

ARMY RUGBY UNION

Handbook 2009-10



ARMY RUGBY UNION
HANDBOOK
SEASON 2009-2010

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PATRON

Her Majesty The Queen

VICE PATRONS

General Sir Charles Huxtable KCB CBE
General Sir Michael Wilkes KCB CBE
General Sir Roger Wheeler GCB CBE
General Sir John Deverell KCB OBE
General Sir Richard Dannatt GCB CBE MC
DASCB - Major General CH Elliott CVO CBE

PRESIDENT

General Sir Peter Wall KCB CBE

DEPUTY PRESIDENTS

Lieutenant General MFN Mans CBE
Major General RJM Porter MBE
Brigadier JG Lorimer DSO MBE

HON LIFE VICE PRESIDENTS

Major General JD McDonald CB CBE DL
Major General ML Wildman CBE
Major General A Yeoman CB
Brigadier WH Backhouse
Brigadier RM Bullock CBE
Brigadier AJ Hoon
Brigadier TGH Jackson OBE
Brigadier RNRP James CBE
Brigadier RW Libbey
Brigadier AD Meek CBE
Brigadier MJ Paterson CBE
Brigadier MJ Roycroft
Brigadier CM Sexton
Brigadier JR Wallace OBE
Colonel MFI Cubitt CBE
Colonel RM Stancombe
Lieutenant Colonel WF Butt
Lieutenant Colonel R Campbell
Lieutenant Colonel RM Cannons MBE
Lieutenant Colonel AE Carter MBE
Lieutenant Colonel GD Lilley
Lieutenant Colonel WG Withers
Major DJ Chapman MBE JP
R Braybrooke Esq

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MANAGEMENT BOARD AND COUNCIL

MANAGEMENT BOARD

Chairman ARU	Major General RL Kirkland CBE
Secretary	Mr JP Dickens
Director of Finance	Lieutenant Colonel RT Ward
Director of Community Rugby	Colonel MV Pemberton
Director of Academy Rugby	Colonel T Sandiford OBE
Director of Marketing	Brigadier PJ Allison
Chairwoman Women's Rugby	Major SJ Shepherd MBE
RFU Council Member	Colonel MCH Underhill OBE
Director of Senior Rugby	Colonel AA Allen MBE
Non Executive Directors	Lieutenant Colonel (Retd) WF Butt
	Major (Retd) CP Bowes-Crick
In attendance members:	
Army Head Coach	Warrant Officer II A Price
Special Projects Officer	Lieutenant Colonel SWD Butt

ARU COUNCIL

Chairman and Members of the Management Board	
Chairman ARURS	Major General RJM Porter MBE
Chairman Corps Rugby	Colonel MV Pemberton
Chairman BA(G) Rugby	Colonel RI Harrison OBE
Chairman Coaching	Colonel ADM Thomson
Chairman Discipline	Colonel MCH Underhill OBE
Chairman Veterans' Rugby	Lieutenant Colonel H Robson

STANDING COMMITTEES

COMMUNITY RUGBY COMMITTEE

Director of Community Rugby	Colonel MV Pemberton
Secretary Rugby Committee	Mr JP Dickens
Chairman of Corps Rugby	Colonel MV Pemberton
Secretary Corps Rugby	Major (Retd) K Davey MBE
Chairman BA (G) Rugby	Colonel (Retd) RI Harrison OBE
Secretary Premiership Rugby	Major JP Cook
Secretary Cup Competitions	Major K Woods

(Co-opted Members in attendance as deemed necessary by the committee)

DISCIPLINE & GOVERNANCE

Chairman Discipline	Colonel MCH Underhill OBE
Secretary ARU	Mr JP Dickens
Chairman BA(G)	Colonel RI Harrison OBE

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COACHING

Chairman	Colonel ADM Thomson
Honorary Secretary	Major A Lewis
Honorary Treasurer	Major E Cameron
Coaching Co-Ordinator	Warrant Officer II MJ Bamsey
Head Coach	Warrant Officer II A Price

ARURS

Chairman	Major General RJM Porter MBE
Honorary Secretary	Lieutenant Colonel DW Edmondson
Treasurer	Sergeant T Cutler
Training & Development Officer	Captain J Voss
ARU Referee Liaison Officer	Major (Retd) DJ Chapman MBE JP
Appointment Secretary	Warrant Officer II D Williams

COMPETITIONS

Director of Community Rugby	Colonel MV Pemberton
Secretary Premiership	Major JP Cook
Secretary ARU	Mr JP Dickens
Secretary Corps Competition	Major (Retd) K Davey MBE
Secretary Cup Competitions	Major K Woods

FINANCE

Director Finance	Lieutenant Colonel RT Ward
Secretary ARU	Mr JP Dickens
Finance Officer	Miss HE Russett

(Co-opted Members in attendance as deemed necessary by the committee)

MARKETING

Director Marketing	Brigadier PJ Allison
Deputy Director Marketing	Lieutenant Colonel RL Gamble
Secretary ARU	Mr JP Dickens
Web Master	Mr S Fenwick

(Co-opted Members in attendance as deemed necessary by the committee)

INTER SERVICE COMMITTEE

Corps Corporate Hospitality Officer	Captain C Stevens
Secretary ARU	Mr JP Dickens
Ticketing	Mrs IK Camfield

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ARMY RUGBY COMMITTEE

Director of Senior Rugby
Army Head Coach
Secretary ARU
Chairman Academy
ARURS Representative
Medical Affairs

Colonel AA Allen MBE
Warrant Officer II A Price
Mr JP Dickens
Colonel T Sandiford OBE
Lieutenant Colonel DW Edmondson
Lieutenant Colonel GD Thomas

WOMENS RUGBY COMMITTEE

Chairwoman
Team Manager
Head Coach

Major SJ Shepherd MBE
Warrant Officer II M Gregson
Warrant Officer II D Lewis

VETERANS RUGBY COMMITTEE

Chairman
Director of Veterans
Team Manager

Lieutenant Colonel H Robson
Major A Rapley
Warrant Officer I H Thomas

ACADEMY RUGBY COMMITTEE

Chairman
Academy Head Coach
Team Manager U23's
Team Manager U20's

Colonel T Sandiford OBE
Warrant Officer II D Davies
Warrant Officer I M Bragg
Major DJ Lang

ARU SECRETARIAT

Secretary
Finance Officer
ARU Administration Officer
ARU Shop Manager

Mr JP Dickens
Miss HE Russett
Mrs IK Camfield
Mrs KA Fowke

INDIVIDUAL MEMBERSHIP SCHEME

Secretary
Finance Officer
IMS Co-Ordinator

Mr JP Dickens
Miss HE Russett
Mrs KA Fowke

ARU Office Contacts

Secretary	Tel: ATN 94222 3508	Civ 01252 348508
	Fax ATN 94222 3508	Civ 01252 348508
General Enquiries	Tel: ATN 94222 3573	Civ 01252 348573
	Fax: ATN 94222 3573	Civ 01252 348573
IMS	kfowke@ascb.uk.com	

