



THE ARMY RUGBY UNION **POLICY**

Introduction

1. As the governing body of the game of rugby union football in the Army, the Army Rugby Union (ARU) has an obligation to ensure that all areas of responsibility are managed in accordance with the instructions, laws and byelaws of the higher authorities to whom they are responsible.¹ In support of this the ARU has a written constitution that provides the framework under which it must operate and the constitution document is produced within the guidelines of the governing authorities detailed at note 1.

Aim

2. It has been identified by the ARU that in support of the constitution, there are areas where policy needs to be clarified and broadcast to the ARU membership and the wider Army rugby community. It is therefore the aim of this document to provide that clarity in the relevant areas so that personnel involved in Army rugby have full transparency over the way it operates in support of its aims.

3. Although not a 'live' document the ARU will continue to add and clarify policy in all areas and also update and amend as and when required. All policy and amendments including changes to the ARU constitution will be presented to the ARU Annual General Meeting (AGM) for ratification by the membership.

4. This document does not deal specifically with the management of policy for the ARU charitable trust which has its own trust deeds and is governed by the Management Board under the laws of the Companies Act 2006 and the guidance issued by the Charity Commission.

¹ The ARU is governed by the Rugby Football Union which is the body responsible for the running of the 'game' in England which includes all affiliated Army units irrespective of location. Military governance on Army Sport and Sport in the Army is issued by The Adjutant General (AG) through the Army Sports Control Board (ASCB).

ARMY RUGBY UNION
POLICY

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CHAPTER ONE

ARMY RUGBY UNION – POLICY FOR MEMBERSHIP OF THE ARMY RUGBY UNION

Background

1. The Army Rugby Union (ARU) is a Charitable Trust (registered number 245517) and is governed by the trust documents and the 'Constitution of the Army Rugby Union'. In addition it is a Constituent Body (CB) of the Rugby Football Union (RFU) and therefore must abide by its rules and byelaws which are issued annually and amended periodically. The recent growth of the ARU has meant that its rules and byelaws pertaining to membership have become disjointed and unclear. It is therefore the aim of this document to define membership in all areas and further provide clear guidelines on how personnel and unit clubs become members of the ARU. It is not intended to replace any policy currently held within the relevant documents but rather seeks to clarify detail where it is needed.

Membership

2. ARU membership can be defined in the following groups
 - a. The Member Clubs
 - b. The Management Board and Council
 - c. Sub Committee Members and Volunteers²
 - d. Honorary Members
 - e. Individual Members

Member Clubs

3. Unit clubs who wish to play rugby union football must join the ARU as a member club. Membership of the ARU affords member clubs insurance cover under the Rugby Football Union insurance scheme which provides cover for individuals against death and total disability over and above the cover offered by the Ministry of Defence. Clubs who are not affiliated cannot play rugby union football and will therefore have no insurance cover. Clubs who are affiliated are covered at all times irrespective of location to train and play rugby union football at whichever level they choose, i.e. inter company/squadron/troop, men, women, veterans, sevens, tens etc. Games must be played according to the Laws of the International Rugby Board (IRB)

² Volunteers include all members of the Army Rugby Union Referees Society.

4. Clubs who wish to become members of the ARU must apply using the relevant proformae published annually on the ARU web-site and sent to all member clubs for renewal pre season in June/July of each year.
5. All clubs are to have a written constitution and must have the following appointments.
 - a. President
 - b. Chairman
 - c. Secretary/Rugby Officer
6. Once a member club has been affiliated to the ARU they will be affiliated for the life of the unit or until the club wishes no longer to be a member. Membership is not transferable unless the unit to which the club belongs is disbanded and reformed under another name due to military restructuring.
7. Member Clubs are permitted to have 1 vote at ARU General Meetings.
8. Member clubs who qualify under the RFU byelaws are permitted to apply to become members of the RFU, The conditions for RFU membership is reviewed regularly and is promulgated Annually by the RFU within the handbook. Clubs who meet the criteria are informed by the ARU. Membership of the RFU confers additional benefits and responsibilities to clubs such as a vote at General Meetings and the ability to purchase International tickets.

The Management Board

9. The role of the Management Board is to 'Manage the affairs of the Union, determine policy and have full power and authority over the use, disposition and investment of ARU funds. In addition the Management Board Members are 'de facto' trustees of the ARU charitable trust (less non-voting members).
10. The Members should be drawn from personnel who are currently serving within the regular Army. Where the Management Board see fit, it is permitted to select retired members of the Armed Forces to serve within the Management Board to fulfil a particular role (Such as a Non-Executive Director), They should, unless authorised, work on a voluntary basis and receive no payment for their services, however reasonable travel expenses will be paid for attending meetings or events where they are requested by the Management Board to represent the ARU.
11. The Management Board consists of the following,
 - a. **The Officers of the Union**, who are appointed annually by the ARU Council, these consist of the following
 - (1) The Chairman

(2) The ARU Representative on the RFU Council

(3) The Secretary

- b. **The Members.** The Members are selected from volunteers by the Chairman under advice from the Management Board or Council. They must be voted onto the Management Board by a majority vote of the Management Board. They are required to carry out tasks detailed by the Management Board in order to achieve the aims of the ARU as detailed in the ARU Constitution, ARU trust documentation and RFU publications. The current member appointments are detailed below

(1) Director of Marketing

(2) Director of Senior Rugby

(3) Director of Academy

(4) Director Women's Rugby

(5) Director of Finance

(6) Director of Community Rugby

(7) Non Executive directors

(8) In attendance non-voting members

12. The Management Board will meet no less than 4 times per annum.

The ARU Council

13. The ARU Council is to act as a forum at which all elements of the game in the Army are represented. All members are 'voting members' (less the Secretary and co-opted in attendance members). Members are selected from volunteers currently serving in the Regular Army (as per the Management Board Para 10 above). They must be voted onto the Council by a simple majority vote. The Council will meet no less than 2 times per annum and will consist of the following members.

a. The Chairman and the ARU Management Board

b. The Council Members, the current appointments are as follows

(1) Chairman of Coaching

(2) Chairman of Veterans

(3) Chairman BA(G) Rugby

- (4) Chairman Discipline
- (5) Chairman ARURS
- (6) Chairman Corps Rugby
- (7) Senior Medical Advisor

14. As detailed in Para 9a above, the ARU Council must vote in the Officers of the Union on an annual basis.

15. The Management Board and Council appointments together with the proposed representative on the RFU Council, must be approved at the ARU Annual General Meeting. Member Clubs may vote against the composition of the Management Board, Council or any appointment therein by raising an objection that has the support of at least two thirds of members present. Currently 20 members shall form a quorum and the Chairman will have the casting vote.

16. The Membership may make proposals to change the constitution or propose alternative individuals for appointments at General Meetings as long as the proposal has support of at least ten per cent of the ARU membership, the proposal will then be voted upon as detailed above in Para 13.

Non Executive Officers of the Union

17. In addition to the Officers of the Union listed in Para 10 a (1) & (3) the following Officers of the Union are ARU Members. They are entitled to attend Management Board Council or General Meetings but have no entitlement to vote. They shall also be appointed annually by the ARU Council. All must be drawn from personnel serving in the Regular Army.

