subject to information that may be deemed confidential from the rest of the club, therefore these members are asked to stand by and appreciate the following rules:

- Committee members should direct any questions and or issues towards the chairman
- Committee members should not disclose information to other members until the chairman deems this necessary
- The chairman will be the only member, unless given prior approval from the committee, to cascade information to the other club members
- The chairman should be approached for any issue and in case of any escalations required
- Any and all suggestions being proposed must go through to a majority vote
- Any suggestions that have been proposed, can and will only be overturned if seen as an exceptional circumstance from the president and chairman
- Any members seen to be failing to uphold their duties / abusing duties and responsibilities / not following established rules may be asked to step down and be relieved of their role

## 7.0 Adult Members Responsibilities

### 7.1 General Behaviour

All Chineham RFC members should present themselves in the following ways:

- Treat the club and its members with the highest respect
- Remember this is a family club with all ages who can be very influential towards adult members
- Be mindful of language used at the club
- Help the club wherever possible
- Introduce and welcome new people into the club
- Remember this is not only a rugby club, therefore caters for other sports
- Ensure you are a paying member to be eligible for all privileges

### 7.2 Training

All Chineham RFC members should present themselves in the following ways:

- Turn up and be ready to train at 19:00 on Tuesdays and Thursdays
- If unable to attend the session, make the coach and captain aware
- Help bring in an return kit that is required for the session
- Many hands make light work
- Bring all necessary personal sport kit (shirts, shorts, socks, gum shields etc)
- Always listen to the coach and supporting staff and show them the respect that is due
- Never question coach and supporting staff in a negative manner
- Always support your fellow players in their development
- Do not wear sports clothing that represent other teams in the local area / within our league

### 7.3 Match Days

All Chineham RFC members should present themselves in the following ways:

- Turn up at the time stipulated by the coach and team captain
- If unable to turn up to the match at the last minute or you may be late, make sure the coach and captain aware within ample notice
- Perform any duties assigned to you by the kit manager
- Ensure you are on the field at the time stipulated by the coach and captain
- Always play with respect to all officials, other team and your team
- Respect the spectators
- Always finish the game by shaking hands
- Gather in the final huddle to debrief the game

- All players must abide by and wear 'One's or "Two's) as stipulated by the Chairman and President from the Annual General Meeting (AGM) held annually as selected by a majority vote
- One's consist of a blue shirt, club tie, beige chinos and smart shoes (club tie available from Merchandise Manager)
- Two's consist of Akuma Kirin Tech Polo, beige chinos and smart shoes.  
Link to polo: <https://akumashops.com/chinehamrfc/product/adult-kirin-tech-polo/>  
**Two's are only to be worn after away games, however ones can still be worn at both home and away.**
- Please see additional page with visuals of both One's and Two's kit.

#### 7.4 Discipline

For any reason that you have to be disciplined, ensure this is carried out in a punctual manner, if not, extenuating circumstances may apply. *To be defined by the chairman, coach and captain.*

### 8.0 Junior / Minis Members Responsibilities

#### 8.1 General Behaviour

All Chineham RFC members should present themselves in the following ways:

- Treat the club and its members with the highest respect
- Remember this is a family club with all ages in attendance
- Be mindful of language used at the club
- Be helpful

#### 8.2 Training

All Chineham RFC members should present themselves in the following ways:

- Turn up and be ready to train
- Help tidy up, bring in and return kit to storage that is required for the training session
- Bring all necessary personal sport kit (shirts, shorts, socks, gum shields etc)
- Always listen to and respect the coach and supporting staff

#### 8.3 Match Days

All Chineham RFC members should present themselves in the following ways:

- Turn up at the time stipulated by the coach and team captain
- If unable to turn up to the match at the last minute or you may be late, make sure the coach and captain aware within ample notice
- Perform any duties assigned to you by the kit manager
- Ensure you are on the field at the time stipulated by the coach and captain
- Always play with respect to all officials, other team and your team
- Respect the spectators
- Always finish the game by shaking hands
- Gather in the final huddle to debrief the game

***Disclaimer – All coaching staff shall expect and will help Junior / Mini members stay aligned to rules and defined expectations outlined by Chineham RFC. However, parents of these members will be responsible for their children's behaviours and actions. Any actions / repetitive actions from players could face disciplinary actions from Chineham RFC.***