E-mail: jdickens@ascb.uk.com
ISIS: john.dickens837@land.mod.uk

E-mail: icamfield@ascb.uk.com
ISIS: isobel.camfield613@land.mod.uk

ARMY RUGBY UNION TICKET HOTLINE: 01252 334415

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CORPS RUGBY

Chairman	Colonel MV Pemberton
Secretary	Major (Retd) K Davey MBE
Chairman Royal Artillery	Brigadier N Marshall OBE
Secretary Royal Artillery	Captain ME Brocklesby
Chairman Royal Engineers	Lieutenant Colonel SA Lawrence
Secretary Royal Engineers	Major T Poole
Chairman Royal Signals	Lieutenant Colonel T Hall
Secretary Royal Signals	Staff Sergeant D Adams
Chairman Infantry	Colonel E Brown MBE
Secretary Infantry	Major HP Jellard
Chairman RLC	Colonel ME Newman
Secretary RLC	Major M Rawlinson
Chairman REME	Brigadier BW McCall ADC
Secretary REME	Captain S Hughes
Chairman AAC	TBA
Secretary AAC	Captain C Hastie
Chairman RAC	Colonel D Norris
Secretary RAC	Major D Hynds
Chairman AMS	Colonel MV Pemberton
Secretary AMS	Warrant Officer II C Crosby
Chairman APTC	Captain C Deed
Secretary APTC	Warrant Officer I G Evans
Chairman AGC	Lieutenant Colonel D O'Hara
Secretary AGC	Captain IHR Wilkins
Chairman Int	Major G Evans
Secretary Int	Major C Shrives

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ARMY RUGBY UNION FIXTURES

SENIOR XV FIXTURES
2009 – 2010

<u>DATE</u>	<u>TEAM</u>	<u>VENUE</u>	<u>KICK OFF</u>
13 Jan 10	Fixture to be arranged		
27 Jan 10	Cambridge	Cambridge	19.30 hrs
10 Feb 10	Fixture to be arranged		
23 Feb 10	Oxford	Oxford	19.30 hrs
10 Mar 10	Worcester	Aldershot	19.30 hrs
23 Mar 10	Saracens	Saracens	19.30 hrs
07 Apr 10	Fixture to be arranged		
14 Apr 10	Fixture to be arranged		
21 Apr 10	RAF	Newbury	TBC
01 May 10	Navy	Twickenham	15.00 hrs
12 May 10	Army Sevens	Aldershot	10.00 hrs

ARMY WOMEN

<u>DATE</u>	<u>TEAM</u>	<u>VENUE</u>	<u>KICK OFF</u>
8-11 Dec 09	Trials	Aldershot	TBC
Jan 10	Richmond	TBC	TBC
30 Jan 10	Scotland	Scotland	TBC
Feb 10	Worcester	TBC	TBC
Feb 10	Wales	TBC	TBC
Mar 10	OA Saints	TBC	TBC
Mar 10	Saracens	TBC	TBC
Apr 10	British Police	TBC	TBC
21 Apr 10	RAF	Newbury	TBC
01 May 10	Navy	Kneller Hall	10.30 hrs

ARMY A XV FIXTURES

<u>DATE</u>	<u>TEAM</u>	<u>VENUE</u>	<u>KICK OFF</u>
16 Dec 09	BA(G)	Aldershot	14.00 hrs
12 Jan 10	Fixture to be arranged		
26 Jan 10	British Police	Aldershot	19.00 hrs
09 Feb 10	Fixture to be arranged		
23 Feb 10	Fixture to be arranged		
09 Mar 10	Rugby Lions	Rugby	19.00 hrs
23 Mar 10	Fixture to be arranged		

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ARMY ACADEMY
Under 23s

<u>DATE</u>	<u>TEAM</u>	<u>VENUE</u>	<u>KICK OFF</u>
21-27 Sep 09	Trials	Aldershot	
23 Sep 09	Newbury Dev	Aldershot	19.30 hrs
26 Sep 09	RMAS	Sandhurst	14.30 hrs
27 Sep 09	Fixture to be arranged		
11 Oct 09	Cardiff U20's	Cardiff	TBC
25 Oct 09	Cambridge Uni	Aldershot	14.30 hrs
09 Nov 09	Worcester Dev	Sixways	19.30 hrs
15-22 Nov 09	Training Camp	Brive	TBC
21 Nov 09	St Yarix	Brive	TBC
28 Nov 09	Navy	Portsmouth	TBC
05 Dec 09	RAF	Aldershot	TBC

ARMY ACADEMY
Under 20s

<u>DATE</u>	<u>TEAM</u>	<u>VENUE</u>	<u>KICK OFF</u>
20-27 Sep 09	Trials	Aldershot	
15 Nov 09	Havant Colts	Havant	TBC
06 Dec 09	Oxford Harlequins	Oxford	TBC
10 Jan 10	Berkshire	Aldershot	TBC
07 Feb 10	Kent	TBC	TBC
14 Feb 10	Surrey	Aldershot	TBC
28 Feb 10	Hants	Aldershot	TBC
14 Mar 10	Jason Leonard Finals	Aldershot	TBC
28 Mar 10	National Quarter Finals	TBC	TBC
10 Apr 10	Leicester Tigers U18	TBC	TBC

VETERANS XV

<u>DATE</u>	<u>TEAM</u>	<u>VENUE</u>	<u>KICK OFF</u>
19 Sep 09	Fixture to be arranged		
5-22 Oct 09	Royal Masters	Australia	TBC
03 Nov 09	Farnborough	Aldershot	TBC
02 Dec 09	West Midlands Police	Aldershot	TBC
16 Jan 10	Havant Vets	TBC	TBC
26 Feb 10	Richmond Vets	Aldershot	TBC
20 Mar 10	Kew Occasionals	Away	TBC
13 Apr 10	Andover	Away	TBC
21 Apr 10	RAF	Newbury	TBC
01 May 10	Navy	Kneller Hall	10.30 hrs

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BRITISH ARMY GERMANY

<u>DATE</u>	<u>TEAM</u>	<u>VENUE</u>	<u>KICK OFF</u>
26 Sep 09	Luxembourg	JHQ	TBC
24 Oct 09	Army Scotland	JHQ	TBC
16 Dec 09	Army A	Aldershot	TBC
16 Jan 10	Germany	Gutersloh	TBC
20 Feb 10	Heidelberg	Hannover	TBC
20 Mar 10	Holland	Amsterdam	TBC
22 May 10	Belgium	JHQ	TBC

ARMY SEVENS

<u>DATE</u>	<u>VENUE</u>
June 10	Rome
June 10	Bath Charity Sevens
July 10	Manchester
July 10	Newquay
July 10	Worthing
August 10	Cwmtawe
August 10	Middlesex

COMBINED SERVICES RUGBY FIXTURES

<u>DATE</u>	<u>TEAM</u>	<u>VENUE</u>	<u>KICK OFF</u>
04 Nov 09	Cardiff	Aldershot	19.15 hrs
11 Nov 09	Barbarians	Aldershot	19.15 hrs

COMBINED SERVICES WOMENS RUGBY FIXTURES

<u>DATE</u>	<u>TEAM</u>	<u>VENUE</u>	<u>KICK OFF</u>
18 Oct 09	OA Saints	OA Saints	17.00 hrs
11 Nov 09	England Development	Aldershot	15.30 hrs

COMBINED SERVICES U23's RUGBY FIXTURES

<u>DATE</u>	<u>TEAM</u>	<u>VENUE</u>	<u>KICK OFF</u>
24 Apr 10	Fixture to be arranged		
01 May 10	TBC	Twickenham	12.00 hrs

COMMUNITY CUP COMPETITION

30 Sep 09	1 st Round
28 Oct 09	2 nd Round
25 Nov 09	3 rd Round
03 Feb 10	Quarter Finals
16 Feb 10	Semi Finals
17 Mar 10	Finals

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COMMUNITY SHIELD COMPETITION