- a. The President
- b. Deputy Presidents (No more than 4)

Sub Committee Members and Volunteers

18. Sub Committee Members and volunteers are appointed by the Directors or Chairmen to assist in the running of their area of responsibility. They are in all cases invaluable to the running of the ARU's activities and without such personnel the ARU would cease to function on all levels. These personnel are considered to be non-voting voluntary members of the ARU and will be issued with, and permitted to wear the ARU Members tie. This formalises and cements the relationships between the ARU its volunteers and sub committee members.

Honorary Membership

19. There are two Honorary ARU positions as follows
 - a. **Vice Patrons** – Periodically the ARU may wish to recognise and honour individuals who have given particularly outstanding service to rugby union in general or the Army in particular. Such Vice Patrons shall be invited by the President on the advice of the ARU Management Board. It has become custom to invite the incumbent Director of the Army Sports Control Board to become a Vice Patron.
 - b. **Honorary Life Vice Presidents** – From time to time the ARU may wish to honour an individual who has contributed substantially to the furtherance of the Union. The ARU may do so by inviting and thereafter appointing such an individual to be an Honorary Life Vice President. The invite is to be given by the ARU Council and the appointment will be announced at the Annual General Meeting.

Individual Members

20. The individual membership scheme (IMS), is a scheme that provides regular Army personnel with a focal point for all matters related to Army rugby. The IMS will promote the game across the Army and ensure all those not serving in a rugby playing unit can remain in touch with the Army rugby.

21. The IMS seeks to foster a sense of belonging and encourage the participation in Army rugby of players and non-players in the affairs and activities of the ARU; especially those in non-playing units or on detached duty. Members must meet the following criteria:

- a. Be a serving member of the regular Army (see above).
- b. Must not be serving in a unit classified as a Section one Rugby Club, which are those affiliated directly to the RFU. This will be monitored by the ARU Secretariat.

22. Members do not relinquish Membership upon leaving the Army unless they request to be removed from membership or cease to pay the annual subscription. Non-Serving members cannot renew membership once it has lapsed.

23. The document detailing full terms and conditions for IMS Members is attached to this policy document at Annex A.

ANNEX A TO CHAPTER ONE
POLICY FOR MEMBERSHIP
OF THE ARMY RUGBY UNION

ARMY RUGBY UNION INDIVIDUAL MEMBERSHIP SCHEME
TERMS AND CONDITIONS

PURPOSE

The individual membership scheme known hereafter as IMS, is a scheme that provides Regular Army personnel with a focal point for all matters related to Army rugby. The IMS will promote the game across the Army and ensure all those not serving in a rugby playing unit can remain in touch with the Army rugby.

ETHOS

The IMS seeks to foster a sense of belonging and encourage the participation in Army rugby of players and non-players in the affairs and activities of the ARU; especially those in non-playing units or on detached duty.

MEMBERSHIP CONDITIONS

Members must meet the following criteria:

- Serving member of the Army³.
- Applicants must not be serving in a unit classified as a Section one Rugby Clubs, which are those affiliated directly to the RFU a list of which can be found on the ARU website. www.aru.mod.uk.
- There will be a maximum of 500 members of the IMS; once this ceiling has been reached applicants will be consigned to a waiting list until a vacancy arises.
- Successful applicants must pay by subscription to the scheme annually on 1 September.
- The ARU reserve the right to refuse membership to personnel who they deem not to qualify for IMS membership or rescind membership at any time should members not meet the conditions of the scheme.
- The cost of subscription will be set by the ARU Management Board and may increase if necessary to cover the costs of administering the scheme; members will be informed of any increase in subscription costs prior to 1 September each year.

³ The ARU may invite a retired officer or soldier to become a member if they have made a significant contribution to rugby in the Army.

MEMBERSHIP BENEFITS

Members are entitled to the following benefits

- The receipt of regular information including ARU handbook and fixture information.
- The right to attend the ARU AGM as a non-voting member. The IMS membership are however, entitled to a single vote at the AGM, the vote may be cast via the ARU Secretary and must have the support of two thirds of the IMS membership to be ruled as valid.
- Invitations to ARU special events.
- The right to bid for International match tickets.
- The right to purchase and wear the ARU members tie.
- A discount on designated stock purchased from the ARU Shop.

INTERNATIONAL MATCH TICKETS

The following terms and conditions apply the purchase of International tickets through the IMS:

- Individual members may only apply for International match tickets through the ARU by using the designated proformae which will be posted to members prior to matches.
- Individual membership does not automatically give members the right to international match tickets.
- Tickets will be allocated to individual members by the ARU who reserve the right to allocate tickets in a fair and equitable manner.
- Members must provide accurate credit/debit card details on completed ticket application proformae, failure to do so will prevent the processing of the application.
- By signing and returning the ticket application proformae, permission is given by the Individual Member to allow the ARU staff to debit their card for the full face value of allocated tickets. No payment will be taken if tickets are not allocated.
- Allocated tickets will be sent to members along with a cheque to the value of the balance owing for tickets not allocated.

- Applications must be received by the ARU IMS by the date stated on the application proforma, applications received post this date will not be considered.
- The ARU will send tickets by registered mail; once the ticket has left the ARU office the ARU accepts no responsibility for the delivery thereof. The ARU does not accept any responsibility for tickets that have been lost or stolen and no refund will be offered or made. The RFU/ARU reserves the right not to replace lost or stolen tickets.
- Ticket allocations and sale are subject to the terms and conditions of the RFU. This prevents their re-sale to unauthorised agents (such as ticket touts or unauthorised hospitality companies) or to other third parties above the face value that is stated on the ticket. Individuals are also warned not to auction or re-sell tickets on internet web-sites such as 'ebay', each ticket has a unique serial number and can be traced by both the RFU and the ARU. Action will be taken against Individual members found contravening these terms and conditions.
- The ARU will not allocate tickets based solely on the fact that Members have booked flights and or accommodation to venues where matches are to be played.
- The ARU reserve the right to withdraw ticket allocations as they see fit.

FURTHER INFORMATION

The following additional information should be noted:

- The ARU Management Board reserves the right to amend these terms and conditions at any time without the consent of the IMS members.
- The initial point of contact for all Members of the IMS is the IMS Administrator, Ms Kimberley Fowke, Tel: 01252 348 573 Mil: 94222 3573 email: kfowke@ascb.uk.com
- The IMS is owned and run by staff employed by the Army Rugby Union (ARU) but is not a part of the ARU charitable trust.
- Subscriptions are non-refundable and will be paid into the ARU IMS account held at Holts Bank, Farnborough Branch, account number 10526965 sort code 16-19-26. Payment will be collected by direct debit payment.
- There is no right of appeal should membership applications be rejected or membership terminated as detailed above.

- The ARU are committed to protecting the data of its members and are compliant with the regulations detailed within the Data Protection Act 1998.

