



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### CLUB MANAGEMENT & OPERATING MANUAL



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Issue 9





# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy





# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



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### **INTRODUCTION**



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



The main aim of Leigh Miners Rangers (Rugby League Academy) ARLFC is to allow boys and & girls in the under 7 to under 16s age groups to participate in and enjoy playing the Greatest Game.

Many of our ex-players have gone on to play at the highest level (see some examples below), but whether our ex-players continue their playing career after leaving us, either professionally or amateur, is immaterial – we wish them to have as enjoyable time as possible when with us. If they also turn out to be of a professional standard or just good citizens after their time with us, then even better.

A brief sample of some of our ex-players who have turned professional include:

Stuart Donlan, Denis Betts, Stuart Littler, Adam Higson, Tommy Goulden, Mick Higham

Tommy Martyn, Ricky Bibey, Adam Bibey, Ian Mort, Dave Bradbury, Gary Disley

For a fuller list please see our website at [www.leighminersrangers.net](http://www.leighminersrangers.net) and Appendix 'A'.

Leigh Miners Rangers Rugby League Academy is a club that is proud of its history but we are also a progressive thinking club and we are extremely pleased to have been rewarded in April 2004 with the Sport England/RFL 'Clubmark Gold' Award. This award recognises Leigh Miners Rangers Rugby League Academy efforts in bringing a professional approach to an amateur club.

Within this document you will be able to view some of our procedures and policies as well as the contact details of our club officers and coaches. If possible please take the time to get to know a little more about the running of our club. Feel free to contact any of the Management Committee should you wish to discuss anything or if you would like to get involved with the club.

Yours in Sport

**Trevor Barton - President**



# LEIGH MINERS RANGERS ARLFC

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### BACKGROUND INFORMATION

#### Training

Leigh Miners Rangers Rugby League Academy (LMR) runs junior Rugby League teams ranging from under 7s to under 16s that play in the BARLA NW Counties League. Each team trains at least once a week during their playing season (start/end of season varies depending age group as per North West Counties fixture lists), with some additional pre-season training as and when required. The length and intensity of each training session is always relevant to the age of each team as per the guidelines provided on the Rugby Football League.

On Saturdays and midweek during the spring/summer months training is normally held at the main LMR site at Sutton Park, Manchester Road, Leigh. Midweek training during the winter months (typically February/March) is either on a suitable floodlit, all-weather facility such as the one at Lowton High School (for the u11s to u16s) or internally in one of the gym halls at Bedford High School for the u7s to u10s.

At the mini/mod level (u7s to u11s) we endorse the RFL policy that each player should play at least half a game.

#### Coaches

Coaches at LMR are encouraged to progress their coaching qualifications. The club has arranged for coaches to attend courses/sessions such as:

- Equity in Coaching
- Service Area Coaching Seminars
- First Aid in Sport
- Good Practice & Child Protection
- Working with Disabled Sportspeople
- Safeguarding & Protecting Children
- Positive Coaching
- RFL S.T.E.P.s Programme
- CPD (Continuous Professional Development)

Coaches have clear guidelines provided by the club, which detail their role and responsibilities including adherence to the Rugby League Child Protection Policy, Club Equal Opportunities Policy and the Coaches Code of Conduct.

#### The Rugby League Child Protection Policy and Procedures

The RLCP was adopted by LMR at a General Meeting held on 5th January, 2004. We also have a summary of the updated RLSPC within our own Child Protection Policy.



# LEIGH MINERS RANGERS ARLFC

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### Codes of Conduct

Code of conduct for all is disseminated within the club – applicable to players, administrators, parent/carers, coaches and spectators. Emphasis is placed on touchline behaviour and disciplinary procedure for those who break the code of conduct.

### Communication

The club, as well as a regular newsletter, has a website [www.leighminersrangers.net](http://www.leighminersrangers.net) that will include all the club's details as well as match results, etc.

The Management Committee and coaches meet on the last Monday of the month in our clubhouse at Sutton Park. Anyone connected the club is welcome to attend.

### Facilities

The club has six changing rooms that can accommodate one team in each as well as a larger general changing room that can accommodate up to two teams. Each of these changing rooms has hot/cold shower facilities and any one of them can be designated a female only changing room as and when required (all changing rooms are lockable to increase security).

In addition the club also has separate changing facilities for match officials.

### Playing/Training areas

On Saturdays and midweek during the spring/summer months training is normally held at the main LMR site at Sutton Park, Manchester Road, Leigh. Midweek training during the winter months (typically January to March) is either on a suitable floodlit all-weather facility such as the one at Lowton High School (for the u11s to u16s) or internally in one of the gym halls at Bedford High School for the u7s to u10s.

These winter midweek facilities are at local schools and so meet the required Local Education Authority standards.

The training and playing facilities at our Sutton Park grounds include:

- 3 off full size pitches (1 with permanent spectator perimeter fence and floodlighting)
- 1 off Modified Games size pitch
- 1 off Mini / Mod League pitches
- 4 Mini Size Pitches

All of our pitches are maintained including regular cutting, feeding, rolling, marking and slitting.



### Clubhouse Development

In Autumn 2013 we undertook our most ambitious project since building the clubhouse, when we invested a significant amount of money (approx. £300,000) to build a much needed extension to the existing clubhouse building. The extension provides us with additional changing and catering facilities, 1<sup>st</sup> Aid/Physio and meeting rooms and an additional function room. We have also installed disabled access and lift.

We have received tremendous financial support from:

£75,000 Viridor Credits Environmental Company  
£50,000 Sports England Inspired Facilities Trust

Our funding application was helped along by support from our MP and the Leader of the Council, together with comments from Bedford High School, The cost of the scheme was in the region of £300, 000 + VAT. In addition to the above funding the Club funded the remainder of the project.

The Project was managed from start to finish by Mr Joe Cooney of Marstrut Ltd and as such we owe him and his staff a huge debt of gratitude for their dedication and support.

The project was completed in July 2014 and opened by Stuart Littler and it will enable us to increase the use of our facility by men and women, boys and girls, coaches, referees and other sports and thereby play our part in promoting healthy life styles in our community.





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### OFFICERS OF THE CLUB

Life President (Trustee)	<b>Trevor Barton MBE</b>
Hon Chairman (Trustee)	<b>Cliff Littler</b>
Hon Vice Chairman	<b>Keith Nicholson</b>
Hon Secretary (Trustee)	<b>Steve Lloyd</b>
Hon Treasurer	<b>Jean Nicholson</b>

### EXECUTIVE COMMITTEE

Child Welfare Officer	<b>Sharon Lloyd</b>
Coaching Co-ordinator	<b>Simon Knox</b>
Asst Coaching Co-ordinator	<b>Paul Makinson</b>
Volunteer Co-ordinator	<b>Andy Williams</b>
Sponsor Co-ordinator	<b>Louise Carpenter</b>
Executive Committee	<b>John Ashurst</b>
Executive Committee	<b>Andy Hodson</b>



# LEIGH MINERS RANGERS ARLFC

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Team	Name	Qualification
<b>U7s</b>		
Coach	Steph Kelly	L1
Assistant	Chris Jackson	TBA
<b>U8s</b>		
Coach	Neil Grundy	L2
Assistant		
<b>U9s</b>		
Coach	Tom Farrimond	L2
Coach	Andy Hodson	L2
<b>U10s</b>		
Coach	Mick Morris	L2
Assistant	Dave Rowlands	TBA
<b>U11s</b>		
Coach	John Sweeny	L2
Coach	Andy Collier	L2
<b>U12s</b>		
Coach	Sean Tyrer	L2
Coach	Andy Evans	L2
<b>U13s</b>		
Coach	Paul Makinson	L2
Coach	Steve Ashcroft	L2
Coach	Joe Turton	L1
<b>U14s</b>		
Coach	Christian Tyrer	L2
Coach	Mark Dyer	L2
Coach	Paul Newton	L2
<b>U15s</b>		
Coach	Tom Dawson	L2
Coach	Simon Travis	L2
<b>U16s</b>		
Coach	Simon Hartley	L2
Coach	Tim Hartley	L2



# LEIGH MINERS RANGERS ARLFC

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### CLUB HISTORY

The following is a brief history of Leigh Rangers ARLFC.

The club was formed in 1978 by Harold Beazant, Bob Waterworth, Tommy Disley, Ken Pennington and Tommy Coleman – all typical 'salt of the earth' Leigh people.

A meeting was held at 'The Pennington' Public House, Henry Street, Leigh and it was decided that, due to the impending demise of Senior School Rugby, because of teaching staff curtailing after hours supervision and a move towards non-competitive sport, a void needed filling. After discussions with Frank Cookson and John Simmons of the then 'Widnes and District Junior Rugby League', which was the forerunner of the 'North West Counties Junior League', application was made to join at under 12s. This team mainly consisted of the successful schoolboys town team that had beaten York Schools in the traditional Challenge Cup curtain raiser at Wembley the previous May. This team was quickly followed by an under 11s team and the two played out the 1978-79 season very successfully.

The 1979-80 season saw the club expanded with teams at under 10s, 11s, 12s, 13s and under 19s. However this team struggled to compete against the demands on players made by the RFL Colts League and was short lived. By 1982-83 the club was running a team at every age group from 10s to 16s gaining some tremendous quality players throughout the club.

From one team changing behind Waterfields Bakery, the Club moved on in four years to seven teams based at Higher Folds Youth Club using four pitches on Manchester Road and Higher Fold Primary School, which gives you a good impression of the dedication displayed by the coaches, committee and parents, resulting in almost 200 children playing rugby.

We must not just concentrate in this brief history on the coaches and players, for behind the scenes, a magnificent group of ladies over the years have contributed enormously to the success of the club and I take this opportunity to mention just a few:

Margaret Beazant, Elaine Pilkington, Annie Fillingham, Helen Myers, Florence Disley, Mavis Hodgkinson, Mavies Allen and Elaine Ridyard.

Sadly, Annie and Helen are no longer with us, but through memorial trophies and plaques, they are not forgotten.

I am sure to have missed many ladies out, but the ones mentioned above jump out at you for their efforts collecting subs, running raffles, mending, washing and ironing shirts, the old soup kitchen at Higher Fold, the Port cabins, the Old Ambulance serving tea - all make the rich tapestry that this club has become and to me, the memories of the past lay the foundations for the future.



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Oh, I almost forgot - the prize bingo nights - how could we forget those - still it raised an awful lot of money.

The development has not always been a bed of roses. Along the way, we tragically lost two stalwarts in Terry Sutton and Tommy Disley. Again, definitely not forgotten, as they are remembered formally every presentation night with magnificent trophies being presented in their honour. Our address at Sutton Park is named after Terry and upstairs in the clubhouse, we have the Disley lounge.

As always from adversity someone picks up the baton of challenge and our current Chairman, Trevor Barton took the helm in 1984 and introduced Mick Govin (Grounds Chairman) and Fred Barwick (Secretary) and with a lot of dedicated people turned Tommy Disley's dream of a self sufficient independent club with changing facilities of our own into reality.

The first steps in 1990/1 were to reclaim derelict land along Manchester Road and create a full sized (now enclosed) Senior pitch, as good a surface as you would see anywhere in the country. It cost about thirty thousand pounds.