28 Oct 09	1 st Round
25 Nov 09	2 nd Round
06 Jan 10	3 rd Round
03 Feb 10	Quarter Finals
16 Feb 10	Semi Finals
17 Mar 10	Finals

ARMY RUGBY UNION PREMIERSHIP CUP

30 Sep 09	1 st Round
14 Oct 09	2 nd Round
28 Oct 09	3 rd Round
02 Dec 09	4 th Round
03 Feb 10	Quarter Finals
17 Feb 10	Semi Finals
17 Mar 10	Final

CORPS FIXTURES

16 Sept 09	VT Corps Competition
07 Oct 09	Corps One
18 Nov 09	Corps Two
09 Dec 09	Corps Three
20 Jan 10	Corps Four
03 Mar 10	Corps Five
31 Mar 10	Corps Final/Play offs

Please keep up to date with amendments to fixtures via the ARU website

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ARMY RUGBY UNION 2008-2009 SEASON SUMMARY

COMMUNITY CUP AND SHIELD COMPETITIONS

Shield Winners:	5 Regt RA	Shield Runners Up:	36 Engr Regt RE
Cup Winners:	SEME	Cup Runners Up:	ARRC Sp Bn

PREMIERSHIP COMPETITION

Winners:	1 SCOTS	Runners Up:	Welsh Guards
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CORPS COMPETITION

Winners Men's Competition:	Royal Engineers
Runners Up Men's Competition:	Royal Electrical and Mechanical Engineers

Winners Women's Competition:	Royal Electrical and Mechanical Engineers
Runners Up Women's	Royal Artillery

INTER SERVICE RESULTS 2008-2009

ARMY SENIOR XV

Army v RAF	Won	67 - 11
Army v Royal Navy	Won	50 - 7

Inter Service Champions: Army

ARMY WOMEN

Army v RAF	Won	72 - 0
Army v Royal Navy	Won	60 - 0

Inter Service Champions: Army

ARMY VETERANS

Army v RAF	Won	38 - 3
Army v Royal Navy	Won	36 - 16

Inter Service Champions: Army

ARMY RUGBY UNION PLAYERS OF THE SEASON

Men:	Private Jack Prasad	1 SCOTS
Women:	Corporal Sarah Hudson	Royal Logistic Corps

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ARMY RUGBY UNION
RFU AFFILIATED CLUBS SEASON 2009 - 2010

7th Parachute Regiment Royal Horse Artillery
4 Regiment Royal Artillery
5 Regiment Royal Artillery
Royal School of Artillery / 14 Regt Royal Artillery
19 Regiment Royal Artillery
47 Regiment Royal Artillery
1st Battalion Royal School of Military Engineering Regiment
22 Engineer Regiment
39 Engineer Regiment
42 Engineer Regiment (Geographic)
21 Signal Regiment
1st Battallion Welsh Guards
The Royal Scots Borderers, 1st Battalion The Royal Regiment of Scotland
1st Battalion The Princess of Wales's Royal Regiment
2nd Battalion The Princess of Wales's Royal Regiment
1st Battalion The Rifles
2nd Battalion The Yorkshire Regiment (Green Howards)
The Royal Highland Fusiliers 2nd Battalion The Royal Regiment of Scotland
1st Battalion The Royal Welsh (The Royal Welch Fusiliers)
2nd Battalion The Royal Welsh (The Royal Regiment of Wales)
3rd Battalion The Yorkshire Regiment (Duke of Wellington's)
Troops Hereford
9 Supply Regiment Royal Logistic Corps
13 Air Assault Supply Regiment Royal Logistic Corps
17 Port & Maritime Regiment Royal Logistic Corps
23 Pioneer Regiment Royal Logistic Corps
School of Electronic & Aeronautical Engineering
School of Electrical & Mechanical Engineering
The Royal Military Academy Sandhurst
Defence Academy of the UK
Bristol University Officers Training Corps

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ARMY RUGBY UNION
ARU AFFILIATED CLUBS SEASON 2009-2010

Household Cavalry Regiment
1st Regiment The Royal Horse Artillery
3rd Regiment Royal Horse Artillery
1st The Queen's Dragoon Guards
The Royal Scots Dragoon Guards
The Royal Dragoon Guards
The Queens Royal Hussars
9/12 Royal Lancers
The King's Royal Hussars
The Light Dragoons
The Queens Royal Lancers
2nd Battalion The Royal Tank Regiment
Royal Armoured Corps
The Armour Centre
12 Regiment Royal Artillery
16 Regiment Royal Artillery
26 Regiment Royal Artillery
29 Commando Regiment Royal Artillery
32 Regiment Royal Artillery
39 Regiment Royal Artillery
40 Regiment Royal Artillery
106 Regiment Royal Artillery
Royal Artillery
3 Royal School of Military Engineering Regiment
21 Engineer Regiment
23 Engineer Regiment
25 Engineer Regiment
26 Engineer Regiment
28 Engineer Regiment
32 Engineer Regiment
33 Engineer Regiment (EOD)
35 Engineer Regiment
36 Engineer Regiment
136 Independent Geographic Squadron

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170 (INFRA SP) Engineer Group
Royal Engineers
Royal Engineers BA(G)
2 Signal Regiment
7 Signal Regiment
10 Signal Regiment
11 Signal Regiment
14 Signal Regiment (EW)
16 Signal Regiment
22 Signal Regiment
30 Signal Regiment
31 Signal Regiment
36 (E) Signal Regiment
3 (UK) Division & Signal Regiment
Royal Signals
Joint Communications Unit (NI)
Cyprus Communications Unit
1st Battalion The Grenadier Guards
1st Battalion Coldstream Guards
1st Battalion The Scots Guards
1st Battalion Irish Guards
1st Battalion The Duke of Lancasters Regiment
3rd Battalion The Duke of Lancasters Regiment
1st Battalion The Royal Regiment of Fusiliers
2nd Battalion The Royal Regiment of Fusiliers
2nd Battalion The Duke of Lancaster's Regiment (King's, Lancashire and Border)
1st Battalion The Royal Anglian Regiment
2nd Battalion The Royal Anglian Regiment
3rd Battalion The Royal Anglian Regiment
2nd Battalion The Rifles
3rd Battalion The Rifles
4th Battalion The Rifles
5th Battalion The Rifles
7th Battalion The Rifles
1st Battalion The Yorkshire Regiment (Prince of Wales's Own)
19 LT BDE CSS BN
1st Battalion The Royal Irish Regiment
1st Battalion The Mercian Regiment (Cheshire)
2nd Battalion The Mercian Regiment (Worcesters and Foresters)
3rd Battalion The Mercian Regiment (Staffords)
The Black Watch, 3rd Battalion The Royal Regiment of Scotland
4th Battalion The Royal Regiment of Scotland (The Highlanders)