CHAPTER TWO

ARMY RUGBY UNION - HEALTH AND SAFETY POLICY

References:

- A. www.community-rugby.com
- B. www.aru.org.uk
- C. JSP 375 Leaflets 11 and 23
- D. Ref: D/DTRG/14/04/02 dated 1 May 2009
- E. RFU Handbook Regulation 9

Background

1. In the constitution of the Army Rugby Union (ARU), the stated aim is 'to promote and foster the game of Rugby Union the Army and its local communities in accordance with the laws of the game promulgated by the Rugby Football Union (RFU)'.
2. The Management Plan for season 2008-09 also has a mission statement stating that the ARU is 'to promote and govern rugby union in the Army through maintaining stable structures for the game that enable its successful development at all levels for the benefit of all its participants'. This is further outlined in the supporting Mission Statements which are as follows,
 - a. **Representative Rugby:** To provide a well organised and accessible opportunity for all eligible personnel to represent the Army at the highest level and be successful.
 - b. **Army Community Game:** To promote and develop the game within the Army community world-wide so as to encourage optimum participation and enjoyment at every level.
3. To allow these aims and mission statements to be met the ARU must maintain a Health and Safety Policy that provides all participants irrespective of level with guidelines and instruction so that they may play the game in a safe, low risk environment.⁴ This document outlines the steps that are required to ensure that this happens. It is not intended to provide medical information or advice on treatment of injuries. Details regarding treatment of injuries along with other important information regarding rugby health and safety can be found at Reference A the RFU web-site under the heading 'Club Management/health' section, all unit/club rugby officers and team managers/coaches are advised to familiarise themselves with the content contained therein.
4. The ARU has to adhere to both the RFU and the Army Chain of Command policies to ensure that Soldiers as rugby players are provided with a safe low

⁴ It should be noted that the risk of suffering a catastrophic injury playing rugby union in England is 0.8 per 100,000 people per annum and is lower than other sports globally in the following order: American Football (1.0 person per 100,000 per annum), Swimming (1.8), rugby league (2.0), skiing (2.5), ice hockey (4.0), gymnastics (8.2) and horse riding (29.7) – Dr Colin Fuller, Centre for Sports Medicine, University of Nottingham: 'Catastrophic Injuries in Rugby Union: An Assessment of Risk (July 2007)'.

risk environment and the details of both policies have been taken into account when producing this document.

ARU Health and Safety Policy

5. **Insurance:** To play rugby union in the Army all clubs must be affiliated to the Army Rugby Union. Affiliation provides clubs with a level of insurance (provided through the RFU insurers) should players suffer from death or permanent total disability. 'Top up' insurance is available for individuals who wish to obtain a higher level of insurance however it should be noted that Army personnel who are playing in a recognised match or training for rugby union are considered to be 'on duty' and will receive a level of cover through the military system. All event organisers/rugby officers are strongly advised to ensure that all participants are recorded through an entry into unit part one orders prior to any rugby activity. Details on the level of cover, voluntary top up insurance for individuals, claims and other insurance information is also available at Reference A under the 'Club Management/insurance section.

NB. The RFU will not recognize clubs as playing the game of rugby union if they are not affiliated to a Constituent Body (i.e. The ARU) and therefore no insurance cover can be provided, clubs/units may affiliate to the ARU by completing the relevant proforma provided at Reference B the ARU web-site under the 'administration' section.

6. **Tour Insurance:** ARU clubs wishing to tour outside of the United Kingdom are to take out tour insurance, this should preferably done through the RFU insurer, details can be found on both the ARU and RFU web-sites.

7. **Risk Assessments:** All organisers/rugby officers are to carry out a risk assessment prior to all rugby events in accordance with Reference A, in addition to these risk assessments the ARU have published a checklist to act as an aide memoir for event organisers, (Annex A to this document).

8. **Medical Cover:** On 1 May 2009 the Directorate of Training (Army) issued Reference D, a letter regarding medical cover for sport. This letter is attached at Annex C and should be read by all rugby/organising officers and coaches.

9. The Army Rugby Union advises that before any organised sporting event occurs, it must be subjected to a risk assessment carried out in compliance with JSP 375, Leaflets 11 and 23. When considering the provision of pitchside medical cover the availability of an appropriately qualified first aider⁵ is to be assessed. **If a first aider is not available, the event is not to proceed without action to ameliorate the risk.** At all events an HSE-compliant first aid kit appropriate to the scale of the event is to be held at the

⁵ 'Appropriately qualified' means trained to at least MATT 3 BCD, however wherever possible organising officers are to consider and utilise personnel who are trained and current in cervical spine stabilisation and other life support. Examples of such personnel include (but are not limited to) RMO's, CMT's RMA's BATLS and BARTS trained personnel, and trauma management trained personnel.

pitchside, together with the means to contact the emergency services⁶. Players requiring medical attention are to be assessed at the pitchside; **if any doubt exists about the advisability of moving an injured player, the emergency medical services should be called without delay**⁷. All other service players who require medical attention should be moved (walked or driven) to the nearest medical facility, civilian players⁸ who require medical attention should be advised to report to their own doctor or the nearest A&E Department at their earliest convenience.

10. All event organisers/rugby officers who require clarification of any of the above should in the first instance contact the ARU Secretary. Details regarding the contents of An HSE compliant first aid kit are attached (Annex B).

11. **Duty of Care:** In addition to the measures outlined above, event organisers, rugby officers, managers and coaches have a further duty of care to players, this is detailed below,

a. Player **Welfare:** The ARU is of the opinion that players run the risk of serious injury or 'burn out'⁹ if they are permitted to play over 30 matches¹⁰ per season¹¹ and therefore rugby officers, team managers and coaches are requested that players within their jurisdiction do not exceed this limit. This includes matches played for club/unit, representative,¹² rugby league and civilian club rugby. For players who play to the limit of 30 matches per season, the ARU strongly advises that they take a break of at least 6 weeks (continuous) from rugby activity during the close season

b. Front **Rows:** Players under the age of 18 are not permitted to play in the front row during an adult rugby match, The ARU strongly advises clubs not to play personnel in any of the front row positions who are not adequately trained or have the relevant experience of playing in a front row position, if in any doubt clubs are requested to contact the ARU for advice. Coaches and match officials are to ensure that all front rows are adequately briefed prior to the start of every match.

12. **Spectators:** Spectators at matches must be provided with an environment from which they may safely observe. Spectators are not to

⁶ The means to contact the emergency services will vary and will be included in the risk assessment. For example, this could be via an adjacent guardroom or it may require the provision of a mobile phone

⁷ Event organisers are to ensure that the emergency services can have unimpeded access to the pitch.

⁸ To cover those events where military teams compete against civilian teams and where civil/military combined teams exist.

⁹ 'Burn out' is the term used to describe severe fatigue which will not only effect sporting performance but is likely to also have a negative effect on an individuals output within their military employment.

¹⁰ A match is considered to be over 40 minutes (or one half) of rugby without break (time spent off the field for injury or in the 'sin bin' must not be subtracted) if a player plays under 40 minutes this is deemed to be 'one half' of a match and should be taken into account when calculating a players matches during the season.

¹¹ A season lasts from 1 September to 31 May each year.

¹² Representative rugby includes all Corps and Army representative matches irrespective of level.

encroach onto the playing area which is deemed to be the area 5 meters outside of the touchlines and dead ball lines. A barrier must be provided to prevent crowd encroachment at all Army competition matches¹³ where a crowd is present, this barrier can be temporary in nature i.e. stakes and ropes or something more permanent such as post and rail fencing. Drinks at pitch-side must not be consumed from glass containers.