## 9.0 Chineham Rules and Responsibilities

No:	Rule	If the rule is not followed:	If the punishment is not followed:
1	Ensure full Chineham Club 1s are worn after the game even if you are not staying after the match. (Chineham Club 1s include, Blue Shirt / Beige Chinos / Club Tie / Shoes)	The member will be charged a £1 fine for each piece of clothing missing.	The fines will be carried over to the next week.
	Pre game - Chineham branded gear or 1s must be worn		If refusal of punishment, the member will be reported to the captain, coach and chairman where the player, as a result, may be suspended from training and / or matches.
2	Respect – No one under any circumstances must swear / disrespect the referee and or officials of either our team or the opposition as well as your team mates or coaching staff. If the wrong decision was made or you disagree – constructive criticism in the correct environment is acceptable. In compliance with RFU Law 9.26/27	The punishment will be based on severity of the incident and based on a case by case basis.	If refusal of punishment, the member will be reported to the captain, coach and chairman where the player, as a result, may be suspended from training and / or matches.
3	Players can and will only be available to play within the RFU under Chineham RFC as a fully paying member. (Any players not up to date with payments without valid reasoning / agreement with club officials – e.g. payment plan or valid personal matters etc. must pay their arrears)	The member will be approached and options discussed by appropriate party.	If refusal of punishment, the member will be reported to the captain, coach and chairman where the player, as a result, may be suspended from training and / or matches.
4	Every player must ensure they have club shorts and socks for Match day	The member will be assigned a portion of equipment to clean / attend too.	If refusal of punishment, the member will be reported to the captain, coach and chairman where the player, as a result, may be suspended from training and / or matches.
5	Availability must be in on time and if not the team manager must be informed why they are unable to do so. Also late pull outs without a valid reason will not be tolerated	The member will be assigned a portion of equipment to clean / attend too.	If refusal of punishment, the member will be reported to the captain, coach and chairman where the player, as a result, may be suspended from training and / or matches.
6	All members must arrive at the stipulated meet times and be on the pitch having completed their pre-match jobs (if playing at home) at the allocated time, if you need extra time to get prepared, arrive earlier if necessary	The member will be assigned a portion of equipment to clean / attend too.	If refusal of punishment, the member will be reported to the captain, coach and chairman where the player, as a result, may be suspended from training and / or matches.
7	On Match days ensure that you perform your allocated duty that you are given. On training nights ensure you help with all equipment if asked.	The member will be assigned a portion of equipment to clean / attend too.	If refusal of punishment, the member will be reported to the captain, coach and chairman where the player, as a result, may be suspended from training and / or matches.
8	If you cannot attend training you must inform either the captain / coach / team manager with your reasoning	The member will be assigned a portion of equipment to clean / attend too.	If refusal of punishment, the member will be reported to the captain, coach and chairman where the player, as a result, may be suspended from training and / or matches.
9	Take pride in your appearance, ensure training and playing kit is clean before attending training or a match	The member will be assigned a portion of equipment to clean / attend too.	If refusal of punishment, the member will be reported to the captain, coach and chairman where the player, as a result, may be suspended from training and / or matches.
10	Facebook and WhatsApp groups associated with Chineham RFC are for rugby purposes and light hearted banter only, any untoward or deemed offensive posts / messages will be dealt with by using the appropriate punishment	Providing what was shared / how offensive deemed, this will be cleaning of equipment, if severe, this could be reported to higher authorities	The full exclusion of the rugby club.
11	All equipment belonging to Chineham RFC or BSSC must be treated with care and respected	The punishment will be based on severity of the incident and based on a case by case basis.	If refusal of punishment, the member will be reported to the captain, coach and chairman where the player, as a result, may be suspended from training and / or matches.
12	Malicious cards or behaviour will not be accepted	The punishment will be based on severity of the incident and based on a case by case basis.	If refusal of punishment, the member will be reported to the captain, coach and chairman where the player, as a result, may be suspended from training and / or matches.

## 10.0

### Chineham Member Agreement

#### Chineham RFC Member Agreement Form

I ....., have read through this document, Chineham RFC Code of Conduct and I have understood everything that has been stipulated and will agree to follow all rules and meet all expectations required of a Chineham RFC member.

As part of agreeing to this code of conduct, I will perform my duties and make Chineham committee members aware of any concerns that I have or have seen. These will be reported to the correct members to ensure Chineham RFC uphold a high standard and work with the Basingstoke Sports and Social Club (BSSC).

As acceptance please find my signature below:

**Date:**.....

**Signature:**.....