



England
Rugby

COMMUNITY RUGBY HELP RESOURCE LIBRARY

CONTENTS

AGE GRADE & ADULT	3	FINANCE & FUNDING	8-9
BRANDING	4-5	REFEREEING	10
COURSES & COACHING	6	VOLUNTEERING	11
FACILITIES	7	WOMEN & GIRLS	12-13



AGE GRADE & ADULT

AGE GRADE

<u>Introduction of the lineout to Age Grade Rugby</u>	This document outlines how the lineout should be introduced to Age Grade Rugby, including some FAQs.
<u>Age Grade Regulation & Playing Updates 23/24</u> <u>Age Grade Rugby Codes of Practice</u> <u>Early Years Guidance</u>	These documents outline the regulations, codes of practice and general guidance for playing Age Grade rugby.
<u>Age Grade Sevens Guidance</u> <u>Creating Early Years Activities</u> <u>Movement & Skills Challenges</u>	These resources will help you put together Age Grade appropriate training sessions and activities and hosting seven a-side matches.
<u>Age Grade Poster</u>	Poster encouraging Age Grade participation. Asset for club houses.

ADULT

<u>Adult Player Registration Docusign User Guide</u> <u>Application for Adult Player Registration via Docusign</u>	These documents allow you to understand how to register an adult player to play in English League using Docusign.
<u>Adult Male Rugby Recovery Plan</u>	9-point plan to aid clubs with increasing the number of adult male players.

GMS PLATFORM

<u>GMS Log in - Desktop</u> <u>GMS Log in - Mobile</u>	These links take you to the GMS log in page for both desktop and mobile.
<u>Electronic Match Card Guide – Desktop</u> <u>Electronic Match Card Guide - Mobile</u>	These are step-by-step guides on how to using an Electronic Match Card on both your laptop and mobile.
<u>Advantages of using Electronic Match Card</u> <u>Top Tips for using Electronic Match Card</u> <u>EMC webinar</u>	Here you can see the benefits of using EMC correctly, our top tips for using it and a webinar that deep dives further into this.
<u>GMS Training – Expression of Interest Form</u>	If you want to undertake GMS training, you can do this by filling out this form.

NEW MEMBERS

<u>New member checklist</u>	Checklist to follow when introducing new members to the club.
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BRANDING

PLAY TOGETHER, STAY TOGETHER

<p><u>Activation Guide</u> <u>Age Grade to Adult: Transition Guide</u> <u>Social Media Webinar</u></p>	<p>These resources can help to get you started with getting involved in our Play Together Stay Together campaign.</p>
<p><u>Social Media Assets</u> <u>WhatsApp Assets</u> <u>Posters</u> <u>Email Assets</u> <u>Supportive Culture A-Board</u> <u>Supportive Culture Email</u> <u>Supportive Culture Poster</u> <u>Beyond the 80s posters</u></p>	<p>Use these assets to build a campaign and create engaging comms with your target audience.</p>
<p><u>Benefits of Summer Touch Rugby</u> <u>Touch Rugby BBQ Guide</u></p>	<p>Here you can understand the benefits of hosting touch rugby in the summer and how to host the perfect BBQ!</p>
<p><u>Touch Union PTST Posters</u> <u>Touch Union PTST Social Media Assets</u></p>	<p>Use these assets to promote touch rugby.</p>

XRUGBY

<p><u>XRugby 5s</u> <u>XRugby 7s</u> <u>XRugby 10s</u> <u>XRugby Coaching Guide</u> <u>XRugby Handbook</u></p>	<p>These guides explain the rules of XRugby, with varying rules depending on the number of people playing.</p>
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THE TOUCH UNION

<p><u>Email Assets</u> <u>Posters</u> <u>Social Assets</u></p>	<p>If you're looking to promote touch, here you can find a bank of assets to distribute via emails, posters in the club house and social media imagery.</p>
<p><u>Brand Guidelines</u> <u>Club Guide</u></p>	<p>We've put together these guides to help when you're posting touch rugby content online and general health and safety guidance for clubs who are playing it.</p>

BRANDING

WOMEN & GIRLS RUGBY

<u>Growing the Girls' Game Action Plan</u> <u>Every Rose Action Plan 2017-27</u>	Guide to support clubs who are supporting girls to live their best lives playing rugby. These offer advice on how to recruit and retain for girls' rugby.
<u>Girls Age Bands</u> <u>Girls Age Bands FAQs</u>	Age band guidance for coaches for the current season.
<u>Intro to Girls Rugby for Schools & Colleges</u> <u>Refereeing – Take up the Whistle</u> <u>Coaching Guidance</u>	This toolkit has been produced to support teenage girls participating in rugby across education with guidance on social integration.