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The Argyll and Sutherland Highlanders,5th Battalion The Royal Regiment of Scotland
1st Parachute Special Forces Support Group
2nd Battalion The Parachute Regiment
2nd Battalion The Royal Gurkha Rifles
Infantry
Infantry Training Centre
21 S.A.S. Regt
4 Regiment Army Air Corps
5 Regiment Army Air Corps
9 Regiment Army Air Corps
Army Air Corps
1 Log Support Regiment Royal Logistic Corps
2 Log Support Regiment Royal Logistic Corps
3 Log Support Regiment Royal Logistic Corps
4 Logistic Support Regiment Royal Logistic Corps
12 Logistic Support Regiment Royal Logistic Corp
6 Regiment Royal Logistic Corps
7 Transport Regiment Royal Logistic Corps
5 General Support Medical Regiment
The Queen's Own Gurkha Logistic Regt
11 Explosive Ordnance Disposal Regiment Royal Logistic Corps
8 Transport Regiment
24 Regiment Royal Logistic Corps
25 Training Support Regiment Royal Logistic Corps
27 Regiment Royal Logistics Corps
29 Regiment Royal Logistic Corps
150 Transport Regiment Royal Logistic Corps
Royal Logistic Corps BA(G)
Royal Logistic Corps
1 Regiment Army Air Corps
1 Close Support Medical Regiment
2 Medical Regiment
4 Medical Regiment
16 Close Support Medical Regiment
225 (Scottish) General Support Medical Regt
254 General Support Medical Regiment
Army Medical Services
1 Close Support Battalion Royal Electrical & Mechanical Engineers
2nd Battalion Royal Electrical & Mechanical Engineers
3rd Battalion Royal Electrical & Mechanical Engineers
4 Close Support Battalion Royal Electrical & Mechanical Engineers
6 Close Support Battalion Royal Electrical & Mechanical Engineers

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7 Air Assault Battalion The Royal Electrical & Mechanical Engineers
19 CSS Battalion Royal Electrical & Mechanical Engineers
BATUS WORKSHOP
The Royal Electrical & Mechanical Engineer Corps BA(G)
The Royal Electrical & Mechanical Engineer Corps
1 Regiment Royal Military Police
5 Regiment Royal Military Police
6 Regiment Royal Military Police
150 Provost Company 3 Royal Military Police
156 Provost Company Royal Military Police
160 Provost Company Royal Military Police
174 Provost Company 3 Royal Military Police
Cyprus Joint Police Unit
Northern Ireland Provost Rugby
Close Protection Unit (CPU) RMP
Army Legal Services
Adjutant General Corps
Adjutant General Corps BA(G)
Joint Support Group NI
Intelligence Corps
Army Physical Training Corps
Headquarters Land Forces
1st (UK) Armoured Division HQ & Signal Regiment
1 Mech Bde HQ & Sig Sqn (215)
4 Mech Bde HQ & Sig Sqn (204)
4th Armoured Brigade HQ & Signal Squadron (204)
7 Armoured Brigade HQ & 207 Signal Squadron
12 Mechanized Brigade HQ & Signal Squadron (228)
16 Air Asslt Bde HQ & Sig Sqn (216)
20 Armd Bde HQ & Sig Sqn (200)
101 Logistic Bde HQ and Signal Sqn (261)
Combat Service Support Branch
Army Training Regiment Bassingbourne
Army Training Regiment Lichfield
Army Training Regiment Pirbright
Land Warfare Centre
Military Corrective Training Centre
Defence School of Transport
Defence Medical Services Training Centre
Defence Police College
Defence School of Languages
MOD Abbey Wood RUFC

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Army in Scotland
British Army (Germany)
British Army Cyprus
Allied Rapid Reaction Corp Support Battalion
Rheindalen Support Unit
UKSC (G)
Headquarters British Forces Cyprus
Joint Services Signal Unit (Cyprus)
Dhekelia Garrison
Honourable Artillery Company
London Regiment
London Scottish Regiment
119 Recovery Company REME
Aberdeen University Officer Training Corps
Birmingham University Officers Training Corp
Cambridge University Officers Training Corps
East Midlands University Officers Training Corp
Exeter University Officer Training Corps
Leeds University Officer Training Corps
Liverpool University Officer Training Corps
London University Officers Training Corp
Manchester & Salford University Officer Training Corps
Northumbrian University Officer Training Corps
Oxford University Officers Training Corps
Queen's University Officer Training Corps
Sheffield University Officers Training Corp
Southampton University Officer Training Corps
Tayforth University Officers Training Corp
Wales University Officers Training Corps
Territorial Army
Army Foundation College Harrogate
Army Cadet Force Association
Combined Services

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Constitution of the Army Rugby Union
(Incorporated in Games and Sports in the Army)

Patron

Her Majesty The Queen

Vice Patrons

President

Deputy President

Honorary Life Vice Presidents

Management Board

Chairman ARU

Secretary ARU

RFU Council Member

Director Finance

Director of Senior Rugby

Director of Academy

Director of Community Rugby

Director Marketing

Director of Women's Rugby

In attendance members and non Executive Directors as appointed by the Board

ARU Council

Chairman and Members of the Management Board

Chairman ARURS

Chairman BA (G) Rugby

Chairman Coaching

Chairman Discipline

Chairman Veterans' Rugby

Senior Medical Advisor

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THE AIM OF THE ARMY RUGBY UNION

1. The Aim of the Army Rugby Union (ARU) is to promote and foster the game of Rugby Union in the Army and its local communities in accordance with the Laws of the Game promulgated by the International Rugby Board (IRB) and rules, regulations and bye-laws issued by the Rugby Football Union (RFU).

OBJECTIVES OF THE ARU

2. To meet the Aim the ARU shall pursue the following objectives:
- a. General. Provide an infrastructure for Army Rugby such that no potential participant is denied the opportunity to play.
 - b. Representative Rugby. Select and maintain at Senior, Development, Academy, Veterans and Women's level Fifteens, Tens and Sevens teams, as appropriate and agreed, to represent the Army. To provide a standard of rugby that will develop and promote those with talent for higher honours. In addition the ARU shall seek to support the work of the Combined Services Rugby Football Club Management Committee.
 - c. Coaching. Maintain a formal coaching structure to improve and thereafter sustain the standards throughout the Army and to provide a structure for the advancement of coaches.
 - d. Referees. Maintain the Army Rugby Union Referees Society (ARURS) to improve and sustain the standards of refereeing in the Army. To facilitate the training, development and advancement of referees and to the appropriate links with the Combined Services Rugby Referees and other referees societies.
 - e. Competitions. Organise and run annually, for clubs in the UK and BA(G), the ARU Premiership, Community Cup and Shield Competitions to provide a competitive element at all member clubs/units throughout the season irrespective of the ability of the participants. In addition the ARU may approve or organize other competitions which support the aim of the ARU, including:
 - (1) The Inter Corps League Tables.
 - (2) The Army Inter Corps Fifteens Championship.

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(3) The Army Sevens Championship.

The rules for each competition are published annually. These can be found on the ARU website. All competitions shall be played under the Laws of Rugby Union as promulgated by the International Rugby Board (IRB) and shall comply with the Rules and Bye Laws of the RFU.

- f. Structured Season. Plan and organise a structured season that de-conflicts the interests of all interested parties, i.e. Unit, Corps and representative teams
- g. Finance. Maintain a sound financial base, thereby providing the best service to Rugby Union in the Army, within budget, and in accordance with the priorities agreed by the Management Board.
- h. Publicity. Explore all avenues to promote the Army Rugby Union (and thereby the Army) both within and outside of the Services.
- i. Relations with the RFU. Maintain a close and binding relationship with the RFU, taking all appropriate measures to promote Army Rugby at national and international levels, and seeking opportunities to support the RFU's community rugby initiatives.
- j. Health and Safety. Promote standards of play and discipline such that all players and officials are placed at the least possible risk. This includes the monitoring of all players to ensure that they do not exceed a safe maximum number of games per season.
- k. Insurance. Ensure that all participating teams are fully insured via affiliation to the ARU or RFU.

3. The Objectives of the ARU are reviewed by the Management Board, as required, and by the Council annually. If agreed, any recommended changes are to be announced at the Annual General Meeting. Agreed objectives based on paragraph 2 above are to be promulgated to members of the Union through the Annual Management Plan.

