

Greenwich Admirals

A Passion To Perform
MEMBERS HANDBOOK 2008



Principle Sponsor

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Rugby League Football Club



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INTRODUCTION

All players, officials and supporters of the Greenwich Admirals are reminded that they are expected to abide by the **CODE OF CONDUCT** as set down by the Rugby Football League and fully supported by the Executive Committee.

This applies whether you are on the field of play and behind the ropes at either an adult or junior game. Any behaviour which goes against the Code of Conduct can be referred to the RFL's Code of Conduct Committee. If you don't adhere to the code of Conduct, there are severe penalties, not only for yourself but the club as well.

The Code of Conduct Committee have the power to fine, suspend or disqualify any person found to have broken the Code of Conduct. Once this happens, the club is investigated by the Conduct committee and could be subjected to the same penalties.

We expect all of our players, officials and supporters to respect these rules.

PLAYERS: to play within the rules and to accept decisions by referees and ground officials.

OFFICIALS: to respect not only their own players but the opposition team as well.

SUPPORTERS: to barrack for your team, but not to abuse players from other teams, referees, ground

officials or other supporters.

London and the South are losing referees because of constant harassment by supporters, players and officials. If this trend continues there will not be enough referees to keep the game going.

Referees are doing a job that none of us would like, they will make mistakes, but we have to believe they are trying to do the right thing. Just think, if your son or daughter was a referee, would you like them subjected to the remarks that are directed at referees every Saturday.

Everyone associated with the Club is expected to familiarise themselves with the Code of Conduct and abide by its rules at all times.

Club Secretary



EQUAL OPPORTUNITIES POLICY

POLICY STATEMENT:

The Greenwich Admirals is committed to the principles of equal opportunities and to ensuring that the culture, philosophy and process within the organisation and the game of Rugby League is free from bias and discrimination.

The Greenwich Admirals Management

Committee is responsible for setting standards and values that should apply throughout the club. The sport is a game for everyone to enjoy equally and this should be reflected in the process and procedures that are applied throughout the club.

The Greenwich Admirals will operate an equal opportunities policy in the recruitment, selection, training, promotion of staff, members and volunteers at all levels, and all such decisions concerning these issues will be based on merit and ability.

The Greenwich Admirals affirms its commitment to the equal treatment of all and will not tolerate discriminate on the grounds of age, ethnic origin, gender, special needs, including learning and physical disabilities, class or social background, religion, sexual orientation, material status, pregnancy, colour or political persuasion.

The Greenwich Admirals will take positive action to eliminate individual and institutional discrimination:

- a) to comply with its statutory and legislative obligations.
- b) to meet the needs of its staff, members, volunteers and partners and to make equality and equal treatment a core issue in the development and delivery of its policies, initiatives and services and the way in manages its staff, members and volunteers.

DEFINITION:

Where discrimination against any person or group is referred to it shall be deemed to be potential discrimination within any of the categories listed in the Statement. The RFL defines discrimination as:

1. Indirect Discrimination:

Indirect discrimination occurs when a condition or requirement is imposed, which although applied equally to all individuals or groups, is such that the proportion of those that can comply with it is significantly smaller than those who can e.g. a formal uniform policy that insists all staff to wear hats. all staff to wear hats.

2. Direct Discrimination:

Direct discrimination occurs when an individual or group is treated less favourably than others.

PRINCIPLES:

- All Greenwich Admirals staff, members and volunteers will be made aware of this policy upon joining the organisation and of their obligations to observe and abide by its values.

Committee, members and volunteers have a responsibility for ensuring that the policy is applied throughout their field of control or influence and it is or each management committee member, each club member and each volunteer to ensure that they uphold and apply its principles.

- Any club member or volunteer, who believes they have suffered a detriment and have been discriminated against, either directly or indirectly, should inform the Club Secretary at their earliest opportunity. Where appropriate policies exist e.g. Bullying and Harassment, it would be normal to follow the procedures set out in these documents.
- The Greenwich Admirals takes the issue of discrimination very seriously and any member or volunteer who is proved to have acted in such a manner after a full investigation, may be dismissed.
- Any action taken under any of the other policies and procedures of the Greenwich Admirals e.g. Rules and Disciplinary Procedures is without prejudice to any statutory right to complain to an Employment Tribunal or any other appropriate e.g. CRE or EOC ect.



