



**MINI & YOUTH
SEAL OF APPROVAL
GUIDANCE BOOKLET**

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INTRODUCTION TO THE MINI & YOUTH SEAL OF APPROVAL

An introduction from Andrew Scoular, Community Rugby Director.

Community Rugby introduced the Mini & Youth Seal of Approval accreditation programme as a method of examining, maintaining and improving the provision of rugby for young people in a rugby club. The accreditation recognises the effort and achievement of your volunteers in reaching the required standard of a club committed to the development of rugby for young people. In association with Sport England and the 'Clubmark' scheme, our aim is to set standards of quality control that will produce quality youth rugby clubs across the country.

The accreditation will also show all those with an interest in rugby and sports development that your club is providing its young people with a safe, well-organised and enjoyable environment in which to learn and play rugby.

The Mini & Youth Seal of Approval programme is a joint programme with RFUW and therefore also provides the required standards for those clubs which have or are planning to have girl's teams.

Thank you for your time, effort and commitment to your club and to the young people who enjoy their rugby so much as a result of your efforts.

WHAT IS THE MINI & YOUTH SEAL OF APPROVAL PROGRAMME?

Mini & Youth Seal of Approval is a three phase programme which assesses your club on its ability to provide a 'safer, more effective and child friendly' club environment.

It helps a club to:

- work towards meeting a basic set of criteria to achieve the Mini & Youth Seal of Approval standard.
- develop an inspirational and dynamic plan to suit the needs and aspirations of any given club, above and beyond the basic Mini and Youth Seal of Approval criteria.

You will probably be doing much of this already - it is now a matter of gathering and updating evidence on all of your good work so far.

This booklet is designed to take you through the Mini & Youth Seal of Approval process and provide help and advice where relevant.

It provides you with a step by step guide to the process before showing you how to complete all the necessary stages with examples throughout.

The Mini & Youth Seal of Approval also provides an ideal framework for any club or other organisation wishing to start the provision of Rugby playing opportunities for young people

How your club will benefit from the Mini & Youth Seal of Approval?

The benefits reported by Mini & Youth Seal of Approval accredited clubs have been wide ranging and significant.

These include:

- An increase in participation.
- An increase in the standard and number of coaches, referees and volunteers.
- Better links with the senior section of the club.
- Better links with the local community. (schools, colleges etc)
- Clubs feel that their efforts are being recognised and rewarded.
- They are more sure that they are 'on the right track.'
- The process of accreditation helps the club analyse where they are and where they want to be.

HOW TO ACHIEVE MINI & YOUTH SEAL OF APPROVAL: A STEP-BY-STEP GUIDE - THE FIRST 12 MONTHS

All rugby clubs with young players should be planning to achieve Mini & Youth Seal of Approval accreditation.

PHASE 1 – THE BASIC CRITERIA

1. Joining the Mini & Youth Seal of Approval Programme

- Your club is now invited to join the Mini & Youth Seal of Approval programme. Before you begin the process you need to ensure your club is committed to the programme and that at least three members of your club are willing to be responsible for implementation.

2. Audit your club

- When you and your Rugby Development Officer (RDO) are happy that your club is ready to join the programme, you need to organise a meeting between your club development group and your RDO. At this meeting your RDO will introduce you to the programme and together you will begin an audit. You begin this audit by going through the Criteria and Evidence Checklist which are part of this pack. There are guidance notes on how to use the Evidence Checklist and the Action Plan on page 14 of this document and on the Mini and Youth Seal of Approval CD-Rom or at www.rfu.com/community.
- During the audit you'll gather evidence of criteria which have been met which will need to be collated in the Evidence File. The criteria that need further work will become part of an Action Plan to achieve them.

3. Action Plan

- You will now write a brief Action Plan to achieve the criteria that you have not yet met. Your RDO can help you identify actions to implement. You need to complete your Evidence File and write your Development Plan to become Mini & Youth Seal of Approval accredited.
- You need to agree dates with your RDO for when the audit, Evidence Checklist and Action Plan will be completed.

4. Achieve Criteria

- You can now begin to implement your Action Plan to achieve the criteria based on the costs, timescales and people you have identified.

PHASE 2 – YOUR DEVELOPMENT PLAN AND ACCREDITATION

5. Writing a Development Plan

- Once the Action Plan is underway, you need to start work on a Development Plan. The purpose of this is for you to build on any of the 12 development strands that are particularly relevant to your club and where appropriate to exceed the Mini & Youth Seal of Approval criteria. Your Development Plan should try and look at least three years in advance.
- You need to work with your RDO and agree dates for when the Development Plan will be completed. It will probably take several weeks and several draft versions before it is completed appropriately. You may find that you will start some actions quickly and others will take more time and adjustments to start and finish. It is a working document which should be updated regularly. It is crucial that the actions and targets are:
 - Specific** – it is clear what needs to be done.
 - Measurable** – it will be clear when it has been achieved.
 - Agreed** – all those concerned have agreed to do it.
 - Realistic** – it is possible within all the limiting factors (e.g. time, money, etc).
 - Timed** – it is clear when it will be done by.
- Your RDO will meet with you to agree your Development Plan. At this point you should also have completed your Action Plan and fulfilled all of the criteria in the Evidence Checklist.

6. Accreditation

- With your Development Plan now in place this will indicate the end of the planning phase. Your Development Plan, Evidence Checklist and Evidence File will be sent to your Regional Rugby Development Manager (RRDM) for sign off, and you will be awarded Year 1 Mini & Youth Seal of Approval Accreditation.
- You will be sent official recognition of your accreditation to display at your club. This is a great opportunity to gain some excellent press coverage to highlight your achievement and to encourage more people to join and contribute to the club.

7. Implement Development Plan

- You will have support from your RDO as you put your Development Plan into action. You can now begin to implement the agreed actions in the timeframe you have decided upon.

12 MONTHS AND BEYOND: TAKING YOUR CLUB BEYOND YEAR 1 MINI & YOUTH SEAL OF APPROVAL

PHASE 3 – HEALTH CHECK AND FULL RE-ACCREDITATION

Phase 3 works as a three year cycle – once you have come to the end you begin the process again. It means that you are constantly evaluating and improving you club. 12 and 24 months from your accreditation date you will need to complete a Health Check to ensure that your club is fulfilling the key criteria and has reviewed your longer term Development Plan.

1. Annual Health Check

This will entail

- A review of your refreshed Development Plan.
- A check that key criteria are still being met.

And may include

- A site visit by your RDO (or appointed deputy)

The Health Check documents do not need to be forwarded to the RRDM for sign off. Your RDO will email the Mini & Youth Seal of Approval administrator to confirm that the Health Check has been completed.

2. Full Re-accreditation – Every Three Years

Three years after your accreditation you will need to complete a full check of all the criteria and your Development Plan.

3. Reviewing the Development Plan

- Not less than six months before your full re-accreditation you need to review the plan with your RDO. Is everything still going according to plan?
- You may need to consult with all your members and re-assess your plan and then agree new objectives, targets, costs, resources and timescales.