BYE-LAWS

4. Name. The name of the Union shall be 'The Army Rugby Union'. The abbreviated version shall be 'ARU'. The emblem of the Union, granted by King George V in 1911, and monitored thereafter by the Lord Chancellor's office, shall be the Royal Cypher surmounting the letters 'ARU'.

5. Clubs in Affiliation. All properly constituted clubs (as defined from time to time by the RFU) consisting predominantly of serving soldiers (Regular or Territorial) shall be eligible for affiliation to the ARU. Only clubs affiliated to the ARU may play Rugby Union under the auspices of the Army. As depicted in 'Games & Sports in the Army' the ARU may only represent bona fide clubs and members of such clubs.

6. Relationship to RFU. The ARU is a Constituent Body of the RFU and is represented on the RFU Council. Clubs affiliated to the ARU which conform to the RFU requirements on what constitutes a 'club' may seek affiliation to the RFU. Current requirements include:

- a. Nomination of a Chairman, Secretary and Treasurer.
- b. A Fixture list of 20 matches per season against at least 12 different teams.
- c. A Constitution.

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7. The Officers of the Union. The officers of the Union shall be appointed by the Council as follows:

President
Deputy Presidents (Not more than four)
Chairman
Representative on the RFU Council (See para 12)
Secretary

8. Vice Patrons. Periodically, the ARU may wish to recognise and thereby 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 Council.

9. President. The President is ex officio a Vice Patron of the Union. After consultation with the Chairman ARU, the outgoing President shall invite an agreed successor to become President of the Union.

10. Deputy President. Deputy Presidents, who shall be serving officers, shall be appointed by the President both as a singular honour and, from time to time, to undertake duties on behalf of the

ARU. Normally a maximum of four such Deputies shall be appointed each for a period of three years. They may be re-elected at a General Meeting to fill a vacancy if it is considered to be in the interests of the ARU. Deputy Presidents shall be invited to attend the Inter-Services matches and other functions as decided by the Council.

11. 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. Normally the appointment shall be

announced at the AGM. Honorary Life Vice Presidents shall be invited to attend the Inter-Services matches and other functions as decided by the Union. Honorary Life Vice Presidents would expect to be called upon to assist the Union in appropriate circumstances.

12. RFU Council Member. The ARU shall appoint one member to the RFU Council who will be voted in annually at the AGM.

13. ARU Management Board. The Army Rugby Union Management Board, listed in the preamble, shall:

a. Manage the affairs of the Union, determine policy and have full power and authority over the use, disposition and investment of ARU funds. It shall execute all powers and functions not exclusively reserved for General Meetings (GM) or specified in these Bye-Laws.

b. Shall meet not less than three times per year. A quorum will comprise four voting members (See sub para d) and the Chairman (or temporary Chairman sub para c) shall have a casting vote, in addition to the first vote.

c. If the Chairman is absent and has not appointed a deputy to act in his stead, the Board must elect a temporary Chairman.

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- d. Each has the power of voting except the Secretary who is ex officio. The Chairman may however co-opt non-voting attendance only members to attend from time to time to lend their expertise on specific subjects, or to lend balance to a particular debate.
- e. The Board has no power to amend the Bye-Laws without the authorisation of a GM.

14. ARU Council. The ARU Council (listed in the preamble) is to act as a forum at which all elements of the game in the Army are represented. All full members are voting members. Council, by a simple majority vote, may call a Special General Meeting. Council members may be nominated for appointments by the Chairman or clubs through their Divisions/District or equivalent representative. The Chairman, via a simple majority vote in Council, shall invite the nominee to join the Council or Management Board in the designated appointment.

15. Annual General Meetings (AGM). The AGM shall be held before the end of October each year. Each club within the Union may send one representative to such meetings, exclusive of any member of their club serving on the Council who shall be entitled to vote. Current members of the Individual Membership Scheme may attend and be entitled to one 'block' vote cast through the Secretary. The Secretary shall convene a Special General Meeting (SGM) at any time by order of the Council or on receiving a request to that effect signed by the Secretaries, and within the authority of their Committees, of not less than ten percent of those clubs affiliated to the ARU, specifying the objects for which such SGM shall be called.

16. Bye-Laws Nomenclature.

- a. Bye-Laws of the Game. Each club affiliated to the ARU shall be furnished with a copy of the Bye-Laws of the Game and be bound thereby. In cases of infringement, the Council may suspend such clubs from the Union subject to an appeal to a SGM, lodged within seven days of the Council's decision. The SGM shall be held within fourteen days of the appeal being lodged with the Secretary.
- b. Meaning. Any difference of opinion arising as to the meaning of these Bye-Laws shall be decided by the Council; should it occur at a SGM, the Chairman of the Meeting shall have the power of arbitration. Any such decisions will be recorded in the Minutes and will be accepted as

the true meaning of the Bye-Laws until otherwise interpreted at a meeting of the Council, after due notice has been given.

- c. Amendments. No Bye-Law will be added, altered or rescinded without the consent of at least two-thirds of those members present at a GM. Twenty shall form a quorum. The Chairman shall have the casting vote.
- d. Notice of Amendment. Notice of any proposed amendment or alteration of the Bye-Laws will be given by clubs in writing through Division/District representatives or Corps Secretaries to the Secretary at least four weeks before the GM at which the amendment or alteration is to be proposed. Such proposed amendments or alterations will be duly notified to all clubs in affiliation through all Divisions/Districts etc, at least three weeks prior to the GM. It will then be open to any club to forward notice of a change to any amendment or alteration thus advertised, and to no other. Such notice is to be given at least two weeks before the GM and duly notified to Division/District for promulgation to clubs and other representatives at least seven days before the GM.

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17. Discipline. The ARU is empowered by the RFU to investigate and suspend any club or any member of their body for misconduct of any kind. Members have the right of appeal to the RFU. RFU disciplinary procedures pertaining to players and others sent from the field of play will be followed by the ARU. In cases of misconduct, the players should attend a disciplinary hearing held by their Club Disciplinary Committee and in each case the Commanding Officer of the Unit is to be informed prior to the ARU Disciplinary Hearing. Information such as the findings of Club Disciplinary Committees and comment from Unit Commanding Officer's will form part of the Hearing which should, under normal circumstances, be held within 14 days of the offence being committed.

18. Insurance. All Clubs affiliated to the ARU automatically join the Mandatory Rugby Injury Insurance Scheme in accordance with the Bye-Laws of the RFU, and in accordance with the specific instructions issued from time to time by the ARU. Clubs that fail to affiliate cannot undertake rugby training nor can they organize, play matches or use Army Sports facilities.

19. Army Players.

a. Selection of Players. A Selection Committee shall be formed, under the Director of Senior Rugby, to select the Army Senior XV, Tens and Sevens squads. Each Director/Chairman of the other representative sides (para 2.b) may form a similar committee for their selection process.

b. Playing Priorities. Playing priorities are clearly stated in Paragraph 6 of the 'Combined Services Sport Board Regulations' and in 'Games and Sports in the Army'. In particular, no member of any Army Unit club who has been selected to play with any Army Rugby Union representative squad will be permitted to play for his Unit club or any other team when fixtures clash, or where lack of recovery time is likely to adversely affect performance on the field of play or increase the likelihood of serious injury. This rule holds fast unless the Director of Senior Rugby and, where relevant, his committee, give prior permission to a player and his Unit club. Normally, such consent cannot be withheld where a Unit Club requires a player for an Army Cup tie (not Shield). Due consideration will be given to other national competitions except where the player is chosen to play in an Inter-Service match. The wishes of the player are to be taken into consideration.