CHILD PROTECTION POLICY.

POLICY STATEMENT:

Awareness of the issues surrounding "Child Protection and an effective "Child Protection" policy are important elements in pastoral care system of any sports club.

Because of their day-to-day contact with individual children, Club Volunteers, both coaching and non-coaching are particularly well placed to observe outward signs of abuse, and changes in behaviour or failure to develop.

The Greenwich Admirals RLFC, follow and adhere to the guidelines laid down in the Rugby Football Leagues Child Protection and implementation procedures on which this documentation is based on.

A copy of the Rugby Football Leagues Child Protection and Implementation Procedures can be found in Section Thirteen Annex A of the Clubs Management and Development Manual and reproduced with the kind permission of the RFL.

ROLES AND RESPONSIBILITIES:

Club Management Committee;

- Ensure that all volunteers are aware of the procedures which will be followed should an allegation be made against a member of the club.
- Ensure child protection guidelines and procedures comply with local and national legalisation.

Child Protection Officer:

- Shall be responsible for ensuring that the Management Committee is aware of local and National requirements concerning the area of child protection.
- Act as the named person within the club to whom all

concerns are reported.

- Ensure that all volunteers are aware of the procedures which will be followed should an allegation be made against a member of the club.
- Ensure child protection guidelines are adhered to guidelines and training in procedures which must be followed.
- Ensure all volunteers are informed of any concerns regarding individual children within the club.
- Monitor the procedures that exist within the club and report back to the Club Management Committee within an agreeable time scale.
- Liaise with other organisations or persons in other clubs and organisations as appropriate.

Club Secretary:

- The Club Secretary will act as the named person in the absent of the Club Child Protection Officer.

Volunteers:

- Will ensure that they are aware of the procedures, which exist within the club and report any concerns promptly to the Child Protection Officer or in their absent the Club Secretary.



DUTY OF CARE POLICY

POLICY STATEMENT:

The Greenwich Admirals RLFC aims to provide a safe, hazard free environment for all club members and visitors alike and in doing so adhere to the guidelines set out by BARLA in their Health and Safety for Amateur Rugby League Clubs booklet.

Duty of Care:

The Duty of Care is a general legal duty on all individuals, sports clubs and governing bodies to avoid carelessly causing injury to persons. The system has been developed over many years and it is relevant to all regardless of the organisation, its income or whether it has paid staff.

Organisations owe a Duty of Care to each other and this give rise to a liability at law to pay compensation. This is the law of the land and it applies to Rugby League as it dose to any other activity of life.

If any sport organisation asks a volunteer to carry out a task, which results in them injuring themselves or anyone else, the members of the club or the governing body may be liable.

No matter what the activity the Greenwich Admirals will have considered its Duty of Care owed to its volunteers.

Liability depends on establishing that the Greenwich Admirals or the governing body failed to take reasonable care. A Duty of Care can arise in many ways that are not always obvious e.g.

- * Loaning equipment to others.***
- * Organising day trips.***
- * Selling food at events.***
- * Fundraising walks events and sponsored runs.***



HEALTH AND SAFETY POLICY

POLICY STATEMENT:

It is essential that no activity will jeopardise, or put at risk, the safety of Greenwich Admirals RLFC members participants in events organised by the Greenwich Admirals RLFC or the general public who attend events organised by the Greenwich Admirals RLFC

For the purpose of this instruction will be called an event.

This guidance covers the management of the safety aspects involved in the participation of Greenwich RLFC members and contractors acting on behalf of the Greenwich Admirals RLFC.

SCOPE:

- Its scope includes, but is not limited to, recruitment activities, open days, festivals and charitable events.

This instruction includes specific Greenwich Admirals RLFC Display Teams.