4. Writing a new Development Plan

- Not less than two months before your reaccreditation you will need to aim to have completed your new Development Plan.

5. Checking the criteria

- Every three years a full check of all the criteria will be needed. Use the Evidence Checklist to make sure that all the contents of your Evidence File is up to date and that any new evidence is added.
- The criteria for Mini & Youth Seal of Approval may have been reviewed and updated in line with new legislation and good practice. It is important that your Evidence File and Checklist support the latest version of the criteria. You can get the latest version from your RDO.

6. Submitting the new Development Plan

- Not less than one month before reaccreditation you will need to send your new Development Plan and Evidence File to the RRDM along with the Evidence Checklist (with the checklist complete). The RRDM will consider the file for re-accreditation.

7. Re-accreditation

- You will receive recognition to mark your re-accreditation from the RFU once the RRDM has approved and submitted your documents.

8. Implementing the new Development Plan

- You can continue to implement the agreed actions in the timeframe you have decided on.

Once the club is re-accredited you restart the Phase 3 cycle with a Health Check after 12 months.

REMOVAL OF ACCREDITATION

Once you have been accredited with Mini & Youth Seal of Approval it takes sustained focus and effort to retain it. It is also important that the integrity of the accreditation is maintained so that young players and their parents can be sure that any Mini & Youth Seal of Approval club provides a safe, effective and friendly rugby environment.

Accreditation may be lost for any of the following reasons:

Poor or no Development Plan

If you do not submit a credible and updated Development Plan every year accreditation may be suspended.

Bad practice

If there are any reported incidents of bad practice they will be fully investigated and in the meantime your accreditation may be suspended. If they are proven and it is not possible in the short term to resolve the situation then accreditation will be suspended.

Non-fulfilment of Criteria

Failure to maintain the criteria for Mini & Youth Seal of Approval and/or the Evidence File may result in accreditation being suspended.

When a club's Mini & Youth Seal of Approval is suspended then any accreditation documentation will be required to be returned immediately.

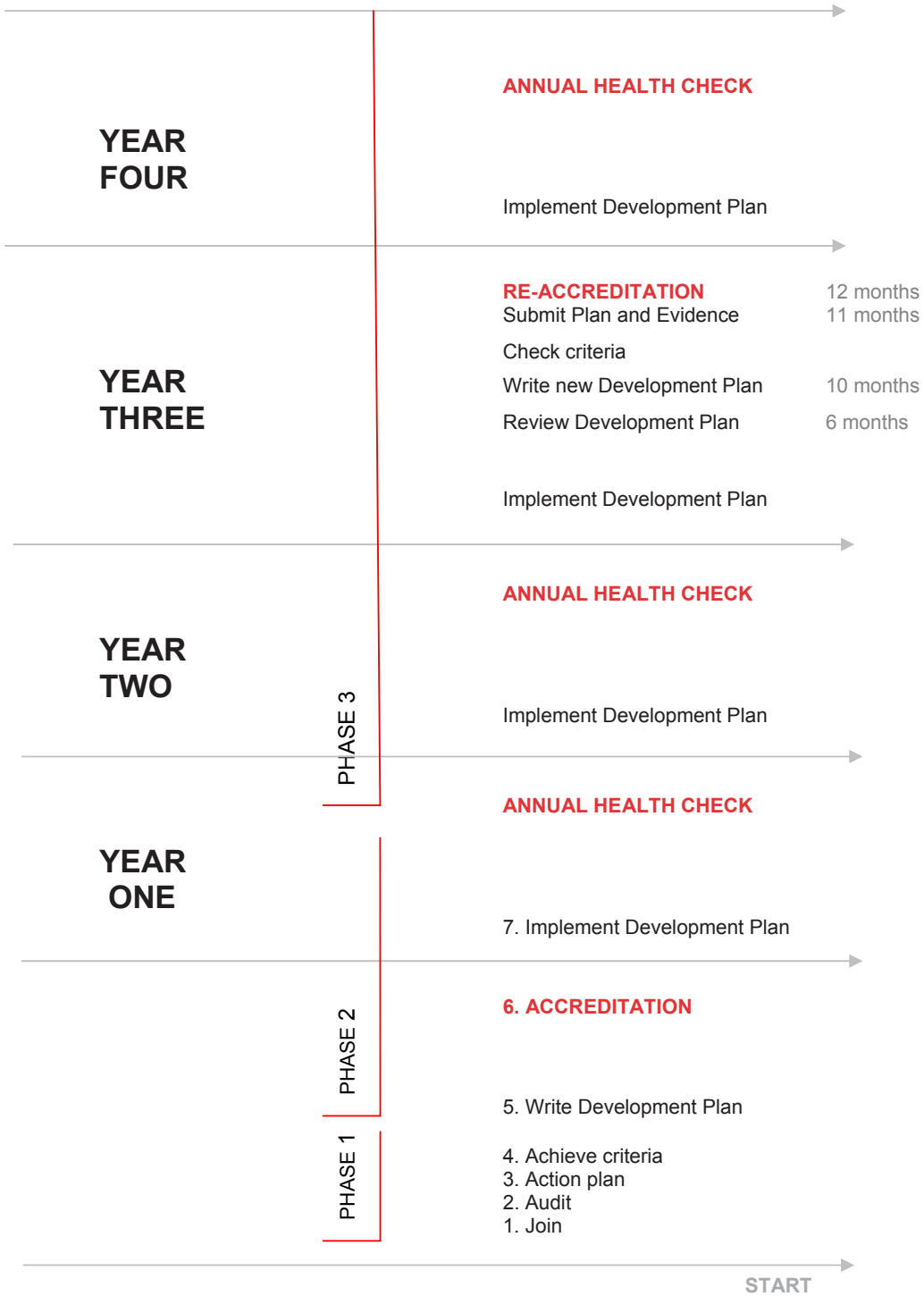
Only the National Clubs Development Manager may suspend a club's accreditation.

Once suspended, a club's accreditation can be returned if the outstanding issues are addressed to the satisfaction of the RRDM and the National Clubs Development Manager. A club would be supported through this process by their RDO and Constituent Body (CB) representative as appropriate.

