



England  
Rugby

## NLD Club Festival Application Form

Under RFU [Regulation 15.9](#) any club wishing to hold an Age Grade Rugby Festival must seek permission from their Constituent Body (CB), and the following conditions must be met:

- a) [Regulation 15](#) is complied with in full;
- b) they are in line with the Age Grade Playing Calendar and competition format of the specific age grade; and
- c) written prior approval is obtained as outlined in [Regulation 15.9](#).

Applications and the Risk Assessment should be submitted to the NLD RFU via email at [tours@nldrfa.co.uk](mailto:tours@nldrfa.co.uk) no less than 3 months prior to the proposed festival date. The festival must not be advertised until the permission has been granted by the NLD RFU.

Please complete the following information in full:

<b>1. Club Name</b>	
<b>2. Proposed Festival Date</b>	
<b>3. Organiser Name</b>	
<b>4. Organiser Position</b>	
<b>5. Organiser Mobile Number</b>	
<b>6. Organiser Email</b>	
<b>7. Proposed Event</b>	
<b>8. Venue</b>	
<b>9. Age Group(s)</b>	
<b>10. Anticipated number of teams attending per age group</b>	
<b>11. Any Teams from outside the NLD attending</b>	
<b>12. Are organisers arranging accommodation for visiting teams</b>	
<b>13. How will player registration and correct age grades be confirmed</b>	
<b>14. Detail Safeguarding arrangements that will be in place</b>	
<b>15. Detail First Aid / Rugby Safe arrangements that will be in place</b>	



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16. Provide Covid 19 Risk Assessment for the Festival (if applicable)	
17. Detail official photography arrangements that will be in place	
18. Detail referee arrangements that will be in place	
19. What size pitches will be used	
20. What are the maximum playing times	
21. What are the maximum number of games	
22. Please attach a copy of your club festival rules	
23. Please detail any prizes that you plan to offer	
24. Risk Assessment attached*	
25. Any other comments	

Signed:

Print name and title (CAPITALS):

Date:

**26. CONSTITUENT BODY APPROVAL**

***NB: This application will NOT be valid without the endorsement of your Constituent Body***

Constituent Body: **NLD RFU**

Safeguarding Authorised signatory:

Print name and title (CAPITALS):

Date:

RugbySafe Authorised signatory

Print name and title (CAPITALS):

Date:

# NLD Tournaments and Festivals

## RugbySafe and Safeguarding

### Risk Assessment



#### Name of Tournament/Festival:

The organising Club should complete a Risk Assessment (RA) for the venue prior to the event and this should be shared with each participant club prior to the event. This Risk Assessment can be updated as required but should be reviewed on an annual basis.

***All Clubs participating in the Festival/Tournament should be sent a copy of the Risk Assessment Form***

You will need to keep a copy of this RA for your own club records, and this should be made available on request and a copy sent to the NLD RugbySafe Leads.

Some factors will need to be checked on the day – for example, the condition of the pitch – in comparison to what was anticipated. Please use this form to update your RA on the day.

Club	
Date of Event	
Age Group(s) of Festival//Tournament	
Venue Address	Name of venue  Address

GPS Co-ordinates/Postcode/What3Words Coordinates	
Lead Club Contact	Name  Phone  Email
Designated Welfare and/or Safeguarding Officer Contact	Name  Phone  Email
Club Event Cead (emergency contact on the day for visiting teams)	
Nearest Hospital for emergencies <i>NB, in the event that you need to use an ambulance, please check as they may not go to the nearest A&amp;E</i>	Name  Address and postcode

Date Sent to participating clubs:

Date sent to NLD Rugby Safe and Safeguarding Leads:

Date Insurers Notified:

Date Local Ambulance Control Notified (if required)



Policy checklist

Please ensure you have the following in place	Attached FYI	Checked and agreed by
Safeguarding Children		
Social Media/Photography		
Anti-bullying		
Consent for photography and filming for each player signed		
Codes of Conduct signed by players, coaching staff and parents/carers		
Changing & Showering Policy		
Travel, Trips & Events Guidance		

The RFU has produced some useful guidance on running event which can be accessed here:

[HOW TO HOST A RUGBY EVENT TO GENERATE REVENUE AND ENGAGE THE COMMUNITY](#)

The following guidance is not an exhaustive list, and you should meet with your committee to plan and assess any event-specific risks. If you need any advice or support, please contact the NLD RugbySafe Lead – [Chris Earl](#) at [rugbysafe@nldrfu.co.uk](mailto:rugbysafe@nldrfu.co.uk)