GUIDELINES:

Authority:

- No event may take place unless clearance has been obtained from the clubs Management Committee.

Commercial Sponsorship:

- Safety overrides any commercial considerations. Irrespective of any commercial sponsorship the responsibility for safety with the event organiser/s and the clubs "Management Committee".

Training & Qualifications:

- All club members involved in an event must be qualified to the basic level required, competent and current for the activity they are undertaking and/or the equipment they are supervising.

Event Documentation:

- The person in charge of the event is to produce a folder containing all documentation, including the Risk Assessment and "Operating Instructions of the event.

A copy should be retained locally for a minimum of three years, and thereafter retained in accordance with local arrangements.

Displays & Demonstrations:

- Specific instructions are to be set out, and displayed at the access point to the display or demonstration.

This includes safety briefings and instructions on the equipment being used.

Insurance:

- Third Party/Public liability insurance is to be purchased in order to protect Club members unless the event unless the event organising committee has provided the necessary cover.

Security:

- Personnel in charge of events or demonstration are responsible for ensuring, in liaison with the event organising committee and the local Health and Safety organisations that the security and safety of Club members.



SUBSTANCE ABUSE

POLICY STATEMENT:

The Greenwich Admirals strictly forbids the use of all prohibited substances, whether they are performance enhancing or leisure substances.

These substances include steroids, cocaine, marijuana, cannabis, glue, lighter fuel, heroin and any other such substance.

Please note the above list is non-exhaustive and any substance deemed to be prohibited in law or prohibited in sport is strictly forbidden.

Any member suspected of substance abuse will immediately be suspended and subject to the Clubs Discipline Procedures.

The BARLA constitution states as follows:

Doping Control Regulations:

Doping in or out of competition is strictly forbidden and is an offence. Any player found guilty of a drug offence in accordance with current practices and guidelines of the International Olympic Committee and Sport England or any other person who assists or incites others to use prohibited substances or techniques, will be liable to disciplinary action.

The Offence Of Doping Takes When Place:

- * A prohibited substance and/or metabolites of a prohibited substance are found to be present within a players body tissues or fluids when:-
- * A player uses or takes advantage of a prohibited technique or when:-
- * A Player admits to having taken advantage of a prohibited substance or a prohibited technique or when:-
- * A player fails to report to the doping control.

* A player fails to provide a specimen or urine or when:-

* A player fails to provide a specimen of urine of the required quantity or when:-

* A person assists or incites others, or admits having assisted or incited others, to use prohibited substances or prohibited techniques

There is a maximum suspension of **FOUR** years for the **FIRST OFFENCE** and a maximum suspension of a **LIFE BAN** for a **SECOND OFFENCE**.

A player found guilty of a doping offence shall be entitled to appeal to the Board of Appeal - three members shall hear and determine the said appeal.



CODES OF CONDUCT.

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.



CODES OF CONDUCT.

PARENT AND CARERS

- * **Teach your child to treat everyone equally** and sensitively regardless of their gender, ethnic origin or cultural background.
- * **DO NOT** force an unwilling child to take part in Rugby League.
- * **Encourage your child** always to play by the rules and to respect the match officials.
- * Young people are involved in organised sport for their enjoyment - **NOT YOURS.**
- * **Never ridicule or shout** at your child for making a mistake or losing a match.
- * **Teach your child that effort and teamwork** are as important as victory, so that the result of each game accepted without undue disappointment.
- * **Support all efforts to remove** verbal, physical and racial abuse from Rugby League.
- * **Turn defeat into victory by helping** young people towards skill improvement and good sportsmanship.
- * **Remember** that young people learn best by example.
- * **Do not question publicly** the judgement of match officials and never their honesty.
- * **Recognise the value** and importance of volunteers coaches and administrators - they give up their time, energy and resources to provide recreational activities for YOUR child.
- * Insist on **FAIR AND DISCIPLINED** play - do not tolerate foul play, cheating, foul, racist or sexist language.
- * **As a spectator you MUST NEVER enter the field of play.**



CODES OF CONDUCT.

PLAYERS.