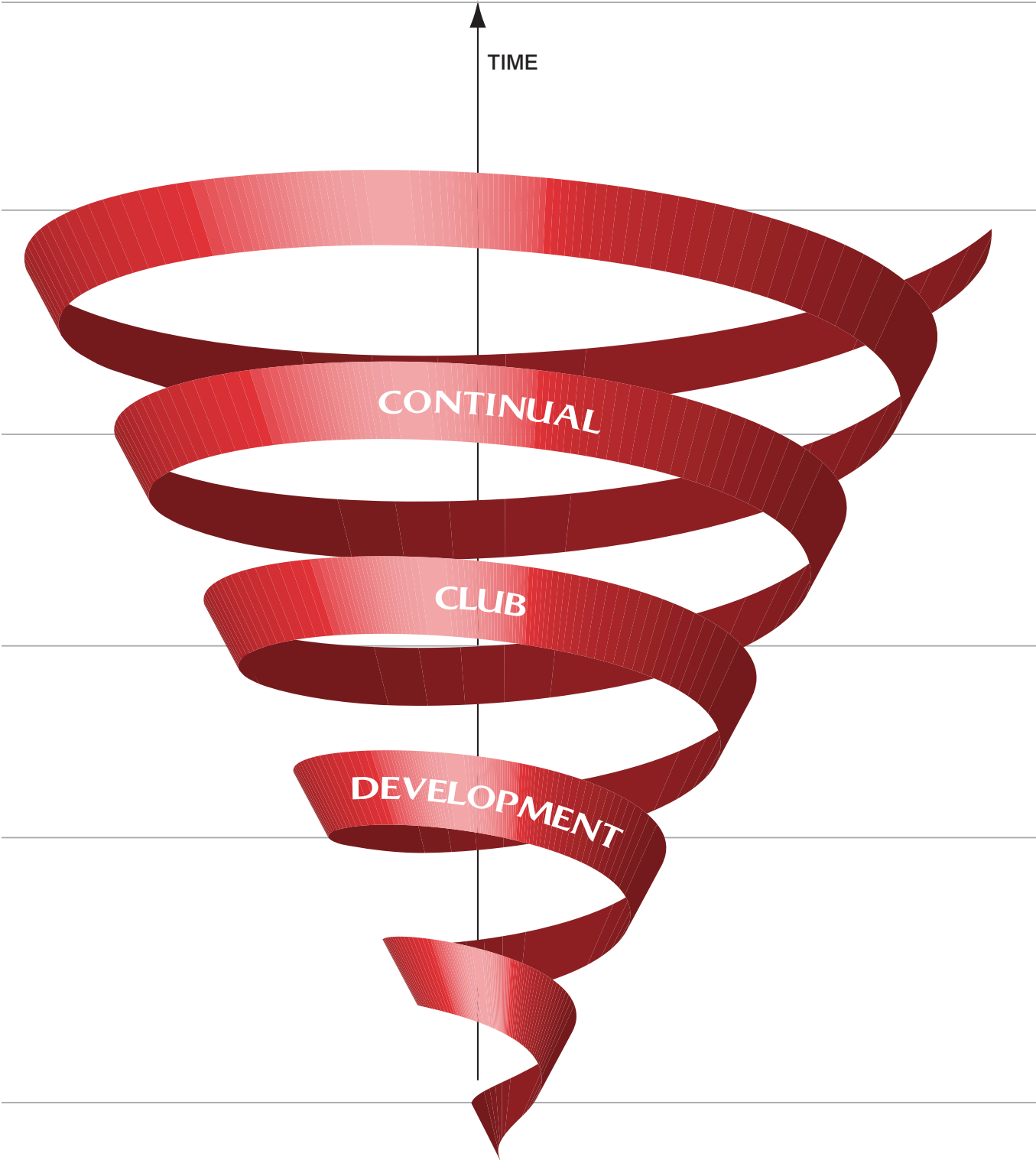
Appeals Procedure

If a club wishes to appeal against the suspension of their Mini & Youth Seal of Approval then they must do so in writing to the Director of Community Rugby or the Chair of the RFU Community Rugby Standing Committee. Contacts for both can be found in the RFU handbook or on www.rfu.com/community

THE MINI & YOUTH SEAL OF APPROVAL PATHWAY



CONTINUAL CLUB DEVELOPMENT



GUIDANCE NOTES

PHASE 1 - THE EVIDENCE CHECKLIST AND ACTION PLAN

The Evidence Checklist and Action Plan:

- gives you details of all of the criteria you need to meet to achieve Mini & Youth Seal of Approval accreditation.
- gives you a checklist to work through to audit your current status and identify the criteria you need to work towards.
- gives you a framework to write an Action Plan to meet each of these criteria.
- shows you how to build your Evidence File.

Templates for these can be found on the Mini and Youth Seal of Approval CD-Rom or at www.rfu.com/community.

The criteria are divided into five areas and 12 development strands:

1. People

- 1 Players
- 2 Coaches
- 3 Referees
- 4 Volunteers

2. Member services

- 5 Playing and Training
- 6 Social

3. Member Welfare

- 7 Equity, Medical and Welfare

4. Community Links

- 8 Community Links

5 Club Management

- 9 Finance
- 10 Legal and Administration
- 11 Facilities and Equipment
- 12 Promotion and Publicity

For each strand there are a number of related criteria. You need to show evidence that you have met each criterion. If you haven't yet met the criterion you need to write an Action Plan. As you work through the Action Plan, you gather the relevant evidence to store in the file.

How to complete the Evidence Checklist and Action Plan:

Evidence Checklist

What do we need to do?

Column 1

Read the criteria for each of the development strands. Do you meet the criteria?

- a. If the answer is 'Yes', collate the evidence in the Evidence File. Tick and date column 7.
- b. If the answer is 'No' draw up an Action Plan. Follow the steps for columns 3-7 below.

Column 2

This is the evidence you need to show that you have met the criteria. When you have gathered the evidence, put it in the Evidence File. Tick and date column 7.

Action Plan

How are we going to do it?

Column 3

What are you going to do to meet the criteria? What are your specific actions?

Column 4

Who is going to do it or be responsible for making sure it is done?
(A person not a group.)

Column 5

When will it be done by?

Column 6

How much will it cost?

Have we gathered the evidence?

Column 7

Tick and date when the evidence is met.

As you go through the list of criteria and implement actions, you should be able to tick off everything by the end of Phase 2 in order to achieve Year 1 accreditation. When you come to write subsequent Development Plans ensure that you review the Evidence Checklist, add any updated evidence to the file and put in a date.

Where can I go to for help in gathering the evidence?

Your RDO will guide you through the process and give you advice as to where you can find the information you'll need. The Evidence Checklist will tell you how to find out further information. This is also available on the Mini and Youth Seal of Approval CD-Rom or at www.rfu.com/community.

How do you use the Evidence Checklist and Action Plan?

Below is an example of an Evidence Checklist and Action Plan based on a 'Players' development strand criterion.