Trevor's philosophy is 'Lets Do It' and sure enough, the land was transformed from a scene reminiscent of the 'Somme' to the pristine pitch we have today.

Then of course came the clubhouse, opened on the 28<sup>th</sup> December 1995.

The same Trevor Barton philosophy of 'Let's Do It' resulted in raising one hundred and thirty thousand pounds which included a very welcome grant of sixty thousand pounds from the 'Foundation for Sport and Art' (an organization linked to the football pools).

With this, the clubhouse was built and we later spent a further thirty eight thousand pounds on the car park, with half the money coming from a council grant.

Once again, Trevor Barton's organizational skills put together an executive committee consisting of Fred Barwick, Mick Govin, Kevin Doorey, Alf Ridyard, Bernard Linley, Joe Cooney, Steve Donlan and Cliff Littler. For example, fifty thousand pounds was raised by riding bikes, holding concerts, sponsored walks, tackles, buy a brick, sell your grandmother, anything to raise money - but walk down Manchester Road and you will see the evidence and results of a few saddle sore, overweight adults in all its glory.

Back to the playing side - we have to date produced over one hundred professional players including household names such as – Dennis Betts, Darren Wright, Tommy Martyn, Simon Booth, Scott Naylor, Steven Blakeley, Mickey Higham, Paul Rowley and the two Stewarts - Donlan and Littler.

These are just a few examples - the others are no less significant in their dedication to our club and their chosen profession, but our club prides itself on the development of Billy Smith or Joey Jones in helping to guide them through their teenage years and become good citizens of the future and to continue at the Senior Club on Twist Lane and try to achieve amateur honours, or just to develop their social rugby skills.



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More on the development side - in our formative years we joined forces with Widnes tigers and produced a select side to entertain French Touring sides. As we further developed, we undertook to tour ourselves initially just the day trips to Cumbria or Yorkshire, but then progressing to three and four day tours - Hunslet Boys Club, Heworth and Stanningley over the hill in Yorkshire, all of which were extremely enjoyable and successful and provide our bar room story tellers with enough 'Tales on Tour' to become a top quality after dinner speaker.

From these tours our horizons grew wider and a week's tour to France for two teams became part of the clubs itinerary. Once again, fund raising by parents, children and coaches came to the fore and from travelling by coach and ferry, we now fly to France.

All this is a far, far cry from changing behind Waterfields Bakery using borrowed kit!

Each of our ten teams now has a kit provided by one of our twenty or so Sponsors.

Which leads to another one of our ventures - the Annual Fund Raising Dinner. Back in 1983, this was a daring exercise for a Junior Club, but the business people of Leigh and other towns backed us with their support and much needed money and they still do to this day through our now renamed 'Annual Sponsors Dinner'.

We as a club would find it extremely difficult to progress without these sponsors who supply the fuel for our ship. Everyone at Leigh Miners Rangers says 'Thank you' to everyone who has helped us. We will continue to supply the muscle to pull up the sails and our ship of youthful sporting opportunity will sail on.

Please keep the support going - I am too old to get saddle sore again!!!!

**ALF RIDYARD.**

1<sup>st</sup> April, 2004



### CLUB DEVELOPMENT PLAN 2015

#### Coach Development

Objective	Where are you now	Where you want to be	How will you get there	Who is responsible	Target date	Evidence
1.1 Coaches have relevant coaching qualifications	Most coaches are L2, some new coaches for this season	Minimum of two Level 2 coaches per team	UKCC L2 courses when available	Club Coaching Coordinator	As Required	ID Numbers
1.2 All coaches to have current DBS check	Present coaches DBS when asked	All Future coaches, and team volunteers DBS Checked upon application	DBS checks for all staff	Child Welfare Officer	As Required	DBS Numbers & Letter from RFL
1.3 Implementation of a <b>Skills</b> Programme	Limited involvement	All coaches to have attended Skills workshops	Organise workshops	Club Coaching Coordinator	August 2015	Certificates / Badges
1.4 Implement Coaching development Sessions	Development sessions very occasional	Monthly Sessions, with external resource	Agreement and funding to provide 12 Monthly sessions with external professional resource	Exec Club Coaching Coordinator	May 15 Ongoing	Coaches development checklist / training record
1.5 Increase number of qualified Match Officials Mod and 13 a side	3 Match officials	Qualified match official at each age group	Organise Match officials course with RFL	Club Coaching Coordinator	Sept 15	Certificates

#### Volunteer Development

Objective	Where are you now	Where you want to be	How will you get there	Who is responsible	Target date	Evidence
2.1 Increase number who have attended SPC course	Limited number attended SPC course to date	Coach from each team or volunteers to attend SPC course	Attend local SPC course (book through RFL)	Club Welfare Officer (CWO)	Aug 15	Copy of certificates
2.2 Increase Volunteer registration with Running Sports	No Newsletter	All volunteers to be registered with Running Sports	Encourage Volunteers to register, provide volunteer resources and newsletters	Volunteer Co-ordinator	Aug 2015	Copy of registrations
2.3 Increase number of volunteers	Limited level of volunteers	More Volunteers to release load from existing and provide us with greater skills pool	Press campaigns, volunteer taster days, Step into sport inclusions	Volunteer Co-ordinator	Ongoing from June 15	Volunteer agreement forms / Packs
2.4 Provide more volunteers for specific roles	Most volunteers multi tasking	Volunteers with one specific role within the club	Word of mouth, advertising campaigns, club membership form declarations	Volunteer Co-ordinator	Ongoing from June 15	Volunteer Agreement Forms
2.5 Increase Volunteer recognition opportunities	Minimal volunteer recognition	implemented Recognition procedure	Encourage volunteer nominations (service area/ regional) etc	Volunteer Co-ordinator	Oct 2015	Copy of Nominations
2.6 Attain formal volunteering qualification	No volunteer with formal volunteer qualification	At least 1 person to have a formalised qualification (1 <sup>st</sup> 4sport etc)	Encourage and finance course participation / Seek funding	Volunteer Co-ordinator	June 2016	Certificate



### Facilities Development

Objective	Where are you now	Where you want to be	How will you get there	Who is responsible	Target date	Evidence
3.1 Inspection survey for maintenance programme	No formal maintenance programme	Full survey report as to required level of work. Breakdown of costs	Survey of site and costings	Exec	May 2015	Survey Reports and quotations from 3 companies
3.2 Implement field maintenance programme	Pitch drainage recently completed	Annual Maintenance Programme agreed	Following survey and costings work out to tender	Exec	May 2015	Signed agreement
3.3 New Rugby Post Installation	Several pitches post in poor condition	All pitches to have new hinged posts	Replacement programme pitch by pitch	Exec	July 15 to completion	Installation
3.4 Installation of replacement showers HW boiler	Boiler in need of replacement, not cost effective to repair	New high efficiency Boiler installed for showers HW for dressing rooms	Grant applied for from British Gas and club funding to be allocated	Exec	August 15	Completion of Works
3.5 Extension to clubhouse Building	Club outgrowing current floor-space	Extensive 2 story extension to clubhouse	Grant funding / Fundraising	Exec	January 2015	Completion of Works

### Junior Development

Objective	Where are you now	Where you want to be	How will you get there	Who is responsible	Target date	Evidence
4.1 Increase number of Junior players at all ages	Approx 200 playing children	250+ registered Players	Press advertisements, school "Club Links". coaching Taster sessions	Club Coaching Coordinator Club Volunteer Coordinator Secretary	Ongoing	Player registrations
4.2 Implementation of female participation	No junior female players	10 female Players	Press advertisements, school "Club Links". coaching Taster sessions Festival days	Club Coaching Coordinator Club Volunteer Coordinator Secretary Female section co-ordinator	Ongoing	Player & Team registrations
4.3 Implement Core Skills Workshops for U7's to U10's players	No formalised workshops for players	Bi-monthly core skills sessions held by professional players / coaching staff	Liaison with SA and professional club for timetable of workshops	Club Coaching Coordinator	May 15	Player award certificates / Badges
4.4 Implement Skills Awards scheme	No measurement of individual player development	Skills award events	Delivery of scheme	Club Coaching Coordinator	June/July 2015	Certificates / Badges



### School Club Link Development

Objective	Where are you now	Where you want to be	How will you get there	Who is responsible	Target date	Evidence
5.1 Recruitment of dedicated Club –School Link Liaison Officer	No position exists, ad-hoc involvement of schools	Club –School Link Liaison Officer appointed and implemented as part of Exec Committee	Discussions underway. Provisional agreement reached.	Exec	May 15	Appointment
5.2 Increase number of school – club links	1 formal school – club link	Formalise links with at least 6 local schools	Link coaches to schools and run 4 weeks coaching sessions - sign S-C link agreement with schools	Club –School Link Liaison Officer	September 2015	Signed School – Club link forms
5.2 Increase our involvement in Primary schools	Sessions carried out at 2 schools	Co-ordinated involvement with 6 weeks sessions to local schools at various age groups. (Y3, Y4, Y5)	Link with schools and involvement of Leigh PLTs and Chris Moss	Club –School Link Liaison Officer Club Coaching Coordinator	Sept 15	Certificates
5.3 Increase number of schools using our facilities	Only adjacent schools using facilities	Regular use by all available schools within the catchment area, schools / RFL / SA competition hosting	Publicise facility to schools and groups	Club Coaching Coordinator Club Secretary	Ongoing	Competition and usage timetable

### Club Management Development

Objective	Where are you now	Where you want to be	How will you get there	Who is responsible	Target date	Evidence
6.1 Provide a player representative place on the exec committee	Players have little or no say in day to day running of club and decision making	Player voted onto committee each year at AGM	Change in constitution At AGM	Secretary Exec Committee	AGM 2015	Copy of constitution
6.2 Establish Parent's Committee	No Parents Committee	Committee of approx 5 parents from various age groups	By invitation / advertising / presentations	Volunteer Co-Ordinator	May 15	New Parents committee
6.3 Club Wide Management / Leadership team Restructure	Fragmented and multitasking	Central leadership team, supported by management team with core responsibilities	Constitutional change at AGM, role responsibilities, advertising and interviews	Exec Committee / Membership	Jan/ Feb 2015	Audited Accounts statement
6.4 Appoint External VAT auditor	VAT audited by professional volunteer	VAT audited monthly and annually by independent Auditor	Financial Advice from independent financial advisor	Club Treasurer Exec Committee	Jan 2015	Audited VAT statement
6.5 Review and update of Club Management Manual and Constitution	Constitution Updated occasionally	Annual review	Review to take place each Jan by Exec for proposals for change to be voted and implemented at following AGM in Feb	Exec	Jan 2015	Updated Management Manual / Constitution



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### EQUITY POLICY

#### Objective:

To reduce the risk of discrimination, to players, guests and supporters and to clearly describe the type of considerations given to equality that all those associated with Leigh Miners Rangers Rugby League Academy are to abide by.

#### Method:

The sport of Rugby League and LMR are opposed to discrimination of any form and will promote measures to prevent discrimination, in whatever form, from being expressed.