- **Treat everyone equally** and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation religion or political affiliations.
 - All non-combatants of the playing teams, e.g. substitutes, players who have been dismissed or temporarily dismissed from the field of play, should never re-enter the field of play unless otherwise authorised.
 - **Know and abide by** the Laws, rules and spirit of the game.
 - **Avoid all forms** of gamesmanship and time was wasting.
 - **Safeguard** the physical fitness of opponents, avoid violence and rough play and help injured opponents.
 - **Accept the decisions** of the match officials without question or complaint (let your captain or coach ask the necessary questions) and avoid words or actions which may mislead a match officials
 - **Respect** the Match Officials at all times.
 - **Exercise self-control** at all times and do not use illegal or dangerous tactics.
 - **Give maximum effort** and strive for the best possible performance during a game, even if the team is in a position where the desire result has been achieved.
 - **Learn to accept success and failure**, victory and defeat with humility and dignity respectively and without excessive emotional displays. wasting.
 - **Abide by the instructions** of the coach and club officials provided they do not contradict the spirit of this code.
 - **Treat your team-mates and opponents**, coaches, club officials and match officials with the respect and consideration at all times - treat them as you yourself would like to be treated.
- **Do not attempt** to improve individual performances by the use of banned substances or banned techniques.
 - **Do not use** foul, sexist or racist language at any time.



CLUB CONSTITUTION

1. TITLE

1.1 The Club shall be called the Greenwich Admirals Rugby League Football Club and hereafter to be referred to as 'the Club' and shall be affiliated to the Rugby Football League.

2. OBJECTS

2.1 To foster and promote the sport of Rugby League at all levels, providing opportunities for recreation and competition without discrimination against age, race, gender or disability.

3. MEMBERSHIP

3.1 Membership of the Club shall be open to any person completing a membership application form and paying the relevant registration and subscription fees as determined by the Annual General Meeting of the club membership.

3.2 There shall be four classes of membership available These are: -

- a) Adult Member.
- b) Youth Member.
- c) Family Member.
- d) Concessions Member.

3.3 Membership Categories, Registration and Subscription Fees are set out in Section 3 Annex A, B and C of the Clubs Management and Development Manual and will also be displayed on the clubs information bulletin board.

4. RULES

4.1 Club Rules are set out in Section 2 Annex B of the Clubs Management and Development Manual and will also be displayed on the club's information bulletin board.

4.2 Breaches of club rules may be punished under the clubs "Discipline Procedures" set out in Section 5 Annex N of the "Club Management and Development Manual" and will also be displayed on the club's information bulletin board.

5. MANAGEMENT COMMITTEE (Executive Officers).

5.1 The Management Committee of the club shall be:-
Club Chair Person
Club Secretary.
Club Treasurer.
Adult Section Co-ordinator
Youth Section Co-ordinator
Head Coach

5.2 Club structure and job specifications for the above are contained in Section 4 Annex's A to F of the Clubs Management and Development manual.

6. ELECTION OF MANAGEMENT COMMITTEE

6.1 All executive officers shall be elected at the Annual General Meeting of the Club from and by the members of the Club.

6.2 All executive officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

7. GENERAL COMMITTEE

7.1 The affairs of the Club shall be controlled by a General Committee comprising of the Executive Officers of the of the Club (5.1) and appointed officers elected by at least 50% of the club membership at a General Committee meeting.

Appointed officers may include amongst others:

- PRO
- Team Managers
- Development Officer
- Fee paying full members

and any other member elected from and by the full membership of the club at an AGM.

7.2 The General Committee shall meet at agreed intervals and not less than four times per year.

7.3 The duties of the General Committee shall be:
a) To control the affairs of the Club on behalf of the Club membership.
b) To keep accurate accounts of the



finances of the Club through the treasure. These should be available for reasonable inspection by members and should be audited before every Annual General Meeting.