20. Army Representative Colours and Accoutrements.

a. Senior XV Cap. The Army Cap is only awarded to players (Men and Women) representing the Army against the Royal Navy or the Royal Air Force. The presentation of caps is to take place immediately after a player has played his first Inter-Service Championship match, preferably at a formal event. Caps may also be awarded against other representative team, such as the Forces of other Commonwealth Countries upon the approval of the Management Board.

b. Senior XV Tie. The Army Senior Players Representative tie may be worn only by players awarded an Army Cap. Other authorized ties are:

- | | | |
|-----|---------------------|---|
| (1) | ARU Council | Maroon with white Cypher |
| (2) | Academy | Navy blue tie with white Cypher |
| (3) | ARU Members | Navy blue tie with red Cypher |
| (4) | Army Sevens Players | Senior Representative tie embossed with VII |
| (5) | Veterans | Blue with gold Cypher embossed with XXXV |

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- (6) ARURS Colours As per the Army XV tie but with the word referee embossed
- c. Other Representative Teams. Players of other full representative teams eg: Academy may be awarded 'Colours' not amounting to a 'Cap', by the respective Committees. Such 'Colours' are to be agreed by the Council and awards announced at the AGM.
- d. Playing Clothing. The Army shall play in primarily red shirts, white shorts, red and white hose. The emblem shall be the Royal Cypher as described in para 4 above. Other representative teams, may with the endorsement of the Council, wear similar clothing with the ARU emblem appropriately annotated. eg: Academy. The emblem may also be worn on other clothing appropriate to the particular representative squad eg: tracksuits, blazers, smart-casual shirts. Teams are to ensure that the playing clothing worn by squads reflect their current sponsor – client relationship (ie. clothing provided by previous sponsors should not be worn publicly by members of representative squads.
- e. Other Clothing. The use of the Royal Cypher is a privilege which must not be abused (See para 4). Use of the emblem for other items of clothing non specific to representative squads must have the prior approval of the Council.

THE ARU PREMIERSHIP, COMMUNITY CUP AND SHIELD COMPETITION FOR UNITS

21. All competitions shall be run under the auspices of the Community Rugby Committee (Competitions sub-Committee) of the ARU. The Rules of each Competition, published annually, are binding on all participants; they may be amended from time to time by the Community Rugby Committee. Current rules and regulations can be found on the ARU website. Other competitions and leagues whilst being the responsibility of the Community Rugby Committee, eg the Army Sevens, may be administered by specialist Committees or Project Teams.

THE ARMY RUGBY UNION TRUST

22. The Army Rugby Union Trust is a registered charity (Number 245517) that was established on 12 February 1930. Its purpose is to promote "the physical efficiency of the Army by affording facilities for all ranks to indulge in sport in general and in rugby union football in particular" and "making grants to charities for the benefit of members, both past and present, of Her Majesty's Forces or their dependants and those involved in the game of rugby union football". It meets those purposes, mainly by making grants to individuals and organisations that meet the criteria laid down in its Declaration of Trust. In effect, the ARU Trust is the financial engine of the ARU. Trustees of the ARU Trust are the members of the ARU Management Board.

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PLAYING RUGBY UNION AT UNIT LEVEL

1. Playing rugby for a Regimental club with friends and colleagues is a satisfying experience which, for many, lasts a lifetime. The most effective club is the one that is best administered. The work involved takes time and effort, probably from many volunteers. All those concerned should make themselves fully acquainted with this Handbook and understand where to find information in RFU publications.
2. The standards you set reflect directly upon the unit itself and upon Army rugby when dealing with RFU or civilian Constituent Bodies or Clubs. The Officer IC Rugby is responsible to the Commanding Officer for the constitution of the club standards of play, administration and discipline of players and spectators both during a match and at other rugby gatherings. He in return will depend on the Club Secretary for accurate and timely administration.
3. From the outset, it is important for you to know what sort of club your unit wants, where your emphasis should lie – victory in the Army Cup, a social XV, or a blend of the two. This will temper ambition and particularly finance.
4. Within this Handbook it is not possible to cover all aspects of Club Management, nor can we cover any single subject in depth. An 'Aide Memoire' for those committed to Unit rugby is posted on the ARU web-site (www.aru.org.uk). To gain a deeper understanding, those involved in Club administration should visit the ARU website and look under the administration section, the RFU web-sites also provides a raft of useful information
5. The first, most important task of a Rugby Officer is to ensure that the Unit's teams have the mandatory insurance by affiliating to the Army Rugby Union.

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TEAMS CANNOT TRAIN OR PLAY RUGBY WITHOUT INSURANCE COVER

It is important to note that full RFU Insurance cover for death and total permanent disability is only open to teams that have affiliated to the RFU/ARU.

Once affiliated, clubs are covered for all teams ie: 2nds/3rds Women's XV and all other occasional teams such as seven's inter mess or Coy/Bty/Sqn.

If you train or play uninsured you risk: a civil action for culpable negligence in event a player is seriously injured or dies. Additionally, you cannot use Army training facilities or pitches, nor will you be able to obtain match officials through ARU Referees Society or any other agency.

If you are organizing a leisure rugby event at your club/unit, you must inform the Secretary ARU and the leisure rugby department at the RFU (danbrown@rfu.com) to ensure the correct insurance cover is in place, this is done at nil cost to the club/unit.

All clubs are reminded that it is the duty of the organizing officer to insure that a risk assessment is carried out and recorded prior to all rugby events in compliance with JSP 375 leaflets 11 & 23.

If you have any doubts regarding insurance or other health and safety or any other issue, please contact the ARU secretariat 01252 348573 or 94222 3573.

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 Volunteers¹
 - d. Honorary Members
 - e. Individual Members

¹ Volunteers include all members of the Army Rugby Union Referees Society.

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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)
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,

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- 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.

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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

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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 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:

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- Serving member of the Army².
- 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.org.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.

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 proforma 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 proforma, failure to do so will prevent the processing of the application.
- By signing and returning the ticket application proforma, 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.

² 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.

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- 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, Mrs 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 standing order 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.

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,

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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.³ 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 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 be 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).

³ 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).

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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 aider⁴ 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 pitchside, together with the means to contact the emergency services⁵. 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**⁶. All other service players who require medical attention should be moved (walked or driven) to the nearest medical facility, civilian players⁷ 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'⁸ if they are permitted to play over 30 matches⁹ per season¹⁰ 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,¹¹ 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

⁴ '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.

⁵ 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

⁶ Event organisers are to ensure that the emergency services can have unimpeded access to the pitch.

⁷ To cover those events where military teams compete against civilian teams and where civil/military combined teams exist.

⁸ '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.

⁹ 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.

¹⁰ A season lasts from 1 September to 31 May each year.

¹¹ Representative rugby includes all Corps and Army representative matches irrespective of level.

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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 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 matches¹² 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 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:

¹² For example the Army Premiership and Community Cup matches.

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- 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

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.	Pitch Safety <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.	Medical <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.	Risk Assessment <ul style="list-style-type: none"> • Risk assessment carried out in compliance with JSP 		

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	375, leaflets 11 and 23 • Risk assessment recorded		
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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 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 ARU HEALTH AND SAFETY POLICY



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

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

See Distribution

Reference: D/DTrg/14/04/02

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.

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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:

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A. Sports Medical Matrix.