Sports Equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. All those involved in LMR Rugby League must respect the rights and choices of all human beings, treating everyone equally and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation, religion, or political affiliation.

LMR is committed to everyone having the right to enjoy participating in the sport of Rugby League in an environment free from the threat of intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The LMR Codes of Conduct shall be adhered to at all times, to ensure the sport of Rugby League can be enjoyed by all.



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### **RISK MANAGEMENT POLICY**

#### **Objective:**

This procedure defines the general criteria for identifying, evaluating and managing hazards, and risks.

#### **Method:**

All coaches and club officials should be fully aware of their responsibility to ensure that all LMR activities are undertaken in a safe and secure manner.

This includes all coaches and club officials being familiar with LMR's guidelines on General Care of Players and Buildings/Ground Safety.

A periodical formal Risk Assessment shall be conducted every 6 months on all the sections detailed on the following Risk Assessment form by a member of the Management Committee. In addition, all coaches and club officials MUST adhere to this policy whenever they are involved in any activity associated with LMR and as Good Practice should conduct their own risk assessment prior to undertaking said activity.

Should any risk become apparent then a member of the Management Committee should be informed as soon as practical, either verbally or by highlighting the risk on the enclosed Risk Assessment Form and the activity should be postponed or amended in such a way as to significantly reduce the risk until corrective action is taken.

Some corrective action may be able to be conducted immediately without the need to inform the Management Committee as long as the action results in an immediate and appropriate reduction of the risk (e.g. safe removal and disposal of debris from the training/playing area).



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### RISK ASSESSMENT FORM

NAME:

DATE:

#### Playing/training areas

Check that the area and surroundings are free from obstacles, etc.

Is the area fit & appropriate for activity?      Yes       No

If No please outline the risk, who may be affected and what action taken (if any):

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

#### Equipment

Check that it is fit & sound & suitable for age/ability of the group

Is the equipment fit & appropriate for activity?      Yes       No

If No please outline the risk, who may be affected and what action taken (if any):

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....



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### Performers

Check attendance register is up to date with medical information and contact details.

Check that performers are correctly attired for activity.

Is/are the register(s) in order?                      Yes                       No

If No please outline the current state and what action taken (if any):

Are performers correctly attired for activity?                      Yes                       No

If No please outline the inappropriate equipment/attire and what action taken (if any):

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

### Emergency Points

Check that emergency vehicles can access facilities and that a working telephone is available with access to emergency numbers.

Are emergency access points checked and operational?                      Yes                       No

If No please outline the issues and what action taken (if any):

.....  
.....  
.....  
.....  
.....  
.....  
.....



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Is a working telephone available?                      Yes                       No

If No please outline the issues and what action taken (if any):

.....  
.....  
.....  
.....  
.....  
.....  
.....

### Clubhouse/Changing Rooms

Check that the Clubhouse areas and Changing Rooms are in a fit & safe state to be used and are free from obstacles, dangerous items, etc.

Are all areas fit & appropriate for activity?                      Yes                       No

If No please outline the risk, who may be affected and what action taken (if any):

.....  
.....  
.....  
.....  
.....  
.....  
.....



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### Safety Information

Check that evacuation procedures are published and posted for all to see. Ensure that volunteers and staff have access to information regarding health & safety.

Are emergency procedures published and accessible to those responsible for sessions within the club?

Yes

No

If No please outline what information is missing what action taken (if any):

.....  
.....  
.....  
.....  
.....  
.....  
.....

### Further Action

Does the club need to take any further action on any items associated with risk?

Yes

No

If Yes, please specify:

.....  
.....  
.....  
.....  
.....  
.....

Signed: .....

Position: .....

Name: .....

Date: .....

Person Reported to (must be a member of Management Committee):



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### ACCIDENT/INCIDENT GUIDANCE NOTES

#### Objective:

To promote and describe the course of action to be taken by officials associated with Leigh Miners Rangers ARLFC Rugby League Academy in the event of an accident/incident.

#### Method:

- Stay calm but act swiftly and observe the situation. Is there any danger of further injuries?
- Listen to what the injured person is saying
- Alert the first aider who should take appropriate action for minor injuries
- In the event of an injury requiring specialist treatment, call the emergency services
- Deal with the rest of the group(s) and ensure they are adequately supervised
- DO NOT move someone with major injuries – await the emergency services
- Contact the injured person's parent/guardian/carer
- Complete an incident/accident report form



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### ACCIDENT/INCIDENT REPORT FORM

- Site where accident/incident took place:

.....

- Name of person in charge of session/match:

.....

- Name of injured person:

.....

- Address of injured person:

.....

- Date & time of accident/incident:

.....

- Nature of accident/incident:

.....

- Give details of how and precisely where the accident/incident took place. Describe what activity was taking place, e.g. training, match, changing rooms, etc.:

.....

- Give full details of any action taken, including first aid, etc. (provide details of first aider):

.....

- Were any of the following contacted?:

Police	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ambulance/Paramedics	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Parent/guardian/carer	Yes <input type="checkbox"/>	No <input type="checkbox"/>

- What happened to the injured person following the accident/incident (e.g. did they return home, go to hospital, etc.)?:

.....

**All of the above facts are a true and accurate record of the events.**

**Signed:** ..... **Date:** ..... **Name:** .....



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### Membership

- Club membership runs for a twelve month period from January 1<sup>st</sup> to December 31<sup>st</sup>.
- Members are required to complete a membership form annually
- Membership is conditional on payment of membership subscriptions
- The club runs a Family Discount Scheme for families with multiple children playing at the club



LEIGH MINERS RANGERS Rugby League Academy

### Club Membership Application Form 2015

PLEASE USE **BLOCK CAPITALS** & COMPLETE ALL RELEVANT SECTIONS OF THE FORM

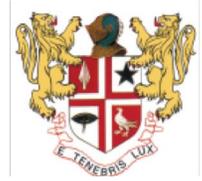


RE-REGISTRATION <input type="checkbox"/>	NEW MEMBERSHIP: <input type="checkbox"/>	TRANSFER: <input type="checkbox"/>	Player ID: _____
AGE GROUP (2015 Season): UNDER _____S	ADDRESS: _____		
PLAYER NAME: _____	TOWN: _____		
DATE OF BIRTH: _____	POSTCODE: _____		
HOME TEL: _____	MEDICAL CONDITIONS: _____		
PARENT MOBILE TEL: _____	EMERGENCY TEL: _____		
PARENT E-MAIL ADDRESS: (Please write clearly): _____			
Have you previously registered with another Rugby League Club in the last 12 months?		NO <input type="checkbox"/>	YES <input type="checkbox"/>
Club: _____		Season: 20____	Parent Signature: _____
<b>Photographic Consent:</b> By signing here, you indicate that you provide your consent for photographic images / Video of your child to be taken or used in the context of their activities for or with Leigh Miners Rangers Rugby League Academy, in accordance with our Child Welfare policy.			Parent Signature: _____
<b>Parent / Guardian Declaration:</b> I Agree to promote and abide to the code of conduct for all Parents / Guardians and spectators associated with Leigh Miners Rangers ARLFC (Junior Section). To NEVER use foul, sexist, or racist language or harass players, coaches or match officials. To never encroach onto the field of play. To RESPECT the club officials, players, and coaches of both teams and match officials, and NEVER behave in a way that will bring the Club into disrepute. To condemn the use of violence, and never ridicule any player irrespective of ability. To respect coaches' decisions on all playing matters team selections, tactics, substitutions. To recognise the value and importance of volunteer coaches and administrators, they give their time, energy, and resource to provide recreational activities for your child and I will support all efforts to remove verbal, racist, and physical abuse from Rugby League. I confirm that I accept the conditions of membership as detailed in this application.			Parent Signature: _____
<b>Player Declaration:</b> I Agree to promote and abide by the code of conduct for players associated with Leigh Miners Rangers Rugby League Academy. To be a good sport. To attend regular training & match days without being late. To RESPECT players, coaches, and all members of opposing clubs as I would like to be treated myself. To not bully (either physically or verbally) or take unfair advantage of another player. To control my temper at all times. To never argue with officials and let my captain or coach take appropriate actions. To play by the rules and not cheat. To NEVER use foul, sexist, or racist language at any time. To work equally hard for myself and my team. To display loyalty to my Club, coach, and team-mates. To behave in a way that will not bring my club into disrepute and to co-operate with my coach and team-mates. I confirm that I accept the conditions of membership as detailed in this application.			Player Signature: _____
Do you have any other children playing at the club?:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Which Team(s)?		U _____ / U _____ / U _____	



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### CODES OF CONDUCT / ROLE DESCRIPTIONS

#### CODE OF CONDUCT – CLUB OFFICIALS

**Objective:**To promote and describe the code of conduct for all club officials associated with Leigh Miners Rangers ARLFC (Rugby League Academy).

**Method:**

All LMR club officials:

- Must treat everyone equally and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.
- Accept the special role that you have to play in the establishment of standards by setting a good example of behaviour and conduct at all times.
- Do not manipulate the rules in order to benefit yourself personally or your club.
- Encourage all players and coaches to abide by the rules and spirit of the game.
- Do not use foul, sexist or racist language.
- Use your official position to take action against spectators who harass, abuse or use foul, sexist or racist language towards players, match officials or coaches.
- Ensure that proper supervision is provided by suitably qualified coaches and officials who are capable of promoting good sporting behaviour and good technical skills.
  
- Ensure all equipment and facilities meet safety standards.
  
- Respect the rights of other clubs.
  
- Show respect to match officials, coaches, players and others involved in the game.
  
- Not endeavour to influence the result of a game by any actions that are not strictly within the rules of the game.
  
- Remember sport is enjoyed for its own sake - play down the importance of awards.
  
- Always have regard to the best interests of Rugby League, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
  
- Resist all illegal or unsporting influences, including banned substances and techniques.
  
- Promote ethical principles.
  
- Accept the decisions of the Match Official without protest.
  
- Avoid words or actions, which may mislead a Match Official.

#### **Complaints Procedure:**

Any individual or organisation wishing to make a complaint against a LMR Club Official, within the context of this document should report the matter to the Hon Chairman in writing as soon as possible.



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### CODE OF CONDUCT – MATCH OFFICIALS

#### Objective:

To promote and describe the code of conduct for all match officials associated with Leigh Miners Rangers ARLFC (Rugby League Academy) – this is to include ALL visiting officials as well as any LMR or away team coaches who referee a match.

#### Method:

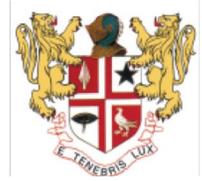
All match officials:

- Must treat everyone equally and sensitively, regardless of their disability, gender, ethnic origin, cultural background, sexual orientation, religion, age or political affiliation.
- Be consistent, objective, impartial and courteous when applying the rules of the game. The Rugby Football League does not advise that match officials travel alone with young people (under the age of 18) to games. We advise you always have another adult with you at all times.
- Compliment both teams on good play when the opportunity arises.
- Use common sense to ensure that the spirit of the game is not lost.
- Encourage both teams to play within the rules and the spirit of the game.
- Show patience and understanding towards players who may be learning the game.
- Make every effort to prepare fully for a match, both physically and mentally. On a physical level, a referee must be able to keep up with the speed of the modern game, and be alert and close enough to take correct decisions from credible locations on the field of play.
- Not be afraid to take decisions. A referee should be fair and firm and must resist any possible influence from protests on the part of players, team officials or spectators.
- Show respect towards players and team officials.
- Be honest and completely impartial at all times, irrespective of the teams, players or team officials involved in the match.
- Decline to be appointed to a match if not completely physically or mentally fit to referee that match (because of illness, injury, or for family or other reasons).
- Inform the person or body directly responsible if unable to referee a team or teams for any reason.
- Refrain from requesting hospitality of any kind, or accept any hospitality offered and considered to be excessive.