RFU Regulations

13. Reference C is issued by the RFU annually and deals with medical safety all clubs/units rugby officers and event organisers should be aware of the following reproduced below

Regulation 9 Medical safety

9.1 Wherever possible, the home Club should ensure a registered medical practitioner or other suitably medically qualified person is in attendance throughout the match. Prior to the start of a match, the home Club shall inform the Referee as to whether or not a doctor or registered medical practitioner is available.

9.2 The home Club must provide access to a working telephone (whether a mobile or otherwise) adjacent to the pitch and vehicular access for emergency vehicles.

9.3 Rugby is a physical contact sport. Injuries can and do occur as a result of playing rugby, either through isolated injuries or through continuous playing of the game over time. Participants should always consider their own fitness before commencing the playing of rugby and before any game. Participants should consider their own medical advice before playing and especially following an injury (following concussion this is mandatory).

9.4 Each Club is responsible for reporting all injuries that may result in an insurance claim to the RFU's insurance brokers.

9.5 Each Club must report to the RFU or as it may direct in accordance with the RFU's injury reporting system any injury which results in an individual being admitted to a hospital save for those taken to an Accident or Emergency Department and allowed home from there and any death occurring during or within 6 hours of the game finishing.

Summary

14. As detailed above rugby union is a contact sport and injuries do occur, however by following the guidelines and advice given above the risks involved will be minimised and therefore an environment that is as safe as possible in which ARU clubs can enjoy the game will be provided. Clubs and units that

¹³ For example the Army Premiership and Community Cup matches.

seek further clarification on any information contained herein are to contact the ARU Secretary **Mil: 94222 3508 Civil: 01252 348508 Mobile and out of hours 07595116118.**

Annexes:

- A. Rugby Union match safety check list
- B. Contents required for HSE compliant first aid kit
- C. Director of Training Letter detailing Medical Cover for Sport dated 1 May 09

Annex A TO CHAPTER TWO
ARU HEALTH AND SAFETY
POLICY

RUGBY UNION MATCH SAFETY CHECK LIST

Serial	Task	Checked	Remarks
1.	Insurance and Affiliation <ul style="list-style-type: none"> • Teams have minimum mandatory death and total disability RFU insurance through affiliation to the ARU • Teams/event have/has been published on Unit Part I Orders of all participating units • Organisers of Leisure Rugby Competitions have informed the RFU Leisure Rugby Dept. 		
4.	Player Safety <ul style="list-style-type: none"> • Qualified personnel appointed and present to officiate • Progressive warm up and warm down to be delivered by trained personnel • Players to be hydrated prior to match • Sufficient water to be made freely available to all participants during and after match • Players footwear (including studs) and clothing to conform to IRB regulations (Laws of the game - Law 4) 		

2.	<p>Pitch Safety</p> <ul style="list-style-type: none"> • Pitch marked and flags positioned correctly • If spectators present pitch to be roped off at least 3metres from touchline • Posts secure in ground • Post protectors fitted and secure • Ground playable (not frozen or baked hard, no potholes, not waterlogged) • Ground free of foreign objects such as glass, concrete, large stones, dog waste. 		
3.	<p>Medical</p> <ul style="list-style-type: none"> • Appropriately qualified first aid trained personnel must be in attendance¹ • HSE compliant first aid kit present, checked and when used items replaced as soon as possible² • Telephone available for calling emergency services³ • Safe unimpeded access to and from pitch for emergency service vehicles • Medical Centre staff informed of event 		
5.	<p>Risk Assessment</p> <ul style="list-style-type: none"> • Risk assessment carried out in compliance with JSP 375, leaflets 11 and 23 • Risk assessment recorded 		

1. The term 'appropriately qualified' means that personnel with the MATT 3 BCD must be present at unit matches however other personnel trained and current in cervical spine stabilization and other life support should be utilised if available. Examples of such personnel include (but are not limited to) RMO's, CMT's, RMA's, BATLS and BARTS trained personnel, and sports trauma management trained personnel.
2. RFU First aid equipment guidelines are attached.
3. Either a land line telephone in changing rooms/club house or guard room if situated close by, a mobile phone may be required but must be checked to ensure that network services are available pitch-side.

ANNEX B TO CHAPTER TWO

**ARU HEALTH AND SAFETY
POLICY**

First Aid Equipment Guidelines

General Information

It is essential that first aid equipment is checked frequently therefore ensuring sufficient quantities and all items are usable.

Always replenish contents of first aid box and kit as soon as possible after use.

Items should not be used after the expiry date shown on packets.

On Site First Aid Facilities

First aid boxes should be made of suitable material and designed to protect the contents from damp and dust.

Guidelines for Standard First Aid Equipment Box:

- Guidance Card
- Assorted Adhesive Dressings (Plasters) x 20
- Sterile Eye pads (No. 16) x 2
- Medium Sterile Wound Dressings (No. 8) x 6
- Large Sterile Wound Dressings (No. 9) x 2
- Short Life Triangular Bandages x 4
- Disposable Gloves (Pair) x 3
- Antiseptic wipes x 6
- Emergency Foil Blanket x 1
- Disposable Resuscitation Aid x 1

Under no circumstances should prescription drugs be administered by first aiders or kept in the first aid box. Boxes should be clearly labeled and easily accessible. Emergency first aid should only be given by appropriately trained persons. A list of all qualified first aiders should be made clearly available.

ANNEX C TO CHAPTER 3

ARU HALTH AND SAFETY POLICY



**Directorate of Training (Army)
Headquarters Land Forces
Building 38a
Trenchard Lines
Upavon
PEWSEY
Wiltshire SN9 6BE**

Telephone: 01980 615534
Military Network: 94344 5534
Facsimile: 01980 615157
DII: LF-TrgDivA-ITrg-PD-SO2

Reference: D/DTrg/14/04/02

See Distribution

Date: 1 May 2009

MEDICAL COVER FOR SPORT

References:

- A. LAIT Report DB1296 dated 15 Nov 2004 (NOTAL).
- B. DIN 2007 DIN01-105 - Status of Sports in the Services.
- C. Games and Sports in the Army.
- D. D/DTrg (A) 11827 Dated 28 Nov 05.

INTRODUCTION

1. Reference A is the Land Accident Prevention and Investigation Team (LAIT) report into a sports accident that happened in Nov 04. Amongst other actions, the report recommended that:

"The Directorate of Individual Training (Army) now Directorate of Training (Army) issue a policy on the need for sports officials to be responsible for the management of casualties during play".

AIM

2. The aim of this letter is identify what sports attract the highest degree of risk and in doing so decide on the appropriate form of medical cover to assist the sport in providing sufficient health and safety regulations. Although it is clearly incumbent upon DTrg (A) to set the policy on what is the minimum requirement in terms of Sports medical cover, there are NGB and ASCB regulations and rules which are reviewed annually and may impact upon the minimum requirement of medical cover at all levels of competition.