The Club shall maintain a bank account and three executive officers nominated by the General Committee shall be authorised to sign Club cheques. Where any of these three officers are from the same family they may not both sign the same cheque except in exceptional circumstances and with the permission of the General Committee.

c) To co-opt additional members of the General Committee as the General Committee feels is necessary. Co-opt members shall not be entitled to vote by executive and appointed members on the committee.

d) To make decisions on the basis of a simple majority vote. In cases of equal votes, the Chair-person shall be entitled to an additional casting vote.

7.4 Club structure and job specifications for the General Committee are contained in Section 4 Annex A - H of the Club Management and Development Manual.

If an executive officer resigns during the year the General Committee may appoint a replacement with full voting rights.

8. GENERAL MEETING

8.1 The Annual General Meeting of the club shall be held not later than the end of September each year. Twenty-one days written notice shall be given to members of the impending AGM by circulating a copy of the notice to every members home address

Members must advise the secretary in writing of any business to be moved at the Annual General Meeting at least fourteen days before a meeting. The secretary shall circulate or give notice of the agenda for the meeting not less than seven days before the meeting.

8.2 The business of the Annual General Meeting shall be:

a) Confirm the minutes of the previous AGM and any General Meetings held since the last AGM.

b) Receive the audited accounts for the year from the treasure.

c) Receive the annual report of the committee from the secretary.

d) Elect an auditor.

e) Elect the officers of the club and other General Committee members.

f) Review club fees and subscriptions and agree them for the forthcoming year.

g) Transact such other business received in writing by the secretary from members fourteen days prior to the meeting and included in the agenda.

8.3 On receipt of a request in writing supported in writing by at least 50% of the club membership the secretary will convene a Special General Meeting. At least twenty-one days notice shall be given.

8.4 Nomination of candidates for election as officers shall be made in writing to the secretary at least fourteen days in advance of the AGM date.

Nominations can only be made by full members and must be seconded by a full member.

8.5 At all General Meetings the chair will be taken by the club secretary or in their absence by a deputy appointed by the General Committee or by the full members attending the meeting.

8.6 Decisions made at a General Meeting shall be by simple majority of votes from those attending the meeting.

In the event of equal votes the chairperson shall be entitled to an additional casting vote.

8.7 A quorum for a General Meeting shall be 30% of full members and five officers of the club including two from the chairman, secretary and treasure.

8.8 Each full member of the Club shall be entitled to one vote at a General Meeting.

9. ALTERATIONS TO THE CONSTITUTION.

9.1 Any proposed alterations to the Club Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal.

Any alteration or amendment must be proposed by a full member of the club and seconded by a full member.



Such alterations shall be passed if supported by not less than two-thirds of those full members present at the meeting, assuming that a quorum has been achieved.

10. DISSOLUTION.

10.1 If at any General Meeting of the Club, a resolution were passed calling for the dissolution of the Club, the secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution

10.2 If at that Special General Meeting, the resolution is carried by at least two thirds of the full members present at the meeting, the General Committee shall thereupon or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the full members of the Club, but shall be given or transferred to some other voluntary organisation having objects similar to those of the Club



CLUB RULES

1. The following will be breaches of the code of conduct and will apply to all Club members and may lead to disciplinary action by the General Committee

- Dissent towards any game official.
- Players failing to appear for a fixture . without notifying a member of the coaching staff.
- Behaviour likely to bring the Club into disrepute.
- Any language or behaviour which is felt to be insulting, abusive, racial or sexually offensive by any person.

2. Any complaint by a member against another member of the Club must be made to the General Committee member in writing.

3. Breaches of the above may lead to punishments under the clubs Discipline Procedures as set out in Section 5 Appendix M of the clubs Management and Development Manual.

DISCIPLINE PROCEDURES

1. JUDGEMENT AND PUNISHMENT

1.1 All punishments will be decided by a panel of the chairman, head coach and one other member of the General Committee

1.2 Punishments will consist of the following:

- a) Written warning
- b) Fine
- c) Suspension
- d) Dismissal

1.3 In case of a written warning a copy of the original will be retained by the Club.

1.4 Any punishment must be given within seven days of the offence

2. APPEAL

2.1 Any appeal must be made in writing to the chairman of the Club within seven days of the punishment decision.

2.2 The General Committee will hear the appeal. The player is entitled to attend with a friend, witness or other representative.