Distribution:

Div HQ - SO2PD for dissemination to all units within their AOR

ARTD - SO2 Ops & Plans

RMA5 - SO2PD

ASCB - Secretary for dissemination to all Sports Secretaries

Copy to:

SO1 PD

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. 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.
2	Boxing	High	Ambulance/ Doctor Para Medic/ Trauma Trained. Risk Assessment.	
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		

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Ser (a)	Sport (b)	Risk Factor High, Med or Low (c)	Minimum Medical Cover (d)	Remarks (e)
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		
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.

ARMY RUGBY UNION – POLICY FOR OVERSEAS RUGBY TOURS

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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 and 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

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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

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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:

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- 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

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.

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DISCIPLINE

1. The Rugby Football Union (RFU) has delegated to the Army Rugby Union (ARU) as one of the Constituent Bodies, the power to hold enquiries and inflict punishment or take such action as they see fit, subject to a right of appeal to the RFU. The ARU may act in relation to Clubs who are members of the ARU in relation to:

- a. any infringement of any Law of the Game; or
- b. any conduct which is in the opinion of the ARU prejudicial to the interests of the Union or of the Game as authorized by RFU Rule 5.12; or
- c. any infringement of any of the RFU Regulations and/or IRB Regulations relating to the game.

2. Because of the geographic dispersion of the clubs affiliated to the ARU, disciplinary matters not affecting the Union itself, may in exception, under the supervision of the ARU be deputed and conducted at Division or equivalent level. However, it should be assumed that the Chairman of Discipline for the ARU will chair all hearings unless an exception is made. Discipline matters in BA(G) will normally be dealt with under the direction of the Chairman BA(G) Rugby. The ARU Chairman of Discipline must be consulted before any procedure is initiated at Division or equivalent level.

3. Any disciplinary cases regarding players at Army representative level (including inter-Service rugby matches) and other such cases considered by the ARU to merit special consideration will be handled by the RFU. Until proved otherwise at a hearing, a player sent from the field of play, may continue to play in subsequent matches until the Disciplinary Committee has considered the case. However, a player, or his club, may decide that the player should not play pending the Hearing and this will certainly help in any mitigation for the player in the hearing if this happens. The commanding officer must be involved in this decision and must take into account the alleged severity of the offence when making his decision.

DISCIPLINARY COMMITTEES

4. The following will constitute a Disciplinary Committee and attend the hearing:

- a. ARU

Chairman	ARU Chairman of Discipline
Members	Two/Three members appointed by the ARU. Where possible, they should not be of the same cap badge of the accused. All members must have been accredited by the RFU
Secretary	Secretary of the ARU (or a nominated replacement)

In all disciplinary hearings, the ARU Chairman of Discipline would wish to see, if at all possible, the match referee in attendance. A representative of the Army Rugby Union Referees Society (ARURS) may, if required be called to act as an observer for law interpretations.

- b. Division or Equivalent
If permission is granted by the ARU Chairman of Discipline to permit Division or equivalent hearing, the committee should be constituted of the following personnel.

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Chairman	Chairman of Divisional Rugby (or his nominated Deputy)
Members	Two/Three members, (retired or current rugby players / administrators) not of the cap badge of the accused. All members must have been accredited by the RFU
Secretary	Secretary of Divisional Rugby

Again, in all disciplinary hearings, the ARU Chairman of Discipline would wish to see the match referee in attendance. An observer, nominated by the Divisional ARURS Secretary, may be in attendance for law interpretations.

FUNCTION OF THE DISCIPLINARY COMMITTEE

5. The function of the Disciplinary Committee is to take such action including, if it sees fit, the award of punishment additional to the sending off. If the referee states at the hearing that he may have made a mistake and that the player may not have committed the offence for which he had ordered him off then the Disciplinary Committee will direct that no conviction be recorded against the player concerned.

FUNCTIONS OF THE REFEREE

6. Under the provision of Law 6 of the Laws of the Game, the referee during the game is the sole judge of the fact and of law.

PROCEDURE

7. The following procedure is to be adopted regarding a player or official dismissed from the field of play or touchline:

a. Referee

- (1) Contact the Secretary ARU / Secretary Division on the next working day
- (2) Contact the ARURS Divisional (or equivalent) representative on the next working day who will inform the ARU Secretary immediately.
- (3) Complete and sign a report within 48 hours and send a copy by the fastest appropriate means eg. Fax/e-mail to:

Secretary ARU
Secretary Divisional (or Equivalent) Rugby
ARURS Divisional (or Equivalent) representative

b. ARU/Division. The ARU Chairman of Discipline or ARU Secretary, (Para a (3) above) on receipt of the report, and once a date has been set for the hearing should:

- (1) Send one copy to the CO of the player's unit giving notice of the date, time and place of the disciplinary hearing requesting him to advise the individual of this and of his right to be present and to furnish evidence; and notify the referee and ARURS Divisional Representative of the hearing and invite them to attend (Copy to Secretary ARU.)

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THE HEARING

8. Prior to the hearing the player (and his rugby officer) must read and fully understand the RFU Rules & Disciplinary Procedures available on the RFU website - www.rfu.com. They should also look at the ARU website – www.aru.org.uk. These websites are to aid the rugby officer and the accused to prepare them for the hearing. Unfortunately, past hearings have demonstrated that not all unit, rugby officers, players and COs fully appreciate and understand the complexities and detail of what is required.
9. The player, and referee in attendance, are entitled to be present throughout the hearing, but not during the deliberation.
10. Witnesses should only be permitted to be present in the room whilst they are giving evidence or making statements.
11. The player may nominate one person to be present throughout the hearing and represent his case.

CONDUCT

12. The referees report should be read in its entirety by the Secretary of the hearing.
13. The referee, when present, may make additional comments to clarify his report. If at this stage the referee states that the player did not commit the offence for which he was ordered off, the committee is to resolve that no conviction be recorded against the player and that the meeting be terminated. The referee may be questioned by the player, his representative, and members of the committee.
14. The player or his representative may make a statement.
15. Witnesses may be called and make their statements, and be cross questioned by or on behalf of the player and by the committee. Video evidence is admissible and may be judged on face value. Written statements are acceptable but clearly cannot be questioned. Should these contain information which may significantly affect the case, the chairman should consider an adjournment until the witness can be present.
16. The unit representative may make a statement as to the character of the player and in mitigation.
17. The disciplinary committee should then deliberate on the case. The Chairman will at the conclusion of the deliberation, and in the presence of the player, the representative and the referee (if present) state the finding of the committee and the punishment, if appropriate.

Note: Questions to the player, referee or to witnesses may only be put through the Chairman or members of the committee. The referee may only be questioned with a view to clarifying his report but not to challenge the facts.