PLAYERS

Evidence Checklist: What do we need to do?		Action Plan: How are we going to do it?				Have we gathered the evidence?
Criteria?	Evidence?	How?	Who?	When?	Cost?	Tick and date
A Seal of Approval club Must use the RFU Proficiency Awards and other coaching resources of the RFU to enhance its player development programme	Written evidence of how awards are used in your annual programme	• Plan into Annual Coaching Programme	Ed May	05/05/08	£350	
		• Order pack online from Community Rugby Shop	Ed May	05/05/08	£60	
		• Presentation of Certificates at social events	Age group Lead Coaches	05/05/08	£150	
		• Use three times a year	Age group Lead Coaches	20/12/08	£0	
		• Focus coaching sessions on individual skill development	Age group Lead Coaches	01/09/08	£0	

MINI & YOUTH SEAL OF APPROVAL CRITERIA, EVIDENCE AND SUPPORTING RESOURCES

	What is the Criterion?	What evidence do we need?	Supporting Resources
	PEOPLE		
1	Players – a Mini & Youth Seal of Approval club must:		
1.1	use the RFU Proficiency Awards and other coaching resources of the RFU to enhance its player development programme	Written evidence of how awards are used in the annual programme	The Proficiency Awards Planner on the Mini & Youth Seal of Approval CD-Rom. For information go to www.rfu.com/proficiencyawards RFU Proficiency Award – Club Pack £60.00 RFU Proficiency Award – Primary School Pack £45.00 RFU Proficiency Award – Secondary School, College & University Pack £45.00
1.2	have at least one registered girls team*	Copy of RFUW registration	
2	Coaches - a Mini & Youth Seal of Approval club must:		
2.1	have suitably qualified RFU coaches: Section Lead Coach – Level 2 Certificate in Coaching Rugby Union (at least one per Mini section and one per Youth section) Age Group Coach – Level 1 (at least one per age group or team)	Copy of entries on RFU RugbyFirst or Coach, Referee and Volunteer spreadsheet and Coaching Award Certificates	RFU Coach Development Officer (CDO) RFU Approved Coaching Centre www.rfu.com/coach Coach, Referee and Volunteer spreadsheet on the Mini & Youth Seal of Approval CD-Rom.
2.2	have a qualified coach/Mini & Youth player ratio at club sessions of 1:10 or less (Qualification: Start Coaching – Tag Rugby or iRB Rugby Ready, RFU Certificate in Coaching Rugby Union Level 1,2,3,4 or 5)	Copy of entries on RFU RugbyFirst or Player spreadsheet and list of coaches	RFU Coach Development Officer (CDO) RFU Approved Coaching Centre www.rfu.com/coach

*Only applicable to clubs with Girls Team

	What is the Criterion?	What evidence do we need?	Supporting Resources
	PEOPLE		
2	Coaches (continued) – a Mini & Youth Seal of Approval club must:		
2.3	have a Club Coaching Coordinator who has attended training and is registered on RFU RugbyFirst	Copy of entry on RFU RugbyFirst	RFU Club Coaching Coordinator Resource Pack and Training events Information on CCCs can be found on www.rfu.com/coach
3	Referees - a Mini & Youth Seal of Approval club must:		
3.1	have one RFU qualified referee per Mini section and one per Youth section	Copy of entry on RFU RugbyFirst or Referee Course Certification	RFU Referee Development Officer (RefDO) Information on referee courses and refereeing can be found on www.rfu.com/referee Coach, Referee and Volunteer spreadsheet on the Mini & Youth Seal of Approval CD-Rom
4	Volunteers - a Mini & Youth Seal of Approval club must:		
4.1	have clear role descriptions for all club volunteers	Volunteer role descriptions for all appointed roles	Clubmark Resource Pack on the Mini & Youth Seal of Approval CD-Rom See examples at www.rfu.com/volunteer
4.2	have a Club Volunteer Coordinator registered on RFU RugbyFirst	Copy of entry on RFU RugbyFirst	CVC workshop Information on CVCs can be found on www.rfu.com/volunteer

	What is the Criterion?	What evidence do we need?	Supporting Resources
	MEMBER SERVICES		
5	Playing and Training – a Mini & Youth Seal of Approval club must:		
5.1	<p>adhere to the following RFU/W guidelines:</p> <p>The RFU Continuum for U7 to U12 boys and girls</p> <p>The RFU and RFUW Youth Structured seasons for U13 to U18 boys and U12, U15 and U18 girls*</p>	<p>Copy of the club's fixture and training programme. The club should distribute the programme to all players, coaches, managers, parents and local schools</p> <p>Players should be nominated for CB School of Rugby and age group teams when appropriate</p>	<p>RFU Continuum</p> <p>RFU Youth Structured Season</p> <p>www.rfu.com/community</p>
5.2	<p>provide training sessions for its players during the season</p>	<p>Copy of training programme for the season</p>	<p>RFU Continuum</p> <p>RFU Youth Structured Season</p> <p>www.rfu.com/community</p>
6	Social - a Mini & Youth Seal of Approval club must:		
6.1	<p>organise at least one social event every season appropriate for each of its age groups and teams</p>	<p>Copy of publicity material for the event (s)</p>	<p>Social Event Planner on the Mini and Youth Seal of Approval CD-Rom or at</p> <p>www.rfu.com/community</p>
6.2	<p>abide by RFU Tour Guidelines when arranging tours for Mini and Youth teams</p>	<p>Copy of any recent tour details showing tour policies, procedures and plans</p>	<p>How to Organise an Overseas Tour booklet and RFU Tour Guidelines booklet</p>

* Only applicable to clubs with Girls Teams

	What is the Criterion?	What evidence do we need?	Supporting Resources
	MEMBER WELFARE		
7	Equity, Medical and Welfare – a Mini & Youth Seal of Approval club must:		
7.1	adopt the RFU Equity Policy or their own Equity Policy which incorporates the RFU policy objectives	Club Policy document	RFU/RFUW Equity Policy www.rfu.com/community
7.2	have a minimum of one member who has attended a Running Sport 'A Club for All' workshop	Copy of certificate of Attendance Evidence that nominated club member(s) is still active within the club management and implementing policy	Your local County Sports Partnership will organise these courses. Go to www.runningsports.org for details of courses in your area
7.3	have a minimum of two coaches who have attended a SCUUK 'Equity in your Coaching' workshop	Copy of Certificate of Attendance Evidence that nominated club member(s) is still active within the club management and implementing policy	Your local County Sports partnership will organise these courses. Go to www.sportscoachuk.org for details of courses in your area
7.4	have codes of conduct for all players, coaches, officials, members, spectators and volunteers	Club Codes of Conduct Club demonstrates how they are used and implemented	RFU Codes of Conduct Clubmark Resource Pack on the Mini and Youth Seal of Approval CD-Rom Club Welfare Officer Handbook www.rfu.com/regulations
7.5	have a girls section that is in contact with the Club Welfare Officer and is implementing the club's welfare policy*	Club Welfare Officer to confirm regular contact and that policy is inclusive	The Welfare of Young People in the Rugby Union Booklet Policy & Procedures for the Welfare of Young People in Rugby Union www.rfu.com/regulations
7.6	have access to first aid equipment at all coaching and competition sessions	Written confirmation from the Club Welfare Officer Check during any site visit as part of accreditation or health check	RFU Guidance on the content of a First Aid Bag www.rfu.com/health