2.3 Any punishment will be suspended pending the outcome of the appeal.

2.4 The appeal decision of the General Committee Meeting is final.



MEMBERSHIP CATEGORIES

1 FULL MEMBER

A person who is over 16 years old who wishes to be actively involved with the club.

A "Full Member" may also be known as a "Voting Member".

2 PLAYING MEMBER

A person who is over 16 years old (010508) who wishes to be considered for selection to one of the clubs Open Age teams.

A "Playing Member" may also be known as a "Voting Member".

3 JUNIOR MEMBER

A person under the age of 16 years old (010508) who wishes to be considered for selection to one of the clubs junior teams.

4 FAMILY MEMBER

A person (non – playing) who is the parent or guardian of a junior member.

5 HONORARY MEMBER

The club committee may refer "Honorary Membership" on such persons or person they think fit for recognition for his/her efforts in connection with the club, past or present, for a period of membership stated.

A list of "Honorary Members" is displayed on the clubs main notice board.

6 CONCESSIONARY MEMBER

A person over 16 years old who is either:-

- a) In Full Time Education.
- b) Unemployed.
- c) Over 60 years old. – OAP.

You will be required to produce the correct forms of entitlement with your application, with the exception those applying as OAP's.



MEMBERSHIP FEES AND SUBSCRIPTIONS

Membership, Registration and Subscription Fees are set by the clubs "Management Committee" at the Annual General Meeting, which is held on the last Thursday of September each year.

Current membership and subscription fees for the 2008 season are as follows:

1 ADULT MEMBER - NON PLAYER

Registration £50.00

2 ADULT MEMBER - PLAYER

Registration £50.00
Subscription £05.00 per match played.

3 JUNIOR MEMBER

Registration £50.00
Subscription £01.00 per training session

4 FAMILY MEMBER

Registration £70.00 (Parents + 1 child)
Registration £90.00 (Parents + 2 children)

5 CONCESSIONS MEMBER - HONORARY

Registration £00.00
Subscription £00.00 per game

6 CONCESSIONARY MEMBER - FULL TIME STUDENT & UNEMPLOYED

Registration £25.00
Subscription £02.50 per game

All members are encouraged to purchase the Clubs leisure package, which includes:-

Club Tracksuit
Club Polo
Club Kit Bag
Club Training Top
Club Dress Shirt (Adults)

All members will be encouraged to wear the Clubs Leisure clothing in the following manner

Training Sessions:

Tracksuit and Training Top

Fixtures Home and Away:

Travelling - Tracksuit and Polo.
Post match

Adults - Club dress shirt.
Juniors - Club Polo.



EXCELLENCE IN SPORTS COACHING

WHAT EVERY PARENT SHOULD KNOW

How do you know that the person coaching your child is up to the required standard, appropriately qualified and safe?

The Greenwich Admirals is committed to ensuring that all its coaching staff and all other members of the Club that come into direct or indirect contact with your child are of the highest standard and integrity:-

A GOOD COACH SHOULD.....

1. Be fully qualified to the appropriate level he/she is teaching!
2. He/She has had a Criminal Records Bureau Check - CRBC.
3. Has the necessary experience at the level he/she is teaching.
4. That he/she is a good role model.
5. Will as and when required treat all their charges fairly and not be discriminate on unjustifiable grounds.
6. Will at all time be appropriately attired in the Club laid down training attire.
7. Will ensure the activity is safe in accordance with current Club procedures.
8. Within the confines of current Club procedures, make the activity fun.
9. Ensure within the confine of current Club procedures there is maximum participation.
10. Be clear and precise in his/her instructions.
11. Ensure that he/she give praise and constructive criticism as and when required.
12. Promote fair play.

PERSONAL QUALITIES OF A GOOD COACH SHOULD BE.....

- * **Knowledgeable**
- * **Approachable**
- * **Friendly**
- * **Positive**
- * **Motivated**
- * **Professional**
- * **Enthusiastic**
- * **Organised**
- * **Patient**
- * **Understanding**

BAD PRACTICES MAY INCLUDE.....

