

## **Festival & Tournaments Checklist of responsibilities within the Mini, Midi & Youth Rugby Arena**

The GRFU is the Constituent Body (CB) for the Bristol, Cheltenham, Forest of Dean, Gloucester and Stroud Districts.

The GRFU is the responsible CB for monitoring festivals/tournaments so the number of festivals/tournaments available to clubs remain within the structured season, and so ensure clubs' players are not exposed to excessive amounts of rugby.

For these reasons responsibility falls to the GRFU to grant permission to clubs to hold and take part in festivals and tournaments.

### **Club Responsibilities:**

It is a club's responsibility to ensure their fixtures do not exceed the numbers and types as published within the structured season. It is accepted that on occasions a little variance (e.g. fixtures on dates different to those published) may occur during a season to accommodate local needs.

A case by case common sense approach will be applied to avoid "a cast in stone" predicament or attitude reducing people's ability to run rugby within clubs and county committees.

In order to achieve monitored and sanctioned festivals and tournaments clubs in membership of the Gloucestershire Rugby Football Union (GRFU) need to apply for permission to hold a festival/tournament using the attached application form.

The application is to seek permission to hold a festival/tournament. This must arrive with the GRFU a full three months before the due date of the festival/tournament.

This includes the number of games and total amount of time played at festivals/tournaments so the total time remains within the continuum. Attention is drawn to triangular fixtures for which separate advice is available within the RFU Rugby Continuum.

- The organising club is responsible for all organisational matters both in the process of application and during the running of any such festivals/tournaments once permission has been granted.

A fixture list/pool running order of all proposed games to be played during the event will need to be supplied with the application.

Please note any club that does not supply a proposed fixture list (including festivals/tournaments/Tours) for all mini, midi and junior sides to the GRFU at

commencement of the season may not be authorised by the GRFU to take part in any festivals/tournaments.

Any Festival organising committee will need to ensure the following areas are assessed and appropriately dealt with to aid good management of a festival.

- health and safety
- emergency services liaison
- safeguarding management, DBS, codes of conduct
- first aid
- car parking
- road safety
- pitch management
- communications, programmes, fixtures
- changing / showering facilities
- result collation, recording and communication
- referees
- refreshments, players, officials, spectators
- shelter from inclement weather conditions
- funding
- Public Liability Insurance

**The checklist below will assist clubs with safeguarding matters for their proposed festival or tournament.**

Tournament Safeguarding Officer(s):

A Safeguarding Officer (SO) needs to be on site at all times during the festival. The SO is someone who should be part of the organising committee or part of the committee running the competition on the day.

Specific responsibilities to include:

1. Point of contact for safeguarding management issues
2. Photographic Policy
3. Lost and found children
4. First Aid co-ordination
5. Collation of player injury details
6. Monitoring of refreshments during the competition
7. Monitoring DBS eligibility of officials i.e. referees, first aiders and others working at the festival in supervisory positions. List to be provided to GRFU at least two weeks before the festival/tournament