ASSUMPTIONS AND LIMITATIONS

3. **Assumptions.** In developing this policy, it has been assumed that:
 - a. The MATT 3 BCD will be a sufficient level of first aid should the incidence require such action.
 - b. There is likely to be neither a significant increase in the number of qualified sports coaches/officials in the near future nor any major change to the design of sports officiating/coaching courses to include additional first aid training.
4. **Limitations.** In developing this policy, the following were limiting factors:
 - a. The proposed policy must not inhibit participation in sport in units.
 - b. National Governing Body (NGB) guidelines for the requirement for sports medical cover are limited and at best are less than what is required by the MOD.
 - c. There is a recognised shortage of qualified sports officials and coaches at grass roots level within the Army.

SPORTS MEDICAL COVER MATRIX

5. Attached at Annex A is a matrix of all Synopsis, Recognised and Approved sports conducted within the Army which are categorised as High, Med or Low risk. Each category shows the minimum amount of sports medical cover that is required in order for unit sport to be conducted safely. Each sport where possible should have a competent, current and qualified coach or official. A risk assessment must be carried out by whoever is conducting the sport/event.

6. The ASCB Sports Associations and Unions are to liaise annually with their respective NGB in regard to any changes to Risk Assessments or First Aid requirements associated with their sport. Where changes are relevant and appropriate the ASCB are to inform units through Div SO2PD Branches.

CONCLUSION

7. Sport is both an essential element to service life and as so should be actively encouraged when ever possible. Safety of the individual should always remain the main priority but common sense should also be shown in allowing sport to take place in providing sensible and practical steps should an accident happen on the field of play.

{Original signed}

M J ANNIS
Maj
for SO1 PD

Annex:

- A. Sports Medical Matrix.

Distribution:

Div HQ - SO2PD for dissemination to all units within their AOR
ARTD - SO2 Ops & Plans
RMAS - SO2PD
ASCB - Secretary for dissemination to all Sports Secretaries

Copy to:

SO1 PD

D/DTrg (A)

14/04/02

Dated 1 May 09

MINIMUM MEDICAL COVER REQUIREMENT FOR UNIT LEVEL SPORT

Ser (a)	Sport (b)	Risk Factor High, Med or Low (c)	Minimum Medical Cover (d)	Remarks (e)
1	Equestrian/ Modern Pentathlon	High	Ambulance Matt 3 Trained personnel, First Aid Kit Mobile phone and number to nearest Accident and Emergency unit. Risk Assessment.	Units should contact the Army Sports Associations & Unions for advice on the requirement for additional medical cover.
2	Boxing	High	Ambulance/ Doctor Para Medic/ Trauma Trained. Risk Assessment.	Army Sports Associations and Unions are to contact annually their NGB with regard to any changes to risk assessments and first aid requirements for their sport.
3	Rugby Union/League	High	MATT 3 Trained personnel, First Aid Kit Mobile phone and number to nearest Accident and Emergency unit. Risk Assessment for all remaining sports listed.	
4	Judo/Martial Arts	High		
5	Sailing	High		
6	Winter Sports	High		
7	Parachuting/ Gliding/Hang Football	High		
8	Athletics Including Cross Country/ Road Running	Med		
9	Football	Med		
10	Hockey	Med		
11	Cricket	Med		
12	Cycling	Med		
13	Ice Hockey	Med		
14	Basket ball	Med		
15	Volleyball	Med		
16	Fencing	Med		
17	Squash	Med		
18	Rowing	Med		
19	Netball	Med		
20	Lawn/Indoor Tennis	Med		
21	Polo	Med		
22	Canoeing	Med		
23	Archery	Med		
24	Golf	Low		

Ser (a)	Sport (b)	Risk Factor High, Med or Low (c)	Minimum Medical Cover (d)	Remarks (e)
25	Rackets/Real Tennis	Low		
26	Indoor Climbing	Low		
27	Angling	Low		
28	Rounders	Low		
29	Power Lifting	Low		
30	Swimming/ Water Polo/Diving	Low		
31	Table Tennis	Low		
32	Target Shooting	Low		
33	Triathlon	Low		
34	Surfing/Wave Riding	Low		

All 'Other' sports should have a minimum of MATT 3 trained personnel, a first aid kit and also a mobile phone with contact numbers of the nearest accident and emergency units. A risk assessment must be undertaken prior to the commencement of any competition or training taking place.

CHAPTER THREE

ARMY RUGBY UNION – POLICY FOR OVERSEAS RUGBY TOURS

References:

- A. 2008DIN10-039 Army Overseas Sports Tours and Visits.
- B. The Values and Standards of the British Army.
- C. ARU/Chmn/1 The ARU Discipline Policy, issued annually by ARU Chairman Discipline
- D. ARU Overseas Tour Pack.
- E. 2007D10-028 Application for Army Sports Lottery Grant.
- F. JSP 462 Chapter 25

INTRODUCTION

1. The purpose of this ARU policy document is to provide supplementary guidance to Ref A for teams wishing to undertake a rugby tour to an overseas location. Rugby tours are a popular means of maintaining the balance in the military covenant for soldiers, and in so doing they must be considered a powerful recruiting and retention tool for commanders. This document will provide advice on the specific details for rugby union tours that is applicable to all levels.

DEFENCE DIPLOMACY

2. The successes of the Army representative sides over the years, at a national and international level, has raised global awareness of the ARU brand and at the highest levels in the case of the Army 7's team. Therefore, every team from within the British Army that conducts an overseas tour must, by association, reinforce this legacy at the appropriate level of competition. A vital aspect of any touring team must be to engender the development of rugby in that location. At its most basic this is achieved by playing games but it should also consider the ability to support local community initiatives as representatives of the British Army abroad. The image of any team must reinforce and support the Army brand of 'Being the Best' and ensure that 'best and fairest' is extended to being seen as a force for good in its touring environment. Certainly strong liaison with other nations' military teams is to be encouraged, and contact with other civilian teams must be examined for wider advantage or consequence, so as to optimise opportunity and avoid any unintended embarrassment – the ARU are always available and a valuable source of information and advice on these matters.

STANDARDS OF BEHAVIOUR AND DISCIPLINE

3. It is self-evident that the Army requires all its members to conduct themselves in accordance with Ref B the Values and Standards of the British Army and there should be no compromise of these during a rugby tour. Indeed, increased awareness and exposure to the general public, often in

foreign countries, requires all members of a touring party act as 'ambassadors' of the ARU and British Army both on, and off the pitch. Ref C covers the detail of what is expected on the pitch by players and how discipline matters are to be handled and reported where necessary (précis available in the ARU Handbook). Any significant matter of discipline off the pitch needs to be dealt with by the OC of the touring party, who in turn needs to be of the requisite rank and have the authorised power to deal with the immediate discipline action. Matters of a serious nature must be reported as soon as practicable to the chain of command and to the Defence/Military attaché of the UK High Commission/Embassy in country.

DEVELOPMENT OF A TOURING PLAN

4. An overseas tour demands foresight and rigorous adherence to a number of mandatory steps. There is no such thing as an unofficial tour, and a tour consists of three or more matches in order to qualify for Army Sports Lottery (ASL) funding. The military estimate and orders processes provide a useful framework for planning and execution of a successful rugby tour.