- * **Aggressive Behaviour**
- * **Unsociable Behaviour**
- * **Bullying**



THE GREENWICH ADMIRALS RLFC VOLUNTEER CHARTER

Volunteers are a vital component of the Club and its members. We hope that people enjoy volunteering with us and feel a full part of our team. This **CHARTER** sets out what volunteers can expect from us and outlines our expectations of our volunteers. In adopting this **CHARTER** the Greenwich Admirals purpose is to encourage "**BEST PRACTICES**" in volunteer management, seeking always to develop the quality of volunteering opportunities.

This **CHARTER** seeks to provide overall guidance and direction to its volunteers and to demonstrate that the Greenwich Admirals recognises its obligations to its volunteers. It does not seek to establish any form of contract, as volunteering is done in honour only, and it is not intended to be legally binding.

WE COMMIT TO THE FOLLOWING

- * **To assist volunteers** in carrying out their roles by providing introduction, training, information and support necessary to the role undertaken.
- * **To provide each volunteer** with a contact member of staff so that each volunteer can tell us if they

are happy with how their roles are organised and get feedback and support from us.

- * **To try and match your needs** and motivations to those of the Greenwich Admirals.

- * **To recognise** your contribution.

- * **To consult with volunteers** and keep them informed of possible changes.

- * **To make it clear what is expected** of you as a volunteer and to provide regular feedback.

- * **To have an understanding** of the need for flexibility within the role.

- * **To provide adequate insurance cover** for volunteers whilst undertaking duties approved and authorised by the Greenwich Admirals and its members.

- * **To implement policies and procedures** to ensure compliance with "Equal Opportunities", "Health and Safety" and other legal requirements and to support "Best Practice" in volunteering.

- * **To endeavour to resolve** any problems, grievances and difficulties which may be encountered while volunteering and provide an opportunity to discuss the issues in an appropriate manner.



Volunteering To Help
The Development Of Rugby League
Can Be
FUN & REWARDING.



By volunteering to be part of the Greenwich Admirals is a great way to meet new people and a wonderful way to gain an insight into one of the countries fastest growing summer sport and leisure activities.

A wide rang of people become "**Rugby League Volunteers**" and their work encompasses a wide verity of roles, from coaching teams and players and being a match official right the way through to maintaining the grounds and equipment.

Rugby League has established itself as the UK's leading sport for all the family and is enjoyed by millions of people across the country from players through to supports.

Different ways to volunteer:

an take many forms, from washing kits, driving kids to games or running the Clubs accounts - **YOU CAN HELP IN MANY WAYS.**

In addition, it is not just the teams and the children that benefit. Volunteering can be a sociable role where you meet new people and learn new skills.

Volunteers run the Greenwich Admirals and we require all kinds of assistance to keep the Club running smoothly. You do not even have to be sporty.

The Club is eager to recruit volunteers with a range of experiences and skills. You may be able to help with:

Catering - From pouring half-time drinks to preparing BBQ's.

Maintenance - Whether it is a new lick of paint for the Clubhouse or helping to layout pitches.

Transport - Kids need ferrying about. Maybe you could set up a transport pool so everyone shares the load.

Cleaning - It's a dirty job, but someone has to do it.

Assistance Coaching - Equipment might need to be set up. Coaches always need help to run sessions.

Administration - Who is available for the next game? You could organise it all by phone or email. Dose the team need to register for the league?

Finance - has the Clubs subscriptions to the league been paid? Dose cash need to be put aside for a special trip? Those number crunching skills can help.

Fundraising - Can you organise SPONSORSHIP for the team through work?

Can you run events, such as sponsored matches or car boot sales? A sports club always needs help with the pennies.

SO WHY NOT VOLUNTEER TO HELP?

REMEMBER ITS YOUR CHILD THAT PLAYING AND WHO WILL BENEFIT FROM YOUR SUPPORT.

VOLUNTEERS WANTED
020 8851 1511



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