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



- Always have regard to the best interests of the game, including where publicly expressing an opinion on the game or any particular aspect of it, including others involved in the game.
- Not tolerate foul, sexist or racist language from players and/or officials.
- The powers of a referee must be used with wise judgement and care. Authority and a firm approach must be combined with respect.
- A referee should have regard to protecting the players by enforcing the laws of the game.
- A referee should show due respect when speaking with the players, even in the event of infringements.
- In reports, a referee should set out the true facts and not attempt to justify any decisions.
- It is necessary for the referee's authority to be protected, not only for the sake of the game, but also in the interest of fellow referees, touch judges, reserve referees and in-goal judges. This protection should, however, not influence the over-riding regard for protection of the players.
- A referee should refrain from publicly expressing any criticism of fellow referees, touch judges, reserve referees or in-goal judges.
- A referee should assist with the development of less experienced referees and touch judges.
- A touch judge should give his total support to the referee, but without undue interference or insistence.



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### CODE OF CONDUCT – COACHES

#### Objective:

To promote and describe the code of conduct for all coaches associated with Leigh Miners Rangers ARLFC (Rugby League Academy)

#### Method:

#### Introduction

This code is a Rugby Football League policy within which an accredited Rugby League Coach MUST WORK. Additionally, the RFL code of conduct is unequivocally endorsed by LMR. Proof of the individuals coaching qualification must be registered with LMR.

Through this code, coaches who are accredited by the RFL accept their responsibilities to sports players and their parents and families, to coaching and to Rugby League Associated Governing Bodies, employers, and all other colleagues.

#### Humanity

The coach must respect the rights and choices of all human beings, treating everyone equally and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation, religion, or political affiliation.

#### Relationships

The good RL coach is concerned with:

- The safety, well being and protection of all individuals in their charge, ensuring that all training and playing demands are not detrimental to the social, emotional, intellectual and physical needs of the individual.
- Encouraging independence through guiding players to accept responsibility for their own behaviour and performance within training and competition.
- Ensuring their behaviour is not misconstrued or open to allegations of favouritism, misconduct or impropriety, particularly where physical contact between coach and player is necessary within coaching practices
- Ensuring players and relevant people are aware of their qualifications and experience, respecting the rights of individuals to choose to consent or decline to participate within coaching or playing situations.
- Refraining from public criticism of other coaches or players.



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### Integrity

The good RL coach:

- Abides by the rules of Rugby League.
- Follows fair play and ethical guidelines.
- Ensures all practices are suitable and relevant dependant upon the age, maturity, experience, and ability of players.
- Displays loyalty to the Club, players and fellow coaches – and does not behave in a way that will bring the Club into disrepute.
- Show respect to match officials, coaches players and others involved in the game
- Accept the decisions of the match officials without protest.
- Avoid words or actions that may mislead the match official.
- Promotes the prevention and education of the misuse of performance enhancing drugs and illegal substances.
- Coaches must accurately present and provide evidence, upon request, of their training qualifications and services.
- All coaches must declare to the appropriate body any criminal convictions.

### Confidentiality

The coach and player must reach agreement about what is to be regarded as confidential information.

Confidentiality does not preclude disclosure of information to persons who can be judged to have a right to know. For example:

- Evaluation for selection purposes.
- Recommendations for employment.
- In matters of disciplinary within the sport or matters of disciplinary action by a sports organisation against one of its members.
- Legal and medical requirements.
- Recommendations to parents/family where the health and safety of a player might be at risk.
- In pursuit of action to protect children and young persons from abuse.



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### Personal Standards

Rugby League Coaches within the coaching/playing environment must not attempt to influence or exert undue influences and pressures on order to obtain personal benefit or reward.

Coaches must display high personal standards that project a favourable image of Rugby League including:

- Good personal appearance that projects an image of health, cleanliness, and functional efficiency.
- Coaches should never smoke when in a coaching environment.
- Coaches should refrain from drinking alcohol to the extent that it is:
  - Obvious they have been drinking.
  - Affects their coaching competence.
  - Compromises player's safety.

### Competence

- All coaches must be appropriately qualified as per the requirements of the RFL.
- Coaches should regularly seek ways of increasing their personal and professional development.
- Coaches must be receptive to employing systems of evaluation that include self-evaluation and also external evaluation in an effort to assess the effectiveness of their work.

Coaches must be able to recognise and accept when to refer or recommend players to other coaches or structures. It is the coach's responsibility as far as possible to:

- Verify the competence of the player.
- Verify the competence and integrity of any other person or structure to which they refer the player.

### Safety

Within the limits of their control, coaches have a responsibility to:

- Establish a safe working environment.
- Ensure as far as possible the safety of the layers with whom they work.
- Protect children from harm and abuse.
- Fully prepare their player for the activities and make them aware of their personal responsibilities in terms of safety.



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



- Ensure all activities undertaken are suitable for the experience and ability of the players in keeping with the approved good practices as determined by the RFL.
- Communicates and co-ordinates with registered medical and ancillary practitioners in the diagnosis, treatment and management of their players medical or psychological problems.

### Complaints Procedure

Any individual or organisation wishing to make a complaint against a Rugby League Coach, within the context of this document should follow the procedure below:

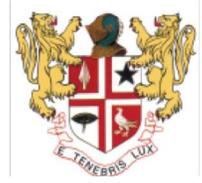
- Report the matter to the LMR Main Committee in writing and to the relevant Rugby League Governing Body responsible for that area of the game.

Complaints, which refer to the protection of children, should be dealt with in accordance with LMR's Child Protection Policy



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### CODE OF CONDUCT – PARENTS and SPECTATORS

#### Objective:

To promote and describe the code of conduct for all spectators associated with Leigh Miners Rangers ARLFC (Rugby League Academy)

#### Method:

#### All spectators must:

- Be on your best behaviour. Do not use foul, sexist, or racist language or harass players, coaches or match officials. Verbal abuse of players or match officials is not acceptable in any form. Remember a LMR Club official may have to ask you to leave the field of play if you contradict this code.
- Do not encroach onto the field of play
- Refrain from pacing the touchline as this can be seen as intimidating in the eyes of younger players (it can also be disrespectful to other spectators trying to view the game).
- Remember the players are taking part for their own enjoyment – not yours. They are not professionals or international gladiators.
- Display respect to the Club officials, players, and coaches of both teams and match officials. Without them there would be no game – and do not behave in a way that will bring the Club into disrepute.
- Acknowledge good performance and fair play by opponents as well as by your own team.
- Condemn the use of violence.
- Do not ridicule players who make mistakes.

#### Every parent/guardian should:

- Teach their child to treat everyone equally regardless of their gender, ethnic origin, or cultural background.
- Not force an unwilling child to take part in Rugby League.
- Encourage your child to adopt a positive attitude to training & match days, ensuring punctuality, standards of dress & respectful behaviour to all associated with LMR & our guests/visiting teams.
- Encourage their child to always play by the rules and to respect match officials.
- Remember their child is involved in sport for their own enjoyment not the parents.
- Never ridicule or shout at a child for making a mistake.
- Teach their child that effort and teamwork are as important as victory so that the result of each game is accepted without undue disappointment.
- Support all efforts to remove verbal, racist, and physical abuse from Rugby League.
- Insist on fair and disciplined play – do not tolerate foul play, cheating, foul, sexist or racist language and do not behave in a way that will bring the Club into disrepute.
- Not publicly, question the judgement of match officials and never their honesty.



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy

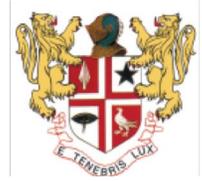


- Recognise the value and importance of volunteer coaches and administrators; they give their time, energy, and resource to provide recreational activities for your child.
- Respect coaches' decisions on all playing matters – team selections, tactics, substitutions, etc.
- Respect and abide by the decisions of the Committee in respect of all matters concerning the club.
- Remember a LMR Club official may ask you to leave the field if you contradict this code. Contradiction of this code may also lead to further disciplinary action.



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### CODE OF CONDUCT – PLAYERS/TEAM MEMBERS

#### Objective:

To promote and describe the code of conduct for all players associated with Leigh Miners Rangers ARLFC (Rugby League Academy)

#### Method:

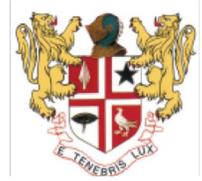
#### Every player/team member must:

- Be a good sport
- Attend regular training & match days without being late
- Treat all players as you would like to be treated
- Don't bully or take unfair advantage of another player
- Control your temper – no shouting
- Never argue with officials - let your captain or coach ask the necessary questions
- Play by the rules – do not cheat
- Do not use foul, sexist, or racist language at any time.
- Work equally hard for yourself and your team – your team's performance will benefit and so will your own
- Display loyalty to your Club, coach, and team-mates – do not behave in a way that will bring your Club into disrepute
- Co-operate with your coach, team mates AND opponents (without any of them you wouldn't be able to play the game)
- Play for the fun of it – not just to please your coach or parents
- Remember it isn't whether you win or lose – it's how you play the game that counts



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### ROLE DESCRIPTION

#### Club Chairperson

<b>Overall Purpose</b>	To chair meetings and act as the principal officer for the club.
<b>Key responsibilities</b>	<ul style="list-style-type: none"><li>• To ensure that meetings are quorate and are held according to the constitution of the club</li><li>• To assist the secretary in the creation of the agenda</li><li>• To manage meetings effectively in a neutral manner</li><li>• To ensure that action points are recorded and acted upon</li><li>• To ensure that minutes are produced by the secretary for the previous meeting</li><li>• To be involved in the future planning of the and to provide direction for the club</li><li>• To ensure the club is adhering to the RFL Safeguarding Policy</li></ul>
<b>Suggested activities</b>	<ul style="list-style-type: none"><li>• Ensure that all members of the club are aware of the meetings taking place</li><li>• Assist the Secretary with the planning for the meetings</li><li>• Chair the meetings, ensuring that everyone is entitled to an equal say, using general consensus where necessary so decisions reflect the overall feeling of the group</li><li>• Follow-up any action points from the previous meetings ensuring that they are acted upon by the relevant person or carried forward as appropriate</li><li>• To liaise with the Secretary and other members of the club committee to assist in the strategic planning and direction of the club</li><li>• To represent the club at external meetings</li></ul>
<b>Key results</b>	<ul style="list-style-type: none"><li>• A well run club with an atmosphere of openness</li><li>• Meetings held effectively and are quorate</li><li>• Decisions made represent the overall interests of the club and are in the best interests of the club</li><li>• The club is respected by other clubs and external bodies/partners</li><li>• The club complies with all elements of the RFL Safeguarding Policy</li></ul>
<b>Commitment Required</b>	Average of 1 -2 hours per week throughout the year
<b>Benefits to self</b>	<ul style="list-style-type: none"><li>• Involvement in the club at the highest level</li><li>• Social interaction</li><li>• The opportunity to shape the club for the future</li></ul>
<b>Benefits to club and your community</b>	<ul style="list-style-type: none"><li>• A well organised club</li><li>• A fair structure with decisions reflecting the thoughts of the whole groups and not one individual</li><li>• Increased opportunities arising from an effective structure</li></ul>
<b>Support/Training</b>	Suggested workshops include 'Running a Club', 'Clubs for All', Managing Meetings', 'Developing Junior Clubs'
<b>Qualifications/skills</b>	Tact, diplomacy and assertiveness are vital. <b>The candidate will be CRB checked for this post.</b>