5. **Timeline.** The timings that a tour organiser needs to bear in mind are outlined below, with the detail provided in the ARU Tour Pack, Ref D:

a. T – 12 Months. Gain broad agreement within the club and with the chain of command to tour. Write to the Defence Attaché (copy to ARU) of the country to be visited with an outline plan.

b. T – 9 Months. Contact ARU Secretariat for an Overseas Tour Pack, Ref D.

c. T – 7 Months. Apply to Army Sports Lottery for Tour Grant, Ref E relates, noting that all personnel must be members of the Army Sports Lottery in order to qualify for a grant.

d. T – 6 Months. Apply to the Secretary of the Army Sports Control Board (ASCB) for permission to tour enclosing written agreement from the Defence Attaché. Apply to ARU, using forms in Ref D, for permission to tour enclosing proof of: Tour insurance; Permission from overseas Union; Tour fixtures complete with contacts in country; and agreement from ASCB.

6. **Aims and Objectives.** The broad aim of a tour might be to win a particular event or series of fixtures in order to prepare/develop the club or team. The associated objectives might consider the specific playing or developmental outcomes as well as the wider effects that may be achieved. These wider effects could well be linked to a unit/formation plan or Army initiative. Tours are retention positive activities and wherever possible this should be

measured and quantified in the resultant Post Tour Report (PXR). Furthermore the objectives might consider the third party effects that it wishes to have in the country to be visited. Again these might reasonably seek to promote and assist in the development of rugby union but may also include enduring association and support to a community that has hosted them. A strong and worthy set of aim and objectives will garner more support for a tour than generic and ambiguous statements.

7. Financial Support. There are a raft of opportunities for financial support available to rugby tours, ranging from individual and unit contributions to ASL grants, and including corporate grants from industry – often referred to as ‘sponsorship’. Army representative teams must conform to the corporate support agreements that have been established for the relevant season by the ARU, where they apply. Units are at liberty to find their own corporate financial support but are reminded to ensure that it is appropriate – if in doubt the ARU Secretariat can, and will provide direction. Further detail regarding sponsorship can be found in Ref F

8. Insurance. All teams must have insurance cover for both playing and touring. This is absolutely mandatory and the level of insurance required will often be dictated by the medical facilities and cost available in the destination country. The RFU in conjunction with Royal and Sun Alliance provide a tour insurance policy that covers most eventualities likely to be encountered on an overseas tour. The ARU recommends that touring teams take out this policy in preference to those offered by tour operators which may not provide a sufficient level of cover. If Tour organisers take out insurance policies in preference to the RFU backed scheme they must ensure that a level of cover commensurate to that offered by Royal and Sun Alliance is available.

9. Training Camps. These are not covered by the ARU touring policy other than for the Army representative sides where a training camp in preparation for the Inter-Services competition may be considered.

10. Publicity. All tours must consider information operations – who, what, where, how and when they might be influencing the wider community. This work should align with and support the aim and objectives of the tour. Tour OCs must plan and be ready for engagement with interested Press in order to best exploit opportunities and protect the reputation of the British Army.

11. PXR. All tours must produce a PXR in accordance with Ref D and the completed document should be sent to the RFU and copied to the ARU with 4 weeks of completion. An important aspect of any such PXR is a cost-benefit analysis of the tour. This can provide empirical or objective data that helps to ensure the future of rugby union tours and is likely to be useful to other teams wishing to undertake similar enterprise in the future.

POINTS OF NOTE

12. **Prize Money.** The ARU policy is that prize money is generally tax free and may be distributed to the competing individuals (including management, coaching, medical and playing staff) where appropriate and up to a value of £250 but not exceeding 50% of the total prize money. The remaining cash should be passed on to the sponsoring unit (i.e. the ARU in the case of Army Representative sides) and either donated to a relevant charity (i.e. SSAFA, ABF, RBL etc.) or retained for use in sport related (preferably rugby) activities. This does not preclude the ability to retain a percentage of cash for the ARU and award the residue to charity if the ARU so wishes. Although the ARU has no jurisdiction over its member clubs in this area it strongly advises that they consider this model when prize money is awarded.

13. **Army Representative Side Touring Schedule.** The ARU Council have agreed the following touring schedule for the Army's Representative sides based on a four year rotational basis:

a. **Year 1- 2011.** Army Senior XV to coincide with the planned Army World Cup (inaugural year likely 2011).

b. **Year 2 - 2012.** Women's' XV

c. **Year 3 - 2013.** Army XXXV to coincide with entry in to the World Masters Games.

d. **Year 4 - 2015.** Academy

e. **British Army Germany BA(G).** While not a formal part of the Army Representative Touring Schedule any bids will be considered by the ARU on an individual basis.

f. **The Army Sevens Team.** The Army Sevens team will be allowed to take part in competitions overseas and the ARU Management Board will permit entry into overseas competitions which meet the following criteria

- (1) The competition must be within the authorised sevens season (1 June – 31 Aug annually)
- (2) The competition must be of sufficient standard against similarly elite opposition
- (3) The competition must be included in the annual budget submission
- (4) Travel and accommodation should not be prohibitively expensive.

When not involved in the Army World Cup the Army Senior XV will undertake an overseas training camp prior to the Inter-Services series.

SUMMARY

14. The opportunity for members of the Army to undertake overseas rugby tours is one that can deliver disproportionate benefit across a range of Army, unit and individual measures, and it is something that every player should aspire to. The organisation and execution of overseas tours requires a good deal of commitment (command, individual and financial) in order to achieve the very best results. The ARU policy is to support overseas rugby tours wherever practicable and this policy document provides the salient issues that must be considered. Much of the detailed work that must be undertaken in organising an overseas rugby tour is provided in Refs A-E and further advice is always available from the ARU website or the ARU Secretariat.

CHAPTER FOUR

ARMY RUGBY UNION - POLICY FOR

THE SELECTION AND RELEASE OF PERSONNEL FOR COMBINED SERVICES RUGBY

Background

1. The Army Rugby Union in conjunction with the other two Service Unions have recently examined the role of Combined Services (CS) rugby. In particular the reasons and policies involved with the number of games played by teams representing the CS and also the manner in which players are selected.

2. It was agreed at the CS Management Committee Meeting on 15 July 2008 that CS rugby is the pinnacle of Services representative rugby at all levels. It was also agreed that it should not be used as a development tool for players or coaching and Management staff. . Agreement was reached on the number of games that would be supported by the CS Management Committee, Matches must be included within the Services structured seasons to prevent confliction with other matches/events. The number of matches to be played is as follows.

- a. **CS Senior XV** – 2 Matches to include a warm up match and the annual remembrance fixture against the Barbarians in November of each season. The warm up match to be played against suitable opposition, preferably in the week preceding the Remembrance match. It remains an aspiration of the CS Management Committee to play an additional International fixture, preferably against a FIRA nation.
- b. **CS U23** – 2/3 Matches per season, currently including the match against the English Universities. The fixtures are to be focused toward the main event (currently Eng Students) and have a bearing on Armed Forces in the society, rather than fixtures against foreign opposition. It is the ARU's wish that the U23s run in line with the Seniors, i.e. a high profile fixture, preceded 1 week before by a warm up match. This is more desirable than 3 matches.
- c. **CS Women** - 2 Matches preferably at the same time as the Senior XV
- d. **Veterans** – No restriction on matches but must be self funded through sponsorship or donations. The ARU should not grant the underwriting of any monies for these fixtures as it does for the senior games and is therefore not responsible for deficits.