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PROMULGATION OF PENALTY

18. Penalties will be promulgated by the following means:
- a. ARU. The Secretary will report the decision of the Disciplinary Committee to:
 - (1) ARU Management Board
 - (2) ARU Council
 - (3) The RFU on the prescribed form
 - (4) The Divisional Chairman to which the player belongs
 - (5) The CO of the unit to which the player belongs
 - (6) The Secretary ARURS

 - b. Division or Equivalent. The Secretary will report the decision of the Disciplinary Committee to:
 - (1) The Chairman of Discipline
 - (2) The Secretary ARU on the prescribed form
 - (3) The Commanding Officer of the Unit to which the Player belongs
 - (4) The Divisional ARURS representative

NOTES ON PENALTIES

19. a. When imposing sanctions, disciplinary panels dealing with an ordering off and/or citing shall apply the recommended penalties for illegal and/or foul play set out at the bottom of these instructions.
- b. Disciplinary panels shall undertake an assessment of the seriousness of the player's conduct which constitutes the offending and categorize the offence as being at the lower end, mid range or top end of the scale of seriousness in order to identify the appropriate entry point for consideration of a particular incident(s) where such incident(s) is expressly covered below. Such assessment of the seriousness of the player's conduct shall be determined by reference to the following features of offending:
- (1) The offending was intentional, that is, committed intentionally or deliberately;
 - (2) The offending was reckless, that is the player knew (or should have known) there was a risk of committing an act of illegal and/or foul play;
 - (3) The gravity of the player's actions in relation to the offence:
 - i Nature of actions, manner in which offence committed including part of body used, i.e. fist, elbow, knee or boot;
 - ii The existence of provocation and whether the player acted in extent of injury, removal of player from game);
 - (4) The effect of the offending player's actions on the victim (i.e. extent of injury, removal of player from game);
 - (5) The effect of offending player's actions on the game;
 - (6) The vulnerability of victim player including part of victim's body

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involved/affected, position of player, ability to defend himself;

(7) The level of participation in the offending and level of premeditation;

(8) Whether the conduct of the offending player was completed or amounted to an attempt;

Any other feature relevant to the offending.

Based on the assessment of the offence(s) under consideration against the above features of offending, the disciplinary panel shall categorize the offence(s) as being at the **lower end, mid range or top end** of the scale of seriousness of offending and identify the applicable entry point where set out in Appendix 3.

c. Having identified the applicable entry point for consideration of a particular incident, disciplinary panels shall identify all relevant aggravating factors and determine what additional period of suspension, if any, above the applicable entry point for the offence should apply to the case in question. Aggravating factors include the following:

(1) An absence of lack of remorse and/or contrition on the part of the offending player;

(2) The player's status as a persistent offender of the laws of the game;

(3) The need for a deterrent to combat a pattern of offending;

(4) Any other off field aggravating factor that the disciplinary panel considers relevant and appropriate.

d. Thereafter, disciplinary panels shall identify all relevant mitigating factors and determine if there are grounds for reducing the period of suspension, if any. Mitigating factors include the following:

(1) The presence and timing of an acknowledgement of culpability/guilt by the offending player;

(2) A good record and/or good character;

(3) The age and experience of the player;

(4) The player's conduct prior to and at the hearing;

(5) Remorse to the player's actions and the victim player;

(6) Any other off field mitigating factors the panel considers relevant and appropriate.

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DESCRIPTION AND LAW (Check with www.rfu.com for latest laws, entry points and sanctions)	ENTRY POINT BASED ON Scale of Seriousness of the Player's conduct, which constitutes the offending. Lower End (LE), Mid Range (MR), Top End (TE)	MAXIMUM SANCTION
10(4)(a) Striking another player with the hand, arm, fist including the elbow	LE - 2 weeks MR – 5 weeks TE – 8+ weeks	52 Weeks
10(4)(a) Striking another player with the elbow	LE - 2 weeks MR - 5 weeks TE – 9+ weeks	52 Weeks
10(4)(a) Striking an opponent with the head	LE - 4 weeks MR – 8 weeks TE -12+ weeks	104 weeks
10(4)(a) Striking an opponent with the knee	LE – 3 weeks MR – 8 weeks TE – 12+ weeks	52 Weeks
10(4)(b) Stamping or trampling on an opponent.	LE – 2 weeks MR – 5 weeks TE – 9+ weeks	52 weeks
10(4)(c) Kicking an opponent	LE - 4 week MR -8 weeks TE –12+ weeks	52 weeks
10(4)(d) Tripping an opponent with the foot/leg	LE - 2 weeks MR - 4 weeks TE – 7+weeks	52 weeks
10(4)(e) Dangerous tackling an opponent, including early or late and including the action known as the “stiff arm tackle”	LE - 2 weeks MR – 6 weeks TE – 10+ weeks	52 weeks
10(4)(f) Dangerous charging or obstructing or grabbing the opponent without the ball, including shouldering	LE – 2 weeks MR – 5 weeks TE – 9+ weeks	52 weeks
10(4)(f) Holding, pushing or obstructing an	LE - 2 weeks MR – 4 weeks	52 weeks

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opponent not holding the ball, except in a scrum, ruck or maul	TE – 6+ weeks	
10(4)(g) Dangerous charging or obstructing or grabbing of opponent carrying the ball, including shouldering.	LE - 2 weeks MR - 5 weeks TE - 9+ weeks	52 weeks
10(4)(i) Causing a scrum, ruck or maul to collapse	LE - 2 weeks MR - 5 weeks TE - 8+ weeks	52 weeks
10(4)(k) Biting	LE - 12 weeks MR - 18 weeks TE - 24 + weeks	208 weeks
10(4)(k) Contact with eyes or eye area	LE - 12 weeks MR - 18 weeks TE - 24+ weeks	156 weeks
10(4)(k) Testicle grabbing or twisting or squeezing	LE - 12 weeks MR - 18 weeks TE - 24+ weeks	208 weeks
10(4)(k) Threatening words or action towards match officials	LE - 12 weeks MR - 24 weeks TE - 48 + weeks	260 weeks
10(4)(k) Verbal abuse of match officials	LE – 6 weeks MR – 12 weeks TE – 18+ weeks	52 weeks
10(4)(k) Physical abuse of match officials	LE - 24 weeks MR - 48 weeks TE - 96+ weeks	Life
10(4)(k) Verbal abuse of players based on religion, race, colour or national or ethnic origin or otherwise	LE - 4 weeks MR - 8 weeks TE - 13+ weeks	52 weeks
10(4)(k) Spitting at players	LE - 4 weeks MR - 7 weeks TE - 11+ weeks	52 weeks
10(4)(k) 2 yellow in one match	LE - SOS TE - the lower end of the range for the more serious of yellow card offences	

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10(4)(k) Totting up of 3 foul play yellow cards within season – applies only to Levels 1-4	LE - 1 week TE - the lower end of the range for the more serious of the yellow card offences	
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Normally players will be entitled to no more than a maximum of 50% discount from the entry point. However Disciplinary Panels can apply a greater reduction from the entry point suspension where it makes each of the following findings:

- a. the Player's conduct is to be categorized under Regulation 8.2.5 at the lower end of the scale of seriousness;
 - b. there are no on-field or off-field aggravating feature;
 - c. there are compelling on-field and/or off-field mitigating factors; and
 - d. there are truly exceptional circumstances that make it necessary to apply a greater reduction than 50% from the entry point in order to avoid clear injustice/unfairness to the Player charged.
20. Any period of suspension imposed by a constitution body disciplinary committee may:
- a. Be back-dated to start at such a date as it thinks fit if it wishes to take account of any effective disciplinary action taken by the player's club arising out of the same incident.
 - b. Include or exclude the whole or any part of the closed season taking into account any tour or other games to which the player is committed.
21. If a Constituent Body Disciplinary Committee imposes a period of suspension it should:
- a. Make it clear whether the period of suspension is from playing or administration or both.
 - b. Specify the exact dates (not simply the number of days) between which the suspension will take place, the commencing and finishing dates to be inclusive of the period of suspension. The period of suspension may be split into two distinct periods to exclude the whole or part of the closed season.
 - c. Previous offences should be taken into account only when deciding the scale of the punishment.
22. These rules are taken from the RFU Handbook 2008/2009 (RFU Disciplinary Regulations) and have been adapted as necessary for the ARU. Further guidance can be sought from the ARU Secretary or Chairman of Discipline.

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Appointments Below (Level 9)

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