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### ROLE DESCRIPTION Club Secretary

<b>Overall Purpose</b>	To ensure the efficient management, co-ordination, communication, and smooth running of all administrative tasks undertaken by the Club.
<b>Key responsibilities</b>	<ul style="list-style-type: none"><li>• Provide a communication link between members, committee and outside agencies.</li><li>• Ensure that all correspondence is dealt with effectively and promptly</li><li>• Represent the Club as necessary at meetings.</li><li>• Communicate all matters of importance from the NGB, Regions, Leagues etc to the relevant people and all members where appropriate.</li><li>• To provide a link between all sections of the Club</li><li>• To maintain confidentiality on relevant and delicate matters</li><li>• To have a good working knowledge of meeting procedures</li><li>• To be aware of the future directions and plans of Club members and to co-ordinate the Club's strategic planning initiatives</li><li>• Support and assist the Club Co-ordinators and other office bearers with their responsibilities</li><li>• Support and encourage all Club members to respect and support the Codes of Conduct for all sections</li><li>• Have a good understanding of the Club Constitution, Club rules and regulations and the responsibilities of all office bearers</li></ul>
<b>Suggested activities</b>	<ul style="list-style-type: none"><li>• Provide regular updates on activities to all sections of the Club</li><li>• Record all inward and outward correspondence and acknowledge where necessary</li><li>• Clarify all items of correspondence that require discussion and identify main points for discussions at meetings</li><li>• File copies of all correspondence and retain for 3 years minimum</li><li>• Produce agendas for meetings, in consultation with the relevant parties</li><li>• All officers of the Club are up-to-date with relevant information</li><li>• All correspondence is dealt with promptly</li><li>• Correspondence is passed to the relevant people</li><li>• Members have an awareness of all sections of the Club and their activities</li></ul>
<b>Key results</b>	<ul style="list-style-type: none"><li>• 10 hours per week</li><li>• Knowledge of how a Club runs</li><li>• Increased social interaction</li><li>• Practical experience in general administration</li><li>• A well run club!</li><li>• Increased knowledge amongst the officers and members</li><li>• Increased membership</li></ul>
<b>Commitment Required</b>	10 hours per week
<b>Benefits to self</b>	<ul style="list-style-type: none"><li>• Knowledge of how a Club runs</li><li>• Increased social interaction</li><li>• Practical experience in general administration</li><li>• A well run club!</li><li>• Increased knowledge amongst the officers and members</li><li>• Increased membership</li></ul>
<b>Benefits to club and your local area</b>	<ul style="list-style-type: none"><li>• A well run club!</li><li>• Increased knowledge amongst the officers and members</li><li>• Increased membership</li></ul>
<b>Support/Training</b>	Training is provided on the job and through courses applicable to the role. Support is from Regional Development Manager.
<b>Qualifications/skills</b>	A good knowledge of Rugby League is essential and basic administration skills would be of benefit. <b>The candidate will be CRB checked for this post.</b>



# LEIGH MINERS RANGERS ARLFC



## Rugby League Academy

### ROLE DESCRIPTION Club Treasurer

<b>Overall Purpose</b>	To be responsible for the financial management of the Club's accounts and financial dealings
<b>Key responsibilities</b>	<ul style="list-style-type: none"><li>• To manage the financial dealings of the Club</li><li>• To produce an income and expenditure budget for the Club</li><li>• To communicate all financial matters, including areas of concern, to the Club committee</li><li>• To be aware of the financial situation of the Club at all times</li><li>• To prepare annual finance accounts for the auditing and to provide the auditor with information as required</li><li>• To be responsible to the Chairman</li></ul>
<b>Suggested activities</b>	<ul style="list-style-type: none"><li>• Recording of income and expenditure, including sources</li><li>• Monthly finance reports to be made to the Committee</li><li>• Be one of the signatories on the Club cheques</li><li>• Reconcile bank statements with accounts</li><li>• Do not support other Club members handling, paying out, depositing or otherwise dealing with Club funds, without your knowledge and any evidence of malpractice or wrong doing should be reported immediately</li><li>• Have a sound knowledge of the Club and League's Rules and Regulations</li><li>• Be aware of the Club's future plans and development initiatives</li></ul>
<b>Key results</b>	<ul style="list-style-type: none"><li>• Accurate up-to-date accounts are held and reported</li><li>• Bank statements are reconciled on a monthly basis</li><li>• Budgets are adhered to</li><li>• The finances are correct and all records of financial dealings are available to any members of the Club</li></ul>
<b>Commitment Required</b>	1 hour per week, with additional hours prior to and following Committee meetings and auditing
<b>Benefits to self</b>	<ul style="list-style-type: none"><li>• Good work experience in dealing with financial matters</li><li>• An insight into the running of a club</li><li>• Involvement across the club</li></ul>
<b>Benefits to club and community</b>	<ul style="list-style-type: none"><li>• Financial awareness leading to astute financial decisions</li><li>• Open and honest financial dealings within the Club</li><li>• Better organised club, leading to increased participation</li></ul>
<b>Support/Training</b>	Training will be provided by the club, and training in the use of spreadsheets would be given (as appropriate). Support would be provided by the Chairman and Club Volunteer Coordinator.
<b>Qualifications/skills</b>	Good mathematical skills and ideally with a financial background dealing with general accounting procedures. Computer literacy in working with spreadsheets or financial package applications would be of great benefit. Good communication and organisational skills are vital to this role, along with assertiveness. <b>The candidate may need to be CRB checked for this post.</b>



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### ROLE DESCRIPTION Child welfare Officer

<b>Overall Purpose</b>	<p>To be responsible for the implementation and adherence to the RFL Safeguarding policy, procedures and guidelines by the club and its members.</p> <ul style="list-style-type: none"> <li>To act as a source of advice and support on Safeguarding issues and matters</li> <li>To support the training of coaches, officials and those in contact with children through the game of rugby league</li> </ul>
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>To act as first point of contact for anyone in the club who has a concern about a child and about poor practice/possible abuse and to report these concerns to Regional Welfare officer, RFL Lead Safeguarding Officer or Statutory agencies where appropriate.</li> <li>To ensure CRB checks are in place where appropriate.</li> <li>To ensure the effective implementation of the RFL policy and procedures on Safeguarding</li> <li>Assist the RFL to fulfil its responsibilities to safeguard children and young people at club level</li> <li>Assist the RFL to implement the Safeguarding plan</li> <li>To be the first point of contact for staff, volunteers, parents, children and young people where concerns about children's welfare, poor practice or child abuse are identified.</li> <li>To liaise with the RFL Lead Safeguarding Officer</li> <li>To liaise with the Regional Welfare Officer</li> </ul>
<b>Suggested activities</b>	<ul style="list-style-type: none"> <li>To ensure the implementation of the RFL reporting and recording procedures</li> <li>Maintain contact details of local Social Services, Police and know how to obtain Local Safeguarding Children Boards Guidelines</li> <li>Actively promote the RFL best practice guidance/code of conduct and ethics within the club</li> <li>Report on a regular basis to the club management committee</li> <li>Promote RFL Safeguarding education opportunities</li> <li>Promote and ensure that confidentiality is maintained</li> <li>Promote anti-discriminatory practice</li> <li>The club adheres to the RFL Safeguarding Policy</li> <li>There is a safe and open environment for the children and young people. All staff are suitably trained and are aware of the Safeguarding Policy and its implications on their actions</li> </ul>
<b>Key results</b>	<ul style="list-style-type: none"> <li>Good relations are fostered and developed between the CWO and the Regional Welfare Officer, the RFL and local agencies i.e. the local police and Social Services</li> <li>The club management committee is well-briefed and informed on welfare issues, policies and procedures</li> <li>All volunteers have current CRB disclosures in place where appropriate.</li> </ul>
<b>Commitment Required</b>	<p>Approximately 4 hours per week, flexible, in an on-going capacity</p>
<b>Benefits to self</b>	<ul style="list-style-type: none"> <li>Social interaction</li> <li>An insight into the management and operation of a club</li> <li>Involvement with the RFL</li> <li>Personal development opportunities</li> <li>Pride in the knowledge that the work of the CWO helps to create a safer environment for children/young people to live in and play rugby league</li> </ul>
<b>Benefits to club and your local community</b>	<ul style="list-style-type: none"> <li>One person with specialist skills in Safeguarding, providing a first port-of-call for anyone with concerns</li> <li>A safer environment for children and young people to play rugby league</li> <li>Increased participation by children and young people within the Rugby League</li> </ul>



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



community

### Support/Training

Training in the policies and guidelines of the RFL regarding child protection and attendance on the sportscoachUK 'Safeguarding and Protecting Children' course and 'Time to Listen' (from April 2008)

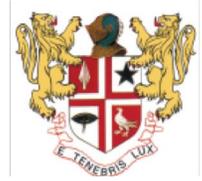
### Qualifications/skills

Needs to be approachable with a child-focussed approach. A knowledge of core legislation, government guidance and national framework for child protection (see above). General administrative skills, along with excellent communication skills. **The post requires a CRB check.**



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### ROLE DESCRIPTION Coaching Co-ordinator