ALLIANZ INNER WARRIOR

<u>New Assets</u> <u>Logos</u> <u>Press Release Template</u>	If you're hosting an Allianz Inner Warrior camp, use these assets to promote it in your clubhouse and online.
<u>Brand Guidelines</u> <u>FAQs</u>	For guidelines on how to use these assets and promote the camp successfully, read our brand guidelines and FAQs.
<u>Session Plan</u>	We've put together a session plan to help you lead a successful and engaging camp.

RUGBY WORLD CUP CASE STUDIES

<u>North Bristol</u> <u>Petersfield</u> <u>Thurrock</u> <u>Ilkeston</u> <u>Crewe & Nantwich</u> <u>Cleckheaton</u>	These Rugby World Cup Impact case studies show how clubs have successfully attracted new players and plans for the future.
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LOVE RUGBY

<u>9-12 Age Assets</u> <u>Young Teen Assets</u> <u>Older Teen Assets</u> <u>Posters</u> <u>Poster Templates</u> <u>Social Media Frames</u> <u>Digital Assets</u> <u>Lock Ups</u> <u>Festival Certificate</u>	These assets can be used for your Love Rugby campaign, helping to engage young girls with rugby.
<u>Club Activation Guide</u> <u>Brand Guidelines</u> <u>School & Colleges Activation Guide</u> <u>Asset Guidance</u>	Guides to help clubs, schools and colleges prepare their own Love Rugby campaign. You can also find brand guidelines to ensure you're promoting the campaign online in the best way.

COURSES AND COACHING

BOOKING A COURSE

<p><u>England Rugby Training Course – which one is right for me?</u> <u>Booking a course</u></p>	<p>Use these documents/links to find the right course for you and book onto it.</p>
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COACHING COURSES

<p><u>EFARU Course – RugbySafe Community Rugby First Aid Provision and Toolkit</u> <u>PHICIS Course – RugbySafe Immediate Care Practitioner Training Toolkit</u></p>	<p>Here you can find out more about two of the first aid/care practitioner courses we offer and links to where you can book them. If you're looking to expand your first aid qualifications, then these resources will support you.</p>
<p><u>Emergency First Aid in Rugby Union Inside 7s</u> <u>Tackle Safe</u> <u>Kids First: Tag Rugby</u> <u>Principles of Scrummaging</u> <u>Gamechangers Masterclass: Breakdown</u></p>	<p>Links to online training courses you can complete. If you're a coach and looking to broaden your game knowledge, this is a good place to start.</p>

COACHING RESOURCES

<p><u>Keep Your Boots On YouTube</u> <u>Headcase Toolkit</u> <u>Activate - Injury Prevention Toolkit</u> <u>Mental Wellbeing Toolkit</u> <u>Women & Girls Healthcare Toolkit</u> <u>Injury Reporting & Incident Recording Toolkit</u> <u>Rugbysafe Essentials Toolkit</u> <u>Being Rugbysafe Toolkit</u></p>	<p>Physical and mental health toolkits to support coaches and players.</p>
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WEBINARS

<p><u>John Mitchell on 'The Breakdown'</u> <u>Ian Peel on 'Coaching the Scrum'</u> <u>Stuart Lancaster: Principles of Defence</u> <u>Preparing for return to rugby</u></p>	<p>Webinars from our rugby experts detailing match scenarios.</p>
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FACILITIES

REDUCING YOUR COSTS

<u>Guide to reducing utility costs</u>	Guide to help you reduce cost of club utility bills.
<u>Cellars & Bars</u> <u>Lighting</u> <u>Hot water & Heating</u> <u>Electrical Equipment</u> <u>Energy Management</u> <u>Catering</u> <u>Insulation</u> <u>Lighting</u> <u>Smart Meter</u> <u>Boiler upgrades</u> <u>Beer Cellars</u> <u>Heat Pumps</u> <u>Biomass Systems</u> <u>Rainwater Harvesting</u