Management of Combined Services Teams

3. At the CS Management Committee dated 15 July 2008 it was agreed that upon the handover of Chair of CS rugby to the Army in 2009 the Coaching and Management of Teams within the CS construct would be executed using existing structures within the ARU, (i.e. ARU Senior XV Management and Coaches will run the CS Senior XV and if required source personnel to assist from the other two Services or from within the ARU).

4. The practice of having separate Committees and Management Groups in support of CS functions will therefore cease across all teams when the Army take the Chairmanship in May 2009. This will provide a joined up solution and rationale across all disciplines including coaching, player management and administration and will also prevent the duplication of effort and conflict with structured season dates that has occurred previously.

Selection for Combined Services Teams

5. Players will be selected for the Combined Services by a Selection Committee which itself shall be selected and Chaired by the Head Coach of the lead Service¹⁴. The Chairman of the selection committee will have the casting vote on any player where agreement cannot be reached.

6. The protocol for selection of players for all CS teams (less Veterans) must be strictly adhered to and is as follows.

- a. Availability of selected players must be sought through the secretaries of each Service Union prior to informing the player or his/her Chain of Command. This must happen no later than two weeks prior to the fixture.
- b. Once availability is established the player may be informed and a request sent to his/her Commanding Officer asking that the player be released for the period of any matches including any days that they are required for training/administration. The letter of request should also be copied to the service Secretaries for appropriate dissemination.
- c. Players may be selected at short notice to cover injury, but the Service Union and the player's Commanding Officer must give their Permission, and copies of correspondence in accordance with the details above.
- d. If a player is unavailable for the warm up fixture (prior to the main event) other than injury, that may well rule him/her out of selection for the main match.

The Release of Army Players for Combined Services Rugby Matches

7. Army Players selected for the Combined Services Senior or U23 Team must follow the following criteria before being released to play.

- a. Permission must be given by the Director of Senior Rugby

¹⁴ The head coach of the lead service will select his own selection committee and decide its make up and run it in line with his/her single service policy for selection.

- b. They must have permission granted from their Commanding Officer
- c. They must not be selected if they are injured, or (when assessed by the ARU medical staff) by playing risk the delay of recovery or reoccurrence of a previously sustained injury.
- d. Players must not play for the Combined Services if they are within 5 days of playing a match for either the ARU Senior¹⁵, A, U23 or U20's XV's or have been deemed by ARU medical staff as having insufficient recovery time form a match (irrespective of level) played previously to a CS fixture.
- e. Players who do not play for their Unit will not be considered for selection.
- f. The ARU structured season will remain the overarching document and CS matches added post the publication of this document will not have any priority over matches or events published therein.

CHAPTER FIVE

ARMY RUGBY UNION – PLAYERS CHARTER

¹⁵ Each individual case to be assessed by medical staff and the Director Of Senior Rugby.

Background

1. The Army Rugby Union (ARU) has a commitment to players to ensure that they are afforded the appropriate level of support to enable them to play rugby in an environment that encourages them to perform to their maximum potential.
2. Allied to this, the players that are selected for representative teams are also obligated to show a level of commitment to the ARU, firstly by adhering to the level of standards and values set out within this document and secondly by conducting themselves in a manner that is appropriate to them being a Soldier representing their unit, Corps and Service at the highest level.
3. It is therefore the aim of this document to clearly define the areas of responsibility that lie between players and the ARU. Although it is aimed at individuals who represent the Army, it can also be utilised by units and Corps who may wish to use the relevant paragraphs in support of their own aims. Players will be invited to read and sign the document to ensure that they understand the obligations of both parties.
4. The document is divided into the two main sub-sections as detailed below:
 - a. The players responsibility and commitment to the Army Rugby Union
 - b. The Army Rugby Union's responsibility and commitment to the players.

Players Responsibilities and Commitment to the ARU

5. All Army representative players are reminded that when they are selected for representative teams, they 'buy in' to the ARU's 'Soldiers First' concept. That is to say that whilst the ARU strives to treat it's players in a thoroughly professional manner and will do its utmost to ensure players are free to play representative rugby, they should never lose sight of the fact that as a soldier they have an obligation to support their unit, this includes being available for career courses, Regimental duty and Operations when required by their chain of command.
6. When representing the Army, players are expected to conduct themselves in an appropriate manner and adhere to the values and standards expected of Service personnel as detailed in various military publications such as Queens Regulations for the Army and the Manual of Military Law. In addition players must adhere to the following:
 - a. Turnout and bearing Players must:

(1) At all times be clean shaven and ensure that hair is kept in a tidy and soldier like fashion when representing the Army, attending training sessions, team meetings or whilst on leave.

(2) Soldiers must always stand to attention and show respect for The National Anthem or the National Anthems of other Countries.

(3) When representing the Army 'off field' post match, or at other functions, players must wear clean and pressed clothing. Players are to adhere strictly to the orders of dress as detailed by the team management.

b. Reporting. Players must ensure that they report promptly at the correct location, they are also to ensure that they:

(1) Report for Training/games on time and as directed by the team management.

(2) Be fully ready for training and hydrated as required for intensive physical activity.

(3) Make every effort to attend all training sessions unless otherwise engaged on military duty.

(4) To always inform the management and coaching staff if they are unavailable for matches, meetings or training.

(5) Attend the club house after matches for at least 1 drink; it should not be alcoholic unless permitted by the team management.

(6) To develop camaraderie and friendships within the Army representative teams, players must make a consolidated effort to attend all organised functions. Players should also make an effort to bring along partners to functions where invited and appropriate.

c. Communication. Players are to ensure that effective lines of communication are open and used to inform the team management of any potential problems with regards to attendance for matches, meetings or training. Players are to supply current contact details to the team management including telephone numbers, unit and email addresses where they can be reached at all times unless on operations or duty.

d. Discipline. Players are reminded that they are to conduct themselves in a manner that is in accordance with both military and civil law at all times. They are also to take all steps to ensure that the Army and the ARU is not brought into any disrepute whatsoever by their actions. In addition they are to:

(1) Understand that breeches of team discipline will not be tolerated and will be dealt with by ARU disciplinary procedures if deemed appropriate.

(2) Be aware that in the first instance the responsibility for dealing with any 'off field' disciplinary matter will rest with the team manager who has the authority to deal with minor breeches of discipline in a summary fashion.

(3) Be aware that where the matter is considered to be beyond the scope of the ARU, the player in question will be reported to the appropriate military chain of command and or civil authority where necessary.

(4) Be aware that players will be dismissed from any ARU team where a case of 'Gross Misconduct' has occurred and been proven.

(5) Air any grievances via the team management or coaching staff as Appropriate, they must not let their complaints fester or allow it to spread into dissent.