<b>Overall Purpose</b>	To produce and ensure the implementation of the club's coaching strategy and to supply information and direction to ensure coaches perform in the best interests of player development.
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>• To produce a coaching strategy (using guidelines as directed by the RFL) and a coaching plan that is consistent for all levels</li> <li>• To ensure that all coaching policies, plans and practices within the club are in line with the Equity, Safeguarding, Health and Safety policies and Codes of Conduct (e.g. RESPECT, the Coaches Code of Conduct, and Tackle IT!) as per the RFL best practice recommendations.</li> <li>• Recruit and manage a coaching team throughout the club</li> <li>• To ensure that all coaches hold the appropriate qualifications and are DBS checked.</li> <li>• To maintain records of coaches and qualifications and to pass this and other information required to the Club Secretary</li> <li>• Identify ongoing training needs and implement delivery of training required</li> <li>• Recommend appropriate coaches for positions within the game.</li> <li>• Produce and forward information regarding the Coach Education Department</li> <li>• Produce reports and present to the relevant Committees</li> <li>• Monitor and evaluate coaches and the coaching strategy</li> </ul>
<b>Suggested activities</b>	<ul style="list-style-type: none"> <li>• Liaison with the Volunteer Coordinator with regards the recruitment, recognition and retention of the coaching team</li> <li>• Arrange appropriate training, training locations and days/time</li> <li>• Liaise with all members of the Club committee to ensure that coaching matters are discussed and cascaded throughout the club</li> <li>• Have a good knowledge of the Club Constitution and Rules</li> <li>• Encourage the coaches to attend formal training to achieve and retain the necessary updates for accreditation</li> <li>• Encourage players and coaches to participate in a sporting manner, through workshops</li> <li>• Network with relevant bodies and organisations i.e. Local Authority Sports Development, Regional Development Managers</li> </ul>
<b>Key results</b>	<ul style="list-style-type: none"> <li>• A manageable and applicable coaching timetable is established</li> <li>• New coaches are recruited and fully trained/accredited</li> <li>• All coaches are trained to the relevant standard and revalidation for existing coaches kept up to date</li> <li>• All sectors of the club are aware of the coaching programme</li> <li>• All coaches are aware and adhere to the policies and procedures as laid down by the RFL</li> </ul>
<b>Commitment Required</b>	This is ongoing and the time required is dependent upon the workload, which can vary.
<b>Benefits to self</b>	<ul style="list-style-type: none"> <li>• Social interaction</li> <li>• An insight into the management and operation of a club</li> <li>• Involvement with the RFL</li> <li>• Personal development opportunities</li> <li>• Development of management skills</li> </ul>
<b>Benefits to club and community</b>	<ul style="list-style-type: none"> <li>• Increased coaching recruitment and retention</li> <li>• Increased co-ordination of coaching opportunities and work currently undertaken by coaches</li> <li>• Increased knowledge of training and development opportunities for coaches</li> <li>• Increased coach recognition opportunities</li> <li>• One person with responsibility for coaches and the coach education programme</li> </ul>



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### Support/Training

- Trained coaches working within the community

RFL and service areas will provide training in coaching initiatives, the coach education programme and 'on the job' training

### Qualifications/skills

Needs a background in coaching and it would be beneficial to have a formal coaching accreditation. Good communication, leadership and organisational skills are vital to this role.  
**The candidate will be CRB checked for this post.**



# LEIGH MINERS RANGERS ARLFC



## Rugby League Academy

### ROLE DESCRIPTION Club Volunteer Co-ordinator

<b>Overall Purpose</b>	To recruit, induct, train, co-ordinate, inform, motivate and support new and existing volunteers within the club
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• To co-ordinate and maintain the recruitment and training of volunteers within the Club, according to the policies of the Rugby Football League (RFL).</li><li>• To liaise with volunteer organisations to help locate suitable volunteers for vacant positions.</li><li>• To induct, orientate and mentor new volunteers.</li><li>• To make sure that the RFL Volunteer Policy is adopted by the club.</li><li>• To ensure the development and recognition of volunteers within the club, and to feed back to the SA Volunteer Co-ordinator.</li><li>• To represent the existing volunteers within the club in an unbiased way.</li><li>• To ensure volunteers adhere to RFL Safeguarding Policy</li></ul>
<b>Suggested activities</b>	<ul style="list-style-type: none"><li>• Assess the volunteering needs of the club</li><li>• Organise the induction and orientation for new volunteers</li><li>• Overview and support the training of volunteers</li><li>• Registration of the club with volunteering bodies.</li><li>• Use of the media for effective recruitment campaigns.</li><li>• Ensure that the volunteers feel valued, needed and recognised.</li><li>• Registration of the club with volunteering initiatives i.e. VIP.</li><li>• Liaising with the club secretary, committee etc to ensure the smooth running of the club and the inclusion of volunteering issues in the development plan.</li><li>• Attend relevant training courses to familiarise with the RFL</li><li>• Meet with the Service Area Volunteer Coordinator to discuss and update on any volunteering issues</li></ul>
<b>Key results</b>	<ul style="list-style-type: none"><li>• Volunteers recruited into specific roles</li><li>• Volunteers recognised for their work, internally to the club and through external schemes.</li><li>• Improved communication within the club</li><li>• Increased awareness of RFL policies relevant to volunteers</li><li>• Registration of the club with volunteering organisations</li></ul>
<b>Commitment Required</b>	Approximately 4 hours per week
<b>Benefits to self</b>	<ul style="list-style-type: none"><li>• Social interaction</li><li>• An insight into the management and operation of a club</li><li>• Involvement with the RFL</li><li>• Personal development opportunities</li></ul>
<b>Benefits to club and your local community</b>	<ul style="list-style-type: none"><li>• Increased volunteer recruitment</li><li>• Increased co-ordination of volunteer opportunities and work currently undertaken by volunteers</li><li>• Increased knowledge of training and development opportunities for volunteers</li><li>• Increased volunteer recognition opportunities</li><li>• One person with responsibility for volunteers</li></ul>
<b>Support/Training</b>	RFL and service areas will provide training in volunteer initiatives, 'on the job' training
<b>Qualifications/skills</b>	Needs to have good communication and organisational skills, preferably with an understanding of the day-to-day running of a club. <b>The candidate will be CRB checked for this post.</b>



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### ROLE DESCRIPTION

#### TeamCoach

##### **Purpose of role:**

The Team Coach is responsible for a team's training sessions and matches and getting the best possible performance from individual players and the team.

##### **Typical responsibilities:**

1. Plan, prepare and implement a season coaching plan and individual session plans to RFL Coaching standards and style.
2. Work with other coaches in the preparation and running of each session.
3. Liaise with the Head Coach to ensure each team has two coaches and a maximum of 20 players to one coach (2 coaches to 20 at under 12s).
4. Ensure that all activities, venues and equipment are safe and suitable for the intended purpose.
5. Ensure that all players are fit to participate in training sessions and competitions.
6. Adhere to the RFL Child protection Policy, the club's Equal Opportunity Policy and any relevant code of conducts and ensure players do likewise.
7. Complete any administration regarding the team and players as requested by the club and pass to Head Coach.
8. Show a commitment to continued professional development, especially regarding matters of Health and Safety, Child Protection, Emergency First Aid, Equity in Your Coaching and Coaching Disabled People.
9. Follow the Club's code of conduct at all times and ensure that other members do the same.
10. Act in accordance with the club's core documents and policies at all times, with particular reference to the aims and objectives of the club as detailed in the Constitution.

##### **Knowledge and experience:**

- Qualified to level 2 UKCC (or working towards)
- Understanding of the RFL Child Protection policy, club's Equal Opportunity Policy and the relevant code of conducts
- Emergency first aid holder

##### **Skills and behaviours:**

- Motivate performers and volunteers, and communicate effectively with them.
- Make learning fun.
- Use time efficiently and effectively
- Make use of appropriate equipment and adapt if necessary
- Able to provide constructive feedback on performance
- Provide structured planning and make best use of time available
- Demonstrate a commitment to continued professional development.



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### ROLE DESCRIPTION

#### Team Manager

##### Role purpose:

The Team Manager is responsible for creating a successful team and ensuring that all necessary facilities are in place to support the team.

##### Typical responsibilities:

1. Develop team discipline and team spirit
2. Ensure that clear communication is achieved throughout the team
3. Liaise with the coaches to ensure that the players are available and prepared for matches
4. Administer team expenses
5. Organise travel, venues and transport for the team
6. Set team standards in dress, behaviour and expectations

Attend all training and assist coach if requested

8. Complete a match report for the SMT and compile relevant statistics

Provide all refreshments, equipment and kit as needed on match day

10. Ensure that kit is accounted for and sent for laundry

11. Follow the Club's code of conduct at all times and ensure that other members do the same.

12. Act in accordance with the club's core documents and policies at all times, with particular reference to the aims and objectives of the club as detailed in the Constitution.

##### Knowledge and experience:

- Previous experience of playing the sport
- Preferably qualified to UKCC level 2
- IT literate in WORD, OUTLOOK, EXCEL

- Numerate

##### Skills and behaviours:

Strong motivational skills

- Planning and organisational skills

- Good communication skills



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### ROLE DESCRIPTION

#### Club Development Officer

##### Role purpose:

The Club Development Officer is responsible for introducing the club and the sport to the local community so that the membership of the club continues to grow and the sport flourishes.

##### Typical responsibilities:

1. Drive the strategic direction of the club in the local community.
2. Develop strong partnerships with local schools and other groups.
  3. Liaise with local agencies such as Service Area Co-ordinators, RFL, etc.
  4. Ensure that the management and administration of club procedures are regularly reviewed to create quality assurance.
5. Take feedback from external agencies back to the club and work to act upon it.
6. Work with the Ethics and Equity Officer to improve access to the club to people from all backgrounds.
7. Work with the Fundraiser to ensure that the club meets the criteria for grant applications.
  8. Work with the Marketing Manager to ensure that the club is promoting itself to the local community in the best way
  9. Follow the club's code of conduct and the RFL's rules and regulations at all times and ensure that other member's do the same.
10. Act in accordance with the club's core documents and policies at all times, with particular reference to the aim's and objectives of the club, as detailed in the Constitution.

##### Knowledge and experience:

- Good network of external contacts
- Understanding of the strategic direction of the club
- Understanding of the clubs codes of conduct and procedures
- Understanding of grant application procedures

- IT literate in WORD and OUTLOOK

##### Skills and behaviours:

- Able to motivate self and others
- Good communication and presentation skills
  - Strong networking skills
  - Organisational skills
  - Flexibility
- Able to build strong working relationships with people of different backgrounds



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### ROLE DESCRIPTION

#### Facilities Manager

##### Role purpose:

The Facilities Manager is responsible for making sure that any buildings or grounds owned or leased by the club meet the needs of the club efficiently, safely and cost effectively.

##### Typical responsibilities:

1. Ensure that the club facilities are utilised as effectively as possible to capitalise on space available.
  2. Co-ordinate for the Management Committee any refurbishment, renovations or repairs to the facilities.
  3. Manage the general upkeep of the buildings and grounds
  4. Liaise with the Volunteer Co-coordinator to ensure there are sufficient resources available to keep the facilities to standard.
  5. Make sure that health and safety and legal requirements are met.
  6. Manage cleaning, waste disposal and recycling.
  7. Manage a facilities budget and keep records for the Club Accountant of expenditure.
  8. Liaise with the Fundraiser to ensure that the facilities are prepared for fundraising activities.
  9. Negotiate with external suppliers on behalf of the Management Committee as required.
- ).
11. Act in accordance with the club's core documents and policies at all times, with particular reference to the aims and objectives of the club as detailed in the Constitution.

##### Knowledge and experience:

- Background in general management
  - NEBOSH is preferable
  - Ability to produce accounts and budgets
  - Understanding of relevant regulations and legal requirements
  - IT literate WORD and OUTLOOK and EXCEL
- 
- Knowledge of council regulations on waste disposal and recycling

##### Skills and behaviours:

- Strong organisational skills
- Good spoken and written communication
- Ability to build relationships with a wide variety of people
- Be able to handle a wide range of tasks at one time
- Management skills



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### ROLE DESCRIPTION

#### Sports Physiotherapist

##### Role purpose:

The Sport Physiotherapist is responsible for helping players to operate at peak performance and fitness levels and giving them advice on injury prevention and recovery from injuries.