Consideration	NLD Rugby Safe Leads Comments	Actions/comments	Risk Assessment completed
<p>Consent (As a guide all under-16s must provide parental/legal carers consent, Over 16s may self-consent for certain levels of activity at the discretion of the RFU and NLD</p>	<p>Please ensure all participating teams are reminded that they must have written consent for all players to take part in activities, including parent/carers contact details and medical information forms.</p>		
<p>Staffing ratios</p>	<p>Adult:            Child Ratios There should always be at least one DBS checked adult in charge of any group of children. The RFU recommends a minimum ratio of adult to children of:</p> <ul style="list-style-type: none"> <li>• 1:10 for children over 8 years old aged at least 9</li> <li>• 1:8 for children under 8 years old aged 7 and 8</li> <li>• 1:6 for children under 7 years old</li> </ul> <p>Follow the guidance, found here – ‘RFU Safeguarding Children Policy’:  <a href="https://www.englandrugby.com/run/safeguarding">https://www.englandrugby.com/run/safeguarding</a></p> <p>Any U18s who are helping with coaching/refereeing are counted as children in the staffing ratios.            Participating teams should be reminded of this and be responsible for their own players during the event</p>	<p>Staffing ratios from RFU safeguarding policy</p> <p>Link is ok for safeguarding guidance</p>	



Consideration	NLD Rugby Safe Leads Comments	Actions/comments	Risk Assessment completed
DBS checks	<p>All individuals working with children in regulated activity must have a current RFU DBS check which needs to be renewed every three years. This will show up as green on your club GMS if current.</p> <p>Volunteers who are helping as a one off will probably not meet the requirements for a DBS check but should be supervised by someone with a DBS check if involved with children.</p>	<p>Anyone working in regulated activity is eligible for either a standard or enhanced DBS check. To be deemed as regulated activity, within a rugby setting, the position must meet the following criterion:</p> <ul style="list-style-type: none"> <li>• The activity must involve teaching, training, instruction, care or supervision of children or adults at risk.</li> <li>• The activity must also be carried out by the same individual frequently, which is once a week or more, or, on 4 or more days within a 30-day period, or, overnight (between the hours of 02:00-06:00);</li> <li>• The individual must be aged 16 or over.</li> <li>• The activity must also be unsupervised.</li> </ul>	
Staff safeguarding education	<p>Volunteers who are helping on the day do not need to complete formal training, however they must be given a safeguarding briefing before the event and sign a code of conduct.</p> <p>All coaches and managers must have completed the online safeguarding e-learning or have attended a Play it Safe course where possible.</p>	<p>A nominated safeguarding officer for the event to deliver a briefing and have a code of conduct to issue to those involved.</p>	
Suitability of changing facilities	<p>Consider your changing facilities:</p> <ul style="list-style-type: none"> <li>• Do you have separate changing for match officials and each team?</li> <li>• Are they lockable?</li> <li>• Who has access?</li> <li>• Adults should not enter changing rooms while children are changing or showering, and separate facilities must be available for male/female players.</li> </ul>	<p>RFU Guidance:</p> <ul style="list-style-type: none"> <li>• <u>Changing Rooms and Showers</u> – Adults and children must never use the same changing or washroom facilities at a venue to shower or change at the same time.</li> <li>• Where 17-year-old children are playing in the adult game they should be offered separate changing and shower</li> </ul>	



Consideration	NLD Rugby Safe Leads Comments	Actions/comments	Risk Assessment completed
Suitability of changing facilities (continued)	Let all the participating teams know about the changing facilities you have available for them and any issues which they need to be aware of (will they be able to lock the changing rooms?)	<p>facilities.</p> <ul style="list-style-type: none"> <li>• Adults must only enter children’s changing rooms by themselves when absolutely necessary due to poor behaviour, injury or illness, or in an emergency and when waiting for another adult could result in harm to a child.</li> <li>• If children need supervising in changing rooms, or coaches or managers need to carry out a range of tasks in that environment this must involve two individuals cleared to work in Regulated Activity of the same gender as the children.</li> <li>• For mixed gender activities separate changing and washroom facilities should be available.</li> <li>• If the same changing and washroom facilities must be used by adults and children on the same day a clear timetable should be established</li> <li>• No pressure should be placed on children who feel uncomfortable changing or showering with others.</li> </ul>	
Relevant insurance is in place	<p>Your insurance through RFU affiliation/Howdens will cover your participation but ensure that you have checked any venue insurance with the owner for public liability. Visiting teams are responsible for their own personal accident insurance.</p> <p>Please refer to separate RFU guidance on insurance: <a href="https://www.howdengroup.com/uk-en/RFU-england-rugby-insurance-centre">https://www.howdengroup.com/uk-en/RFU-england-rugby-insurance-centre</a></p>		