(6) Accept that when they are dropped from a team for whatever reason, they will make themselves available to play were applicable for the next team down.

e. Fitness. Players have responsibility to ensure that they are fit to play at the appropriate level and in a condition to undertake intensive training. They are also to:

(1) Inform the medical staff immediately when are injured to allow rehab programs to be organised. (players are to attend training where injury permits).

(2) Be responsible for their physical fitness during the season.

(3) Be aware that fitness assessments will be made and that any failure to meet the minimum standard may result in them being dropped from the team they are playing in.

(4) Adhere to fitness, rehabilitation and nutritional programmes issued by the ARU medical/conditioning staff.

f. Equipment and Clothing. Whilst representing the Army, players will

be issued with a quantity of playing and training equipment and formal/informal team-wear and clothing (kit). All items remain the property of the ARU when issued and the ARU reserve the right to withdraw items or charge players the cost price of any item lost or damaged through negligence or misuse.

g. Issued items will bear the Royal Cypher, use of which has been granted to the ARU by the Sovereign, HM The Queen. Players should be aware of the honour of being permitted to wear the Royal Cypher and must not alter or otherwise deface it or any item of clothing on which it is reproduced. Furthermore, players must not:

- (1) Sell items of kit issued to them either directly or indirectly through a third party for personal or monetary gain.
- (2) Place items of kit issued to them for sale on auction web-sites such as ebay.
- (3) Misuse issued kit, team-wear or clothing, players must ensure that all issued kit, team-wear and clothing is maintained to the highest standards at all times.

g. Other requirements. Players are to:

- (1) Make themselves available for volunteer tasks when required.
- (2) Assist wherever possible with the development of junior players.
- (3) Wherever possible make themselves available for any military or ARU public relations or recruiting events and recognise the importance of such events to the future of Army rugby.
- (4) Permit the use of their image in support of ARU, Army recruiting, and public relations and in associated articles contained in newspapers, web-sites and military publications.

The ARU's Responsibilities and Commitments to the Players

6. As previously detailed the ARU has a commitment to players to ensure that they are afforded the appropriate level of support. The detail below explains the level of commitment that is offered by the ARU.

a. Coaching. The ARU are committed to providing all players with access to current coaching and training methods to ensure every player is given the opportunity to improve and develop their skills. In support of this they will:

- (1) Provide suitably qualified coaches for all teams at all relevant coaching disciplines.
- (2) Continually assess players & provide constructive criticism, praise and detail areas for improvement. Coaches will implement and manage player profiles for all Army players and provide effect team/player analytical assessment using the most suitable current technology, methodology and training aids available.
- (3) Provide explanations and reasoning why a player has been dropped or released from a team.
- (4) Ensure each player is aware of their role within the team.
- (5) Provide an avenue for players to voice any 'on field' queries, concerns and suggestions.
- (6) Mentor and encourage players where necessary, players will not receive unwarranted criticism. Any constructive criticism will always be accompanied by a pertinent explanation.

b. Management. The ARU commit to ensure that all teams are well run and organised with a clearly defined management structure in place, this will provide players with:

- (1) Clear and concise instructions regarding matches, training, team meetings, travel and events that players are required to attend.
- (2) Advice on all 'off field' matters and related issues.
- (3) A link between the ARU and players chain of command.
- (4) An avenue for all players to voice any queries, concerns and suggestions for all 'off' the field matters.
- (5) Adequate communication to all players, especially with regards to selection.
- (6) If required, assistance and advice regarding contracts and dealing with civilian clubs.

c. Medical and Fitness. The ARU will provide players with the following:

- (1) Access to adequate facilities including changing rooms, rest areas, gymnasium with pool, weights and cardio vascular equipment.

(2) Information and advice on personal fitness and training regimes, nutrition and conditioning.

(3) Access to suitable rehabilitation programs and remedial physiotherapy if full training cannot be carried out because of injury.

(4) The best possible medical cover and advice at all matches and training including physiotherapy and sports massage if required.

c. Equipment and Clothing. The ARU commit to provide players with high quality equipment and clothing that is fit for purpose and that which suitably reflects the honour of selection for an Army representative team. The ARU further commit to replace any damaged or faulty items that are reasonably returned for exchange.

7. Declaration to be signed by players

I the undersigned being a player selected to play for an Army Rugby Union team have read and understood the information contained herein. Furthermore I agree to uphold my responsibilities as an Army rugby player and I undertake to make all efforts to fulfil my commitments to the Army Rugby Union.

Army Number.....

Rank.....

Name.....

Signed:..... Date:.....

CHAPTER SIX

ARMY RUGBY UNION POLICY – THE PRINCIPLES UNDERPINNING RUGBY UNION – RUGBY LEAGUE CROSS CODE RELATIONSHIP

Background

1. The game of Rugby Union is popular within the Army at all levels and is played by most units¹⁶ at some point during the year, whether it be full fifteen aside rugby, sevens, tens or tag/touch rugby used as part of the unit training programme. Allied to these activities is the recent growth in units playing Rugby League during the summer months¹⁷. Many of those involved in playing Rugby League also play Rugby Union during the normal winter season¹⁸. It is therefore the aim of this document to set out Army Rugby Union policy by underpinning certain agreed principles so that each code may de-conflict its activities in a manner that ensures maximum safe participation for both codes during periods of cross code activity¹⁹.
2. The following principles have been agreed by the ARU Management Board and the Army Rugby League (ARL) Executive Committee.
 - a. To maintain a structured season in both codes which to the greatest degree possible, de-conflicts matches played in both codes.
 - b. To ensure that a duty of care is provided to all personnel in that they adhere to the details laid out in the ARU policy document (Chapter Two, paragraph 11). This paragraph details the measures that need to be taken to ensure players are not 'overplayed' thereby increasing the risk of serious injury or 'burn-out'. Players are strongly advised to follow any medical advice given regarding injury, rehabilitation and rest periods both in the document and that given by Medical Officers, GPs or other relevant healthcare professionals.
 - c. The acknowledgement that individual players must have the power to decide for themselves whether to play, and (where a conflict exists) the code of rugby they wish play. Furthermore they must not be ordered or otherwise unduly pressurised into playing or choosing one code over another.
 - d. The agreement that Inter-Service fixtures take precedence when there is a clash of cross-code fixtures. Players selected for Inter-Service matches should (as long as the player agrees and is available) play for the Army representative team irrespective of code.
 - e. The agreement that Army representative matches take precedence over other matches as long as they are incorporated into the structured

¹⁶ The Army Rugby Union has at any one time approximately 200 unit and corps clubs registered (as of June 09)

¹⁷ The Army 'summer' rugby league season generally runs from mid March to July each year with inter-service matches currently played in September.

¹⁸ The ARU season runs from 1 Sep -31 May each year.

¹⁹ This normally occurs in September each year when the ARL inter-services matches are played and during the winter months when the ARL play in the preliminary rounds of the RL Challenge Cup.

season of the relevant code, this includes cross code, age group and game variants such as Army Sevens.

f. That where an irresolvable conflict exists the Chairman of each code with discuss and provide a workable solution to the matter.

Summary

3. The maintenance of these principles and cross code cooperation will ensure that both codes co-exist amicably and are able to select players who are committed and unhindered by injury and other outside influences.