##### Typical responsibilities:

1. Liaise with the Head Coach to ensure peak performance at all times for all players.
2. Attend the club on match days and practice sessions.

To advise the club of recurrent injuries or problems in player performance.

4. Maintain all records appertaining to treatment of players.

Follow the Club's code of conduct at all times and ensure that other members do the same.

6. Act in accordance with the club's core documents and policies at all times, with particular reference to the aims and objectives of the club as detailed in the Constitution.

##### Knowledge and experience:

Member of the Chartered Society of Physiotherapy.

- Holder of a valid 1<sup>st</sup> Aid certificate for Sporting Scenarios and a member of the ACPSM

##### Skills and behaviours:

- An interest and ability in health science and sport
- Concern for the health and well being of players
- Excellent communication skills
- The ability to work well as part of a team
- Good interpersonal skills



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### ROLE DESCRIPTION

#### Touchline Manager

##### Role purpose:

The Touchline Manager is responsible for upholding the Code of Conduct at Club games and working with the Referee to ensure that the game runs smoothly and can be enjoyed by all. **Typical**

##### responsibilities:

1. Monitor the Touchline for signs of potential incidents
2. Observe and analyse any incident and where possible nip inappropriate behaviour in the bud before problems escalate
3. Explain the RESPECT code to those who are not observing the code.
4. Be a point of contact for the Referee
5. Discreetly and swiftly isolate a problem and remind spectators of their responsibilities

Understand and promote to others the Code of Conduct

Know what appropriate action to take and the relevant reporting systems

Follow the club's code of conduct at all times and ensure that other members do the same.

9. Act in accordance with the club's core documents and policies at all times, with particular reference to the aims and objectives of the club as detailed in the Constitution.

##### Knowledge and experience:

Attendance at RFL course on Touchline Manager

- Previous experience in an authority role preferred
- Understanding of RFL Code of Conduct and RESPECT

##### Skills and behaviours:

- Ability to observe and analyse situations quickly and objectively
  - Ability to stay calm
- 
- Good Communication skills



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### ROLE DESCRIPTION

#### Fundraiser

##### Role purpose:

The Fundraiser is responsible for raising an agreed amount of money for the club using a number of fundraising mediums.

##### Typical responsibilities:

1. Develop a fundraising strategy for raising money through sponsorship, ticket sales and grants.
2. Organise event fundraising (organising charity balls, galas or sporting events).
3. Liaise with the Facilities Manager to ensure that the facilities are prepared for fundraising activities.
4. Liaise with the Website Manager to provide a consistent image of the club.
5. Organise traditional street or door-to-door collections.
6. Organise direct mailing to ask for donations.
7. Work with the Club Development Manager to ensure that the club meets the criteria for grant applications.
8. Manage budgets and reporting on fundraising performance to the club's Management Committee.
9. Build and maintain profitable, long-term relationships with sponsors.
10. Write proposals and complete grant applications.
11. Manage existing grants by creating and maintaining records.
12. Keeping up to date with potential new sources of income.
13. Liaising with external agencies to access grant funding.
14. Follow the code of conduct at all times and ensure that other member's do the same.
15. Act in accordance with the club's core documents and policies at all times, with particular reference to the aims and objectives of the club as detailed in the Constitution.

##### Knowledge and experience:

- Experience of completing grant applications and proposal writing
- IT literate in WORD, EXCEL and OUTLOOK
- Sales or marketing background
- Financial understanding and able to report on targets and budgets

- Events organising experience

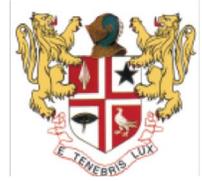
##### Skills and behaviours:

- Excellent communication skills both written and spoken
- Good presentation skills
- Drive tenacity and enthusiasm
- Good organisational skills



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### ROLE DESCRIPTION

#### Cleaner

##### Role purpose:

The cleaner is responsible as part of the Facilities team for maintaining a clean and safe environment for our members and visitors.

##### Typical responsibilities:

1. Maintain and clean all indoor areas including the club kitchen of the facility to high standards of cleanliness and tidiness.
2. Clean all surfaces, glass, mirrors, floors, toilet areas and offices/rooms.
3. Report to a Grounds and Facilities Coordinator, any breakages or items in need of repair or replacement (including cleaning equipment and materials)
4. Store all cleaning equipment and tools after use
5. Remove refuse for disposal / re-cycling as appropriate
7. Observe health and safety, environmental and quality procedures are maintained.
8. Follow the code of conduct at all times.
9. Act in accordance with the club's core documents and policies at all times, with particular reference to the aims and objectives of the club as detailed in the Constitution.

##### Knowledge and experience:

- Previous cleaning experience
- Knowledge of health and safety, environmental and quality procedures

##### Skills and behaviours:

- Customer service focus
- Flexible approach to work

Ability to work as part of a team or alone



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### Care of Players

#### Objective:

To reduce the risk of harm, to encourage the feeling of well-being amongst sports participants, and to clearly describe the type of care that all those associated with LMR are to abide by.

#### Method:

#### General Care

All coaches must be qualified and accredited to the level stipulated by the Rugby Football League. Proof of the coach's qualifications must be presented to LMR and their qualification renewal date entered into the Club's database.

The coach must be aware of player's medical problems where practicable – is everyone fit and well. If there is doubt whether a player should be playing due to a medical condition then a note must be produced by the player's GP passing the player fit to play Rugby League. In addition, the coach should establish whether the player has any special health requirements (all information should remain confidential). If coaching the very young a conversation with a parent or carer, as well as the child, is more appropriate.

Before beginning coaching, to make the practise safer and to put the players (particularly new ones) more at ease have the coaches:

- Explained clearly the 'house rules' or codes of conduct (see Code of Conduct - Players)?
- Eliminated any factors, which are hazardous or known to cause injury?
- Checked on participants' previous experience and knowledge?
- Made participants aware of any safety and emergency procedures (where appropriate)?

Coaches should always ensure a safe working environment, including the condition of the ground, ensuring the venue is appropriate for the purpose and that equipment is safe and used accordingly.

Coaches should make their players aware of their personal responsibilities in terms of safety and the risk of injury, particularly those resulting from horseplay and lack of discipline.

Coaches must ensure no-one trains or plays in spectacles, dentures, or wears jewellery (including any form of body piercing). Coaches must both ban chewing gum for playing or training and encourage the use of protective clothing, correctly fitted gumshields, shoulder pads and headgear – particularly when playing or carrying out contact drills.

Choice of clothing for training is a personal matter but guard against nylon clothing (particularly when the player is generating heat) this is cheaper but not always suitable. In the case of dress, rules on safety take priority and should the coach find themselves in conflict with acceptable cultural, gender, ability, or religious practices, be sensible and seek advice from the Management Committee to ensure any discrimination or disadvantage is overcome.



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



Players should ensure their studs are in good condition to help prevent injury sustained as a result. Match day referees will prevent any players taking part whose studs are unsafe.

Sport presents an ideal opportunity for the coach to remind his players of the importance of personal hygiene, remember:

- Clothes must be clean and should be washed after every use.
- The body must be clean and particularly the feet. Athletes Foot is rife and although a minor problem can lead to more serious infections.

The coach must always check the water temperature of the showers and if there are no facilities available, they should remind their players to bath/shower or strip wash at home.

When working with children who have not yet reached puberty, use steady, low intensity exercise programmes with adequate rest periods rather than rigorous training programmes. Players should not be overplayed or overtrained and should not be playing more than one or two games per week (include their school activities in this calculation).

When selecting players for games and contact training drills, coaches need to consider mental and physical maturity, fitness/conditioning levels, and skill levels. All activities must be in accordance with the Rugby League Coach Education Guidelines.

**It is LMR Club policy that all players must play and train at their “True age group” as determined by their age on or before 31<sup>st</sup> August, and they must only play or train with the age group that they are registered for. The LMR Club policy on this will override any current RFL/BARLA guideline on this issue.**

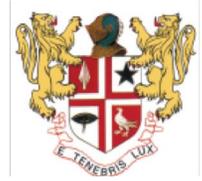
It is compulsory in all RFL/BARLA Youth and Junior games that identity cards must be produced for all players AND coaches and that the coach’s registration should be applicable to the age group for which they are responsible (i.e. mini/mod, club, etc.). Should a team not produce their identity cards then it is mandatory for the game to be awarded to the non-offending team –

**No Card No Play.**



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### Warm up

To guard against injury:

- Heat the body, particularly the deep parts like the muscles and around the joints.
- Stretch the muscles, tendons, and ligaments.
- Prepare players for what is to follow, stimulating them both mentally and physically.

### When

Before all forms of sport activity. No matter how brief or gentle the activity as injury can occur.

### Guidelines

Basic guidelines for warm up:

- Use a whole body warm up that raises the muscle temperature and stretches all the muscles and connective tissue.
- Warm up should be activity related, so practice is achieved simultaneously.
- Use a suitable combination of intensity and duration without undue fatigue.
- Make warm up interesting yet safe.
- Avoid a time lag between warm up and competition or training.
- Make the warm up interesting by varying the exercise, and make it safe.

What exercise to include?

- *General body exercise/gentle full body activities*: jogging (maybe incorporated into drills), low intensity pair's work covering the full range of movement.
- *Stretching exercises*: progressively lengthening the muscles, build from a slow and easy application of force to a controlled yet movement that is more dynamic. Do not use 'bouncy' stretches or a partner to help increase or sustain the stretch.
- *Simulation exercise*: basic skills exercise can be done under controlled but simulated practise or competitive conditions deigned to prepare the participant physically and mentally for the activities to follow.

Allow for individual differences in warm up routines, as different bodies will require different emphasis in terms of stretching and strength exercises. Finally building up a routine or better still (in the older player) encouraging the individual to design their own routine suited to their individual needs.



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### Cool down

It is equally important to cool down following exertion as to stop suddenly can often cause problems. When the activity period is over, the body must adapt and recover in many ways as it returns to normal – this is not instantaneous.

The muscles, which were pumping blood back to the heart, are no longer active so there is a build up of pressure in the muscles and fluid in the tissues, which may result in stiffness or soreness and possibly, muscle cramps. This may be prevented by mild systematic activity of the muscles affected until the body returns to a near resting state.

Showers or baths complete the recovery from exercise, although the same treatment should not be used for players with soft tissue injuries, strains or sprains that should involve the application of ice to reduce the swelling.

### Diet and nutrition

Pre-match and pre-training diets should avoid fats and concentrated glucose drinks which are slow to leave the stomach and so are not recommended 2-3 hours before taking part in vigorous activity (e.g., cornflakes, pasta or mashed potatoes would be more beneficial). Certain high caffeine concentrate drinks often have the effect of increasing dehydration in players.

It is important that when training in the evening to have eaten something since lunchtime (particularly children), normally a light snack (e.g., sandwich, bread roll, and toasted sandwich) will suffice.

Diet is a study in itself and before dispensing specific instructions the coach should consult an expert or encourage the player (or parent/carer) to do the same.