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Drop off and pick up arrangements	<p>Participating teams are responsible for their own travel arrangements – Are parking facilities at the venue suitable for coaches/mini-buses/private cars –</p> <p>Ensure that stewards are allocated to oversee the parking area and wear identifiable Hi Viz vests (a different colour from the EFA's)</p>		Check on the day
Playing area (Posts, surface, pitch markings, RESPECT barriers)	<p>Who is responsible for ensuring the playing area is suitable and clear of damage/glass/mess?</p> <p>Make sure any posts and padding are checked, pitches are correctly marked and Respect barriers in place if possible. If posts need to be moved – ensure that this is only done by an adequate number of suitable adults and not players</p>		Check on the day
Parking at venue	<p>Is parking available to visiting teams? How many spaces are available and is there any overflow parking?</p> <p>Provide details of the parking for visiting teams and any costs.</p> <p>Are there spaces for minibuses and coaches?</p> <p>Ensure that stewards are allocated to oversee the parking area and wear identifiable Hi Viz vests (a different colour from the EFA's)</p>		
Format of event/Programme of matches	<p>Provide details of the format of the tournament to all opposition teams, including rules.</p> <p>Ensure you have a point of contact desk for team registration and submitting/collating scores and dealing with any enquiries on the day.</p> <p>Do you have enough whistles and scorecards? Do you have spare bibs in case of kit clashes?</p>		



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<p>Hospitality, photographers and public toilet facilities</p>	<p>Will you have refreshments? Consider dietary requirements. All players will need access to water and food – is this available to buy at the event or will teams need to provide their own refreshments?</p> <p>Will there be an official event photographer? They will need guidance on consent and type of photography. You will also need to ensure all teams have given consent for photographs – where will they be published?</p> <p>Players and match officials should have access to toilet facilities, and these should not be public toilets if possible. You need to assess the risks and let opposition teams know what facilities are available.</p>		
<p>First Aid</p>	<p>The event must have a designated Emergency First Aiders with an in-date qualification and an appropriate First Aid kit.</p> <p>The number of First Aiders should be pro-rata to the number of participating teams. Ideally, a coach or manager should have an in-date FA Emergency Aid certificate.</p> <p>Please record here your designated First Aider(s) contact details.</p> <p>EFA's to wear identifiable Hi Viz vests. The lead EFA should wear a different colour Hi Viz vest for ease of identification by Emergency Services.</p>	<p>Access for emergency vehicles (if required) should be kept clear during the event. If the event is particularly large inform the local Ambulance Service</p> <p>The first aid cover for the event must be able to treat minor ailments, offer basic first aid, call emergency services and where there are members of the public and the venue is a remote location use an automated external defibrillator (AED).</p> <p>Current RFU Emergency First Aid Training covers the use of AEDs. The number of first aid kits available must be sufficient to cover the predicted number of persons attending the function</p>	



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Medical Emergency Action Plan (MEAP) in place for on pitch incidents	Ensure that all relevant personnel are aware of the plan and their role within it. An effective MEAP will include (but not limited to): Details of all key club personnel who should be informed. A process to ensure the emergency services are contacted immediately when needed Details on the information to give to the emergency services e.g. correct postcode.		
Medical	Teams are responsible for ensuring they have details of any relevant medical conditions or requirements for each player. This information must be stored securely and shared with coaching staff where appropriate. Medication is the responsibility of players and parents and should not be administered by coaching staff/EFA without written agreement of parent(s) /guardian(s) Actions plans must be in place for any players with additional needs.		
Under 18s in regulated activity	Some match officials used by Clubs in the festivals/tournaments may be U18s and therefore children (ensure you have emergency contact details for each match official)  Young leaders and volunteers are permitted to be involved in events without DBS clearance subject to that involvement not constituting regulated activity and subject to their supervision	<ul style="list-style-type: none"> <li>• Pay particular attention to safeguarding young match officials and ensure they have adequate facilities for changing and are provided with contact details of the Welfare Officer/Safeguarding Officer for your Club as well as who they need to report incidents to during the tournament.</li> <li>• Regular breaks during a tournament – ensure enough referees to facilitate this.</li> <li>• All match officials are appropriately trained for the role being undertaken. A member of staff should be allocated to oversight of the match officials.</li> </ul>	



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<p>Incidents and disciplinary reporting</p>	<p>All serious safeguarding and player welfare incidents must be reported to the Tournament/Festival designated Safeguarding and Rugby Safe Lead and passed to NLD within 24 hours. Any allegations of poor practice and discipline should be referred to NLD as soon as possible for investigation.</p> <p>Clubs with employees (including paid coaches and players) will be subject to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. These clubs have a legal requirement to report accidents and ill health at work. Information on this is given by the HSE.</p> <p>More information can be found at: <a href="https://www.englandrugby.com/run/player-welfare/first-aid-provision-injury-reporting">https://www.englandrugby.com/run/player-welfare/first-aid-provision-injury-reporting</a></p>		

Signed on behalf of Club:

Date:

Club Role:

Name:

Please send completed Risk Assessment to the NLD RugbySafe Lead @ [rugbysafe@nldrfa.co.uk](mailto:rugbysafe@nldrfa.co.uk)