* Only applicable to clubs with Girls Teams

	What is the Criterion?	What evidence do we need?	Supporting Resources
	MEMBER WELFARE		
7	Equity, Medical and Welfare (continued) – a Mini & Youth Seal of Approval club must:		
7.7	have a minimum of one person trained in First Aid (RFU Advanced First Aid, HSE First Aid at Work or equivalent) in attendance at all training sessions and matches	Course certificate(s) First Aider Role Description Check that member(s) is still active within the club and attending sessions and matches	RFU First Aid Training FA First Aid Training HSE accredited First Aid Course (eg British Red Cross) RFU Course organised through RDO
7.8	have written emergency procedures for dealing with, recording and reporting serious injuries/accidents, and access to a telephone to call the emergency services	Club Accident and Emergency Procedures Site of telephone Club Accident book is available and up to date	www.rfu.com/virtualadviser
7.9	have information on relevant medical conditions of players	Medical information available to each age group manager and/or coach	Player spreadsheet and Clubmark Resource Pack on the Mini and Youth Seal of Approval CD-Rom
7.10	have an identified Club Welfare Officer who has undertaken RFU training and is in contact with the CB Welfare Manager	Copy of entry on RFU RugbyFirst CB Welfare Manager to confirm implementation of welfare policy	RFU Club Welfare Officer Course Club Welfare Officer handbook
7.11	have a documented disciplinary process in place to deal with contraventions of Codes of Conduct when advised by RFU or other organisations or individuals	Club Disciplinary Policy	The Welfare of Young People in Rugby Union Booklet Policy & Procedures for the Welfare of Young People in Rugby Union www.rfu.com/regulations
7.12	have the contact details of parents/carers/partners and emergency/alternative contacts and confidentiality procedures in place to deal with this information	Contact list information available to all age group managers and/or coaches	Player spreadsheet on the Mini and Youth Seal of Approval CD-Rom

	What is the Criterion?	What evidence do we need?	Supporting Resources
	MEMBER WELFARE		
7	Equity, Medical and Welfare – a Mini & Youth Seal of Approval club must:		
7.13	have implemented the RFU Policy and Procedures for the Welfare of Young People in Rugby Union or developed their own which incorporates for the RFU policy objectives	Copy of Club Policy CB Welfare Manager to confirm implementation of policy	The Welfare of Young People in Rugby Union booklet Policy and Procedures for the Welfare of Young People in Rugby Union www.rfu.com/regulations
7.14	have at least one member of each age group coaching and management team who has undertaken a Safeguarding and Protecting Young People in Rugby Union course	Certificate of Attendance Check that these members are still active in the club and implementing policy	RFU Safeguarding and Protecting Young People in Rugby Union course www.rfu.com/community
7.15	have all adults who have regular supervisory contact with young people undertake CRB and/or ISA (from Oct 09) disclosure as appropriate	List of all relevant adults with regular supervisory roles with CRB Disclosure Number and ISA membership number (when appropriate)	Coach, Referee and Volunteer spreadsheet on the Mini and Youth Seal of Approval CD-Rom or at www.rfu.com/community RFU CRB Database Enquiries to RFU CRB office 020 8831 7454 Independent Safeguarding Legislation information www.rfu.com/community

	What is the Criterion?	What evidence do we need?	Supporting Resources
	COMMUNITY LINKS		
8	Community Links – a Mini & Youth Seal of Approval club must:		
8.1	have a club officer to liaise with local schools, further education colleges, universities and other local sports organisations	Entry in Club Handbook or website Role Descriptions	RFU Club Links guidance booklet
8.2	have contact with at least two schools (minimum one secondary school) via formal partnership agreements	Copy of written agreements	RFU Club Links partnership Agreement Document from your RDO
8.3	have a contact with at least one 6 th Form/FE or HE establishment via formal partnership agreements	Copy of written agreements	RFU Club Links Partnership Agreement Document from your RDO
8.4	be committed to further development and outreach work	Examples of specific actions in the Development plan	Community links ideas section on page 31 of this booklet

	What is the Criterion?	What evidence do we need?	Supporting Resources
CLUB MANAGEMENT			
9	Finance – a Mini & Youth Seal of Approval club must:		
9.1	have a specific membership category and pricing policy for children and young people and others with low disposable income	Club membership and annual subscriptions details	
10	Legal and Administration – a Mini & Youth Seal of Approval club must:		
10.1	be affiliated to the RFU	Entry in the RFU Handbook or on RFU RugbyFirst	Your Constituent Body Honorary Secretary will process your application if necessary Go to www.rfu.com/community for contact details
10.2	be affiliated to the RFUW*	Entry in the RFU Handbook or on RFU RugbyFirst	Your Women's Rugby Development Manager (WRDM) will help process your application if necessary Go to www.rfu.com/community for contact details
10.3	have an open constitution	Copy of Club Constitution	RFU sample constitutions are available on www.rfu.com/community RFU legal helpline 0870 0603437
10.4	have a club Development Plan (minimum three years) that is reviewed annually	Copy of new/revised Development Plan and/or annual Action Plan	Development and Action Plan templates available on the Mini and Youth Seal of Approval CD-Rom
10.5	have an annual Action Plan that is based on the club's Development Plan	Copy of new/revised Development Plan and/or annual Action Plan	Development and Action Plan templates available on the Mini and Youth Seal of Approval CD-Rom
10.6	have the Mini and/or Youth section represented on the club's main and/or executive committee	Copy of club committee structure or entry in Club Handbook or website	Role descriptions can be found on www.rfu.com/volunteer

* Only applicable to clubs with Girls Teams

	What is the Criterion?	What evidence do we need?	Supporting Resources
	CLUB MANAGEMENT		
10	Legal and Administration (continued) – a Mini & Youth Seal of Approval club must:		
10.7	have a girls section sub committee that is represented on the club's main and/or executive committee*	Copy of club committee structure or entry in Club Handbook or website	Role descriptions can be found on www.rfu.com/volunteer
10.8	have a girls section that has consulted with their local RDO and WRDM*	Written confirmation from RDO and WRDM	Go to www.rfu.com/community for contact details
10.9	have appropriate personal indemnity, public liability, buildings, contents, employer, player, coach, official and medical insurance	Central RFU insurance is provided for all affiliated clubs. Clubs should check that this insurance meets their specific needs	All insurance information and advice can be found at www.rfu.com/virtualadviser or from the insurance providers on the rugby club's helpline 01732 877647 or email Rfu.clubs@marsh.com
10.10	have a Health and Safety policy that adheres to all current H&S regulations	Copy of Policy	RFU Health and Safety Toolkit www.rfu.com/virtualadviser
11	Facilities and Equipment – a Mini & Youth Seal of Approval club must		
11.1	carry out all coaching and competitions at safe venues and use safe equipment	Copy of at least six monthly risk assessment audit	Risk assessment information and Clubmark Resource Pack on the Mini and Youth Seal of Approval CD-Rom www.rfu.com/virtualadvertiser
12	Facilities and Equipment – a Mini & Youth Seal of Approval club must		
12.1	communicate at least twice a year with all its members and parents	Examples of newsletters or other communications	Go to www.rfu.com/community for contact details

* Only applicable to clubs with Girls Teams

PHASE 2 - THE DEVELOPMENT PLAN

Completing your Evidence File and Action Plan should have helped you identify areas that you would like to develop over the next 12 months or more. You'll then need to create a realistic Development Plan based on these needs that are specific to your club. The information and worksheets in this section have been specially designed to help you achieve your own development goals.

The following is an example of a Development Plan Objectives and Actions. You can use these Development Plan sheets to lay out your objectives and intended solutions in a clear and logical way, and then submit the completed Development Plan, Evidence File and Checklist for approval.