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### GROUND SAFETY

#### Objective:

To reduce the risk of harm, by controlling ground safety, and to clearly describe the type of considerations given to ground safety that all those associated with Leigh Miners Rangers ARLFC (Rugby League Academy) are to abide by.

#### Method:

Safety of the playing/training surface is vital.

Before training or playing it is the coach, who is responsible for making sure it is free from debris likely to cause injury or illness including animal excreta, ice or excessive mud or water. You may believe your home ground to be safe for your players but periodical checks are vital. Absolutely necessary is an inspection of the playing surface when fulfilling an away fixture.

If possible LMR is to ensure their home ground is regularly rolled to avoid rutting.

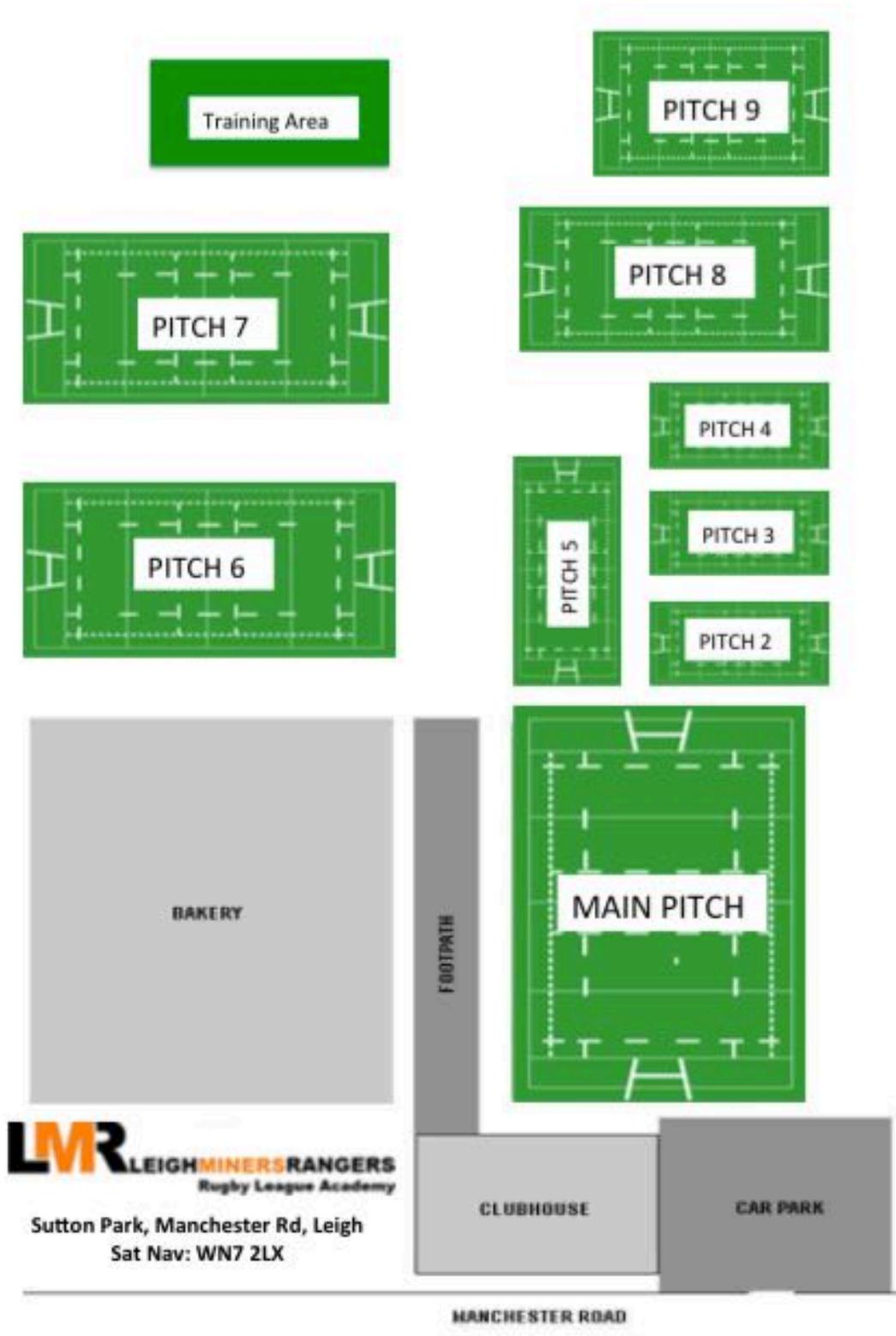
LMR's home ground should meet the following minimum requirements:

- Fixed furniture, i.e., posts must have adequate protection at the base for at least six feet. Posts should also be securely fixed and regularly checked to avoid the danger of collapse.
- Flexible corner flags.
- At least two metres of clearance around the playing area are desirable.
- Line marking substances should be used that pose no threat or danger to players or ground staff and should be the only substance used to mark playing surfaces.. On no account should builder's lime be used, as there is a risk of serious burns if exposed to unprotected skin.

Any third party facilities used for training, etc. should also be assessed by the coach(es) prior to use.



### PITCHES





# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### USE OF PITCHES AND CHANGING ROOMS

The following rules on the use of the pitches and changing rooms at Leigh Miners Rangers Rugby League Academy apply to all of our teams.

In exceptional circumstances these rules may be amended on a match day.

#### Pitches

The Main Pitch (No. 1) is the pride of the club and our players should see performing on it as the pinnacle of their junior playing career. The Main Pitch should be kept in as best a condition as possible.

**UNDER NO CIRCUMSTANCES WILL ANY TEAM BE ALLOWED TO TRAIN ON THE MAIN PITCH WITHOUT SPECIFIC PERMISSION FROM THE GROUNDS/FACILITIES CO\_ORDINATOR, OR MEMBER OF THE EXECUTIVE COMMITTEE.**

Should there not be enough pitches available on match day then the higher age team shall have priority

Cup games take priority over league games with regard to pitch allocations, regardless of age.

#### Changing Rooms

The Changing Rooms shall be allocated as follows:

- Parsonage (HOME ONLY) – the highest age group LMR team playing at home
- Bickershaw (HOME ONLY) – the next highest age group LMR team playing at home
- No.1 – the next highest age group LMR team playing at home on match day
- No. 1 – the next highest age group LMR team playing at home on match day
- No. 3 - the next highest age group LMR team playing at home on match day
- No. 4 - the next highest age group LMR team playing at home on match day
- No. 5 – all other teams and visitors

Under certain circumstances it may be necessary for Child Protection issues, to allocate visiting teams dressing rooms 1-5. This will be done on a week by week basis.

\* As there will be mixed age groups in main changing room then at least two LMR coaches should be in attendance (refer to Club Child Protection Policy)

Each LMR team's coach is responsible for ensuring that his/her team's changing room and the changing room used by the opposing team are checked after use. Any instances of damage, vandalism, etc. must be reported immediately to a member of the Management Committee.



# LEIGH MINERS RANGERS ARLFC

## Rugby League Academy



### VOLUNTEER AGREEMENT FORM

#### Post of volunteer (coach/official, etc.):

All coaches/officials working within Leigh Miners Rangers ARLFC (Rugby League Academy) are encouraged to work to high standards and adopt recognised best practice where possible. In addition to their own standards of practice, coaches/officials should be aware of and adopt LMR's own: codes of conduct for coaches/officials, child protection guidelines, & equity policy statement.

The Club will ensure that its coaches/officials have a copy of each policy and guidance note that is relevant to their work. The Club will listen and respond to matters that the coaches/officials bring to its attention in relation to their work and will support, where possible, their training needs.

I am familiar with Leigh Miners Rangers ARLFC (Rugby League Academy) standards of practice named above and will adopt these in my work. I accept the responsibilities outlined in the attached task description.

Name: .....

Signature: .....

Position: .....

Date: .....

**NB** Before a volunteer signs and returns the agreement, LMR should provide them with a copy of the Club Management Manual.



# LEIGH MINERS RANGERS ARLFC

## JUNIOR SECTION

**CHORLEY**

STEVEN ASHCROFT  
GEOFF ROBINSON

**LEIGH**

GARRY HUGHES  
JOHN WESTHEAD  
DARREN BEAZANT  
PHIL JOHNSON  
PAUL HARDMAN  
SHAUN FAIRHURST  
JOE GORMLEY  
ANDY EVANS  
ANDY COLLIER  
STEWART EVANS  
SIMON BOOTH  
KEVIN JOHNSON  
GARRY PENDLEBURY  
SEAN LAING  
JOHN COSTELLO  
WAYNE ATHERTON  
DAVID O'TOOLE  
SHAUN DEAN  
PAUL DANIEL  
PAUL ROWLEY  
SIMON BALDWIN  
SCOTT MARTIN  
GLYNN DAVIS  
ADAM BIBBY  
MICHAEL HIGHAM  
STUART DONLAN  
MARK BURROWS  
SARFRAZ PATEL  
PAUL BLACKBURN  
MICK BLAKELY  
MICHAEL GOVIN  
TOMMY GRUNDY  
ANTHONY NICHOLSON  
JONATHAN POWNALL  
TOMMY GOULDEN  
IAN MORT  
MARTIN RIDYARD

**HALIFAX**

DAVID RADLEY  
JOHN BARROW  
DANNY HALLIWELL

**ROCHDALE**

STEWART PUGSLEY

**ST HELENS**

SEAN DEVINE  
MARK BAILEY  
PAUL JONES  
PAUL MATHERSON  
MARTIN WALKER  
DANNY RIGBY  
JAMES ARKWRIGHT  
ANDREW BRACER  
SCOTT MOORE

**SHEFFIELD**

ALEX CAIN

**TRAFFORD**

MICHAEL HODGKISS  
PIERCE BENT

**WIGAN**

IAN GILDART  
DENNIS BETTS  
STEVEN BLAKLEY  
STEVEN BARDSLEY  
SCOTT NAYLOR  
MARTIN DERMOT  
ANTHONY ROBERTS  
MICHAEL MORRIS  
RICKY BIBBY  
NEIL TURLEY

CRAIG RENNISON

**OLDHAM**

SEAN TYRER  
DAVID BRADBURY  
TOMMY MARTIN  
JOHN MAXWELL

**SALFORD**

CRAIG RANDALL  
JONOTHAN QUIGLEY  
DARREN BETTS  
SHAUN BROWN  
GARRY DISLEY  
MICHAEL CORLESS  
STUART LITTLER  
TIM HARTLEY  
MARTIN LEWIS  
CHRIS SHARKEY  
ANDREW GORSKI  
TONY DOYLE  
DANNY MOLE  
CHRIS HUMPHRYS

**SWINTON**

TONY HEWITT  
DAVID OGDEN  
IAN HODSON

**WARRINGTON**

COLIN HODKINSON  
STEVEN MORRIS  
RICHARD VARKOLIS  
CHARLES RIMMER  
LUKE MURPHIN

**WIDNES**

DARREN WRIGHT  
MARK SARSFIELD

CHRISTIAN TYRER  
MARTIN GLOVER  
MARTIN AINSCOUGH  
MARTIN KEAVNEY