A blank Development Plan template can be found on the Mini and Youth Seal of Approval CD-Rom or at www.rfu.com/community

DEVELOPMENT STRAND: REFEREES

Objective – what are we trying to do	Action – How are we going to achieve it?	Who is going to do it?	When will it be done by?	What will it cost?
Establish a proactive recruitment policy by bringing referee training and qualification courses to potential referees	Identify four parents or current players who could referee	Willy Whistle	01/09/08	£0
	Provide 100% funding for recruits to go on ELRA course	Willy Whistle	15/10/08	4 x £40 each =£160
	Liaise with RFU RefDo to confirm dates and courses	Willy Whistle	15/10/08	£0
	Allocate referees to specific age groups U7/8 U9/10 U11/12 13+	Willy Whistle	15/12/09	

Ideas for the Development Plan

You can use the ideas on the following pages as inspiration for your Development Plan. You can use them as they are or create your own.

A blank Development Plan template can be found on the Mini and Youth Seal of Approval CD-Rom or at www.rfu.com/community Remember to make sure that the actions and targets are:

Specific – it is clear what needs to be done.

Measurable – it will be clear when it has been achieved.

Agreed – all those concerned have agreed to do it.

Realistic – it is possible within all the limiting factors (e.g. time, money, etc).

Timed – it is clear when it will be done by.

	Development Strand	Additional supporting resources and training
	PEOPLE	
1	Players	
	<ul style="list-style-type: none"> • create and maintain playing profiles on all players, with regular updating • provide coaching opportunities for talented players • encourage senior players to mentor older youth players • provide and integrated player pathway for older youth players to move senior squads • set up a girls team • organise events for players returning from college/uni at Easter and Christmas 	<p>Go Play Rugby and Play On workshops – Recruiting and Retaining Players</p> <p>Positional skills</p> <p>Nike Skills Handbook</p> <p>RFU Front Row in Union</p> <p>RFU Continuum from Tag to Twickenham</p> <p>Touch Rugby booklet</p> <p>RFU Core Rugby Skills for Coaches and Players</p>

	Development Strand	Additional supporting resources and training
	PEOPLE	
2	Coaches	
	<ul style="list-style-type: none"> • Build and implement a strategy for coach development • Appoint lead coaches to mentor assistant coaches • Encourage older youth players to start on the RFU coaching award ladder and to attend CSLA and JSLA courses • Review the role descriptions annually • Set up 'reward and recognition' packages for coaches • Promote suitable coaches to District/CB Development squads via the Rugby Development Officer • Make sure that all coaches are qualified through the RFU Coaching Award Programme • Encourage coaches to always develop their knowledge and/or work towards the next level of RFU award • Encourage coaches to attend relevant RFU, Sport England and scUK courses • Make available RFU and other coaching resources to coaches • Make sure that coach:player ratios are maintained and improved to ensure high standards of safety and coaching at all sessions • Target recruitment of female coaches 	<p>Start Coaching – Tag Rugby Start Coaching – iRB Rugby Ready Community Leaders Award L1 Certificate in Coaching Rugby Union L2 in Coaching Rugby Union L3 Certificate in Coaching Rugby Union RFU Level 4 Rugby Union Coaching Award Rugby Union Mentoring Programme RFU SAQ Speed, Agility & Quickness Training Rugby Teacher Development Days Tackling Safety DVD £19.99 Technical Journal The RFU Top Coaches DVD Series £59.99 Positional Skills handbook £6.99 The Presentation Games (CDROM) £24.99 The RFU Guide for Coaches Fitness and Conditioning £14.99 RFU Start Rugby Coaching £25.00 Coach's Diary £5.00 Coaching contact booklet Student Player-Coach CDROM</p>

	Development Strand	Additional supporting resources and training
	PEOPLE	
3	Referees	
	<ul style="list-style-type: none"> • Identify a Club Referee Co-ordinator to assess club referee needs and liaise with the Referee's Society • Establish a proactive recruitment policy by bringing referee training and qualification courses to potential referees • Provide relevant training for existing referees • Encourage older youth players to attend Referee Awards courses • Promote codes of good conduct for both home and visiting referees • Establish and promote a 'club ref' package 	<p>Entry Level Referee Award: Stage 1/2/3</p> <p>Continuous Referee Development Award</p> <p>Development Referee Award</p> <p>RFU Touch Judge Course</p> <p>Adviser 1 and 2</p> <p>RFU Assessor Award</p> <p>RFU Referee Coach Award</p> <p>Referee Mini</p> <p>Referee Education Evening: "refereeing the scrum" "refereeing the tackle/ruck"</p> <p>Instant Rugby Booklet</p> <p>A guide to mentoring</p> <p>The RFU Rugby Union Referee's Manual £12.99</p> <p>Rugby Referee Practical Coaching £6.99</p> <p>Fit to referee and touch judge</p> <p>Aspects of the Scrum and Play – Yatton V Midsomer £18.00</p>

	Development Strand	Additional supporting resources and training
	PEOPLE	
4	Volunteers	
	<ul style="list-style-type: none"> • Appoint an adult club Volunteer Co-ordinator to work alongside the Mini and Youth Co-ordinator • Set up a parent database to be able to draw on parents and volunteers skills and professions • Set up a system for recruiting, retaining and recognising volunteers • Use the RFU 'Value the Volunteer' programme • Provide support for all volunteers so that no-one works alone • Provide job descriptions to help volunteers understand their roles • Provide volunteering opportunities for young people local school through 'Step into Sport' programme 	<p>RFU Leadership Academy</p> <p>RFU Volunteer Co-ordinator Workshop</p> <p>Running Sports workshop: Valuing your Sports Volunteers... how to recruit, retain, recognise and reward your volunteers</p> <p>RFU/RFUW Volunteer Strategy</p> <p>RFU Volunteer Recognition Booklet</p> <p>RFU Kick Off guide for new volunteers</p> <p>RFU On-side booklet for Volunteer Co-ordinators</p> <p>RFU Pitch In DVD for volunteer recruitment</p> <p>RFU Step 5 Booklet</p> <p>RFU Leadership Academy Guide for participants</p> <p>Running Sports workbook: Valuing your Sports Volunteers... how to recruit, retain, recognise and reward your volunteers</p> <p>Running Sports Quick Guide: The Role of The Chairperson</p> <p>Running Sports Quick Guide: The Role of The Secretary</p> <p>Running Sports Quick Guide: The Role of The Treasurer</p> <p>Running Sports Quick Guide: Volunteers – How can I recruit, retain, recognise & reward volunteers?</p> <p>Running Sports Quick Guide: How to communicate Effectively</p>

	Development Strand	Additional supporting resources and training
	MEMBER SERVICES	
5	Playing and Training	
	<ul style="list-style-type: none"> • Build appropriate competitive opportunities at all levels • Build a fixture list that is appropriate for the level of the players • For girls' section, build up a fixture list with other girls' teams • Run touch rugby festivals for parents and players during the summer 	<p>Event Co-ordinators Guide</p> <p>How to Organise an Overseas Tour RFU Tour Guidelines</p> <p>Running Sports Quick Guide: managing Events – What do I need to know about organising an event?</p> <p>Running Sports Quick Guide: Organising Fixtures & Competitions – What information do I need to know?</p>
6	Social	
	<ul style="list-style-type: none"> • Organise tours for players • Organise social events for parents, brothers and sisters • Provide a crèche for very young children • Provide hot drinks, food and newspapers for parents and visitors • Organise social events for coaches, referees, volunteers • Organise social events for the whole club 	<p>How to Organise an Overseas Tour RFU Tour Guidelines</p>

	Development Strand	Additional supporting resources and training
	Member Welfare	
7	Equity, Medical and Welfare	
	<ul style="list-style-type: none"> • Identify and provide training for a volunteer to lead Equity and Welfare in the club • Provide opportunities for girls, young people from ethnic minorities and those with disabilities to join the club • Introduce a girls' section and affiliate to the RFUW • Provide opportunities for all parents/ carers to become involved in Youth section activities • Provide a welcome pack for new players and parents • Assign current parents and players to look after new members • Build 'fair play' into the training programme, matches and season awards • Identify and provide training for a Risk Assessment Officer • Provide first-aid training so that all age groups are covered • Provide a job description, identify and provide training for a Duty Officer to be aware of all emergency procedures • Ensure that Codes of Conduct are maintained and implemented • Ensure your Equity and Welfare Policy impacts upon all club activity and membership • Identify and provide training for a Child Protection Officer • Provide obligatory Child Protection training for all volunteers 	<p>RFU Safeguarding and Protecting Young People in Rugby Course</p> <p>Club Welfare Officer Training</p> <p>RFU Sports First Aid Course</p> <p>100% Me (anti doping) Training</p> <p>Running Sports workshop: A Club for All... attracting more members from the community</p> <p>RFU/RFUW Policy and Procedures for the Welfare of Young People in Rugby Union</p> <p>RFU/RFUW The Welfare of Young People in Rugby Union Guidance</p> <p>RFU Club Welfare Officer Handbook</p> <p>RFU/RFUW Anti Bullying Policy</p> <p>RFU/RFUW Equity Policy</p> <p>A Guide to Child Protection and Best Practice DVD</p> <p>Child Protection Resource Pack £12.99</p> <p>RFU Milly's Fund Leaflet</p> <p>CVOC Tackle Safety pocket leaflet</p> <p>RFU Pitchside Concussion Assistant Cards</p> <p>www.rfu.com/VirtualAdviser Risk Assessment</p> <p>Rugbywise Toolkit</p> <p>RFU Codes of Conduct</p> <p>RFU Parent Guide</p>

	Development Strand	Additional supporting resources and training
	COMMUNITY LINKS	
8	Community Links	
	<ul style="list-style-type: none"> • Part fund a Community Rugby Coach (CRC) to provide coaching in local schools and colleges • Appoint a 'Pathfinder' to manage players along the 'rugby journey' • Identify a club–schools liaison person • Organise tournaments for local schools and colleges <p style="margin-left: 20px;">Arrange for coaches to run coaching programmes in local schools</p> <ul style="list-style-type: none"> • Give feedback to schools on their pupils' playing progress • Create links with special schools • Work with teachers at after-school clubs • Provide good communication channels for parents and players • Use parents as links to local schools as a means of passing on information • If you have a girls' section create links with other girls' teams • if you have a girls' section establish links with local/regional RFUW staff • Organise 'taster sessions' at the club for schools • Invite your local politicians to a club open day • Link with other local voluntary organisations e.g. Duke of Edinburgh, Volunteering Agencies 	<p>RFU Tackle Learning</p> <p>RFU Schools Incentive Pack</p> <p>RFU College Award Packs: Development College & Accredited College</p> <p>Freshers Fair Pack</p> <p>RFU Student Toolkit</p> <p>RFU Club Links Guidance booklet 08</p> <p>Running Sports workshop and book: A Club for All attracting more members from the community</p> <p>Running Sports workshop and book: Developing Partnerships with Clubs and Schools a guide for sports volunteers</p>

	Development Strand	Additional supporting resources and training
	CLUB MANAGEMENT	
9	FINANCE	
	<ul style="list-style-type: none"> • Use Gift Aid (if you are CASC) more effectively to increase income • Work towards '7 day trading' for the club • Integrate Mini/Youth section and senior club finances • Use the RFU Grand Draw to raise extra funds 	<p>RFU Club Cash Flow Projection Tool www.rfu.com/community</p> <p>RFU Club Business Planning Guidance www.rfu.com/community</p> <p>Running Sports workshop and book: Funding for your Club... ideas and advice to raise money to support a project</p> <p>Running Sports Quick Guide: Fundraising, Grants & Sponsorship – What financial information do I need to know?</p> <p>Running Sports Quick Guide: Taxation & Sport – What tax information do I need to know?</p>
10	Legal and administration	
	<ul style="list-style-type: none"> • Become registered as a Community Amateur Sports Club • Create a clear management structure and set up smaller working groups as appropriate • Make sure that the management structure allows the Youth and Adult sections of the club to work together • Build and implement a strategy for succession planning for all management roles • Develop a whole club Development Plan • Incorporate the club to protect the club officers 	<p>RFU Legal Helpline 0870 060 3437</p> <p>RFU Virtual Adviser www.rfu.com/virtualadviser</p> <p>www.cascinfo.co.uk</p> <p>RFU Guide to sustainable rugby clubs</p> <p>Running Sports Quick Guide: Developing Your Sports Action Plan</p> <p>RFU Licensing Act Booklet</p> <p>Gift Aid – Introduction</p> <p>Guidance on Industrial & Provident Society Model Rules and Registration as a CASC</p> <p>The Business Rates Benefits to Local Authorities and Sports Clubs</p>

	Development Strand	Additional supporting resources and training
	CLUB MANAGEMENT	
11	Facilities and Equipment	
	<ul style="list-style-type: none"> • Ensure that appropriate Risk Assessment is continually taken for all areas and facilities within the club environment • Appoint a member of the Youth section to take responsibility for maintenance of kit and equipment • Make the club 'child and young person friendly' throughout the week • Offer girl-friendly club facilities • Provide an adequate amount of kit • Ensure that only safe and appropriate contact equipment is used • Set up a club shop for playing kit • Arrange or refer players to a gum-shield fitting service • Set up a nearly-new kit service 	<p>RFU Accessible Facilities – Guidance notes for RFU Clubs</p> <p>RFU Facility Guidance Note 1 – Planning Permission</p> <p>RFU Facility Guidance Note 2 – Grass Pitches</p> <p>RFU Facility Guidance Note 3 – Maintenance of Grass Pitches</p> <p>RFU Facility Guidance Note 4 – Floodlights</p> <p>RFU Artificial Grass Pitches for Rugby and Association Football</p> <p>IRB Regulation 22 – Artificial Turf Pitches The National Facilities Strategy for rugby union in England</p> <p>A Maintenance Summary for Rugby Pitches</p> <p>Early Season Maintenance for a Rugby Pitch</p> <p>Maintenance of Sports Surfaces During Dry/Drought Conditions</p> <p>Pitch Quality Standards – IOG</p> <p>Line Marking – safety issues</p> <p>RFF Minimum Criteria for Clubhouses</p> <p>RFU Accessible Facilities & DDA Compliance Guide</p> <p>Fire Safety Guidance</p>

	Development Strand	Additional supporting resources and training
	CLUB MANAGEMENT	
12	Promotion and Publicity	
	<ul style="list-style-type: none"> • Re-design the club website to ensure appropriate communication • Provide a Player pack and a Parent pack for each season • Build a club page on the RFU website • Produce promotional material for schools • Ensure regular match and other event reports in local newspapers 	<p>Go Play Rugby Workshop</p> <p>RFU Working with the Media Guide</p>

PHASE 3 - TAKING YOUR CLUB BEYOND ACCREDITATION - CONTINUAL CLUB DEVELOPMENT

Phase 3 works as a three year cycle – once you have come to the end you begin the process again.

You will be constantly reviewing the areas of your club that need further development. At least every 12 months you should make appropriate changes for your Development Plan in preparation for your Health Check or full re-accreditation.

Remember to make sure that any actions and targets are:

Specific – it is clear what needs to be done.

Measurable – it will be clear when it has been achieved.

Agreed – all those concerned have agreed to do it.

Realistic – it is possible within all the limiting factors (e.g. time, money, etc).

Timed – it is clear when it will be done by.

SIGN-OFF AND DOCUMENTATION – ANNUAL HEALTH CHECK

Below is an example of the document used for your annual Health Check. A copy can be found on the Mini and Youth Seal of Approval CD-Rom. Your RDO will email the Mini & Youth Seal of Approval administrator to confirm that the Health Check has been completed.

Annual Health Check			Checked
A Mini & Youth Seal of Approval Club must			
	Key criteria	Evidence	
	PEOPLE		
2	Coaches		
2.1	<p>have suitably qualified RFU coaches:</p> <p>Section Lead Coach – Level 2 Certificate in Coaching Rugby Union (at least one per Mini section and one per Youth section)</p> <p>Age Group Coach – Level 1 (at least one per age group or team)</p>	Copy of entries on RFU RugbyFirst or Coach database list and Coaching Award Certificates	
2.3	have a Club Coaching Coordinator who has attended training and is registered on RFU RugbyFirst	Copy of entry on RFU RugbyFirst	
4	Volunteers		
4.2	have a Club Volunteer Coordinator registered on RFU RugbyFirst	Copy of entry on RFU RugbyFirst	
	MEMBER SERVICES		
5	Playing and Training		
5.1	<p>adhere to the following RFU/W guidelines:</p> <p>The RFU Continuum for U7 to U12 boys and girls</p> <p>The RFU and RFUW Youth Structured seasons for U13 to U18 boys and U12, U15 and U18 girls*</p>	<p>Copy of the clubs fixture and training programme. The club should distribute the programme to all players, coaches, managers, parents and local schools</p> <p>Players should be nominated for CB School of Rugby and age group teams when appropriate</p>	

*Only applicable to clubs with Girls Teams

MEMBER WELFARE		
7	Equity, Medical and Welfare	
7.1	adopt the RFU Equity Policy or their own Equity Policy which incorporates the RFU policy objectives	Club Policy document
7.6	have access to first aid equipment at all coaching and competition sessions	Evidence at site visit Copy of visit checklist
7.7	have a minimum of one person trained in First Aid (RFU Advanced First Aid, HSE First Aid at Work or equivalent) in attendance at all training sessions and matches	Course certificate(s) First Aider Role Description Check that member(s) is still active within the club and attending sessions and matches
7.8	have written emergency procedures for dealing with, recording and reporting serious injuries/accidents, and access to a telephone to call the emergency services	Club Accident and Emergency Procedures Site of telephone Club Accident book is available and up to date
7.9	have information on relevant medical conditions of players	Medical information available to each age group manager and/or coach
7.10	have an identified Club Welfare Officer who has undertaken RFU training and is in contact with the CB Welfare Manager	Copy of entry on RFU RugbyFirst CB Welfare Manager to confirm implementation of welfare policy
7.12	have the contact details of parents/carers/partners and emergency/alternative contacts and confidentiality procedures in place to deal with this information	Contact list information available to all age group managers and/or coaches
7.13	have implemented the RFU Policy and Procedures for the Welfare of Young People in Rugby Union or developed their own which incorporates the RFU policy objectives.	Copy of Club Policy CB Welfare Manager to confirm implementation of policy
7.14	have at least one member of each age group coaching and management team who has undertaken a Safeguarding and Protecting Young People in Rugby Union course	Certificate of Attendance Check that these members are still active in the club and implementing policy

	COMMUNITY LINKS		
8	Community Links		
8.1	have a club officer to liaise with local schools, further education colleges, universities and other local sports organisations	Entry in Club Handbook or website Role Descriptions	
	CLUB MANAGEMENT		
9	Finance		
9.1	have a specific membership category and pricing policy for children and young people and others with low disposable income	Club membership and annual subscriptions details	
10	Legal and Administration		
10.5	have an annual Action Plan that is based on the club's Development Plan	Copy of new/revised Development Plan and/or annual Action Plan	
10.10	have a Health and Safety policy that adheres to all current H&S regulations	Copy of Policy	
11	Facilities and Equipment		
11.1	carry out all coaching and competitions at safe venues and use safe equipment	Copy of at least a six monthly risk assessment audit	

SIGN-OFF DOCUMENTATION

Below and opposite is an example of the document used for approval of your application. A copy can be found on this CD-Rom. This form should be used for initial accreditation and for re-accreditation every three years.



SIGN OFF DOCUMENT – CLUB SUBMISSION

Club Details – to be completed by the club	
Name of club FC/RFC/RUFC/Ltd?	
Address of club	
Postcode of club	
County Sports Partnership of club (ask your Rugby Development Officer if unsure)	
Club key contact for Mini & Youth Seal of Approval	
Name	
Address	
Postcode	
Telephone no.	
Mobile tel. no.	
Email address	
I confirm that all the details in the Evidence File, Evidence Checklist and Development Plan are accurate at the time of submission.	
Signature	
Date	
Attachments (Please tick)	
<input type="checkbox"/> Evidence File	<input type="checkbox"/> Evidence Checklist
<input type="checkbox"/> Development Plan	





SIGN OFF DOCUMENT – RRDM SIGN OFF

RDO Contact	
RDO Name	
RRDM sign off	
RRDM Name	
I confirm that the club named above has provided all the necessary evidence and an appropriate Development Plan for Mini & Youth Seal of Approval	
RRDM Signature	
Date sent to Twickenham	
Note to RRDM: Once the documents are approved, copy and send this completed form to Twickenham and return the Evidence File, Evidence Checklist and Development Plan to the Club	

Office use only	
Received by date	
URN no.	

These forms should be sent to Seal of Approval, Rugby Football Union, Rugby House, Rugby Road, Twickenham TW1 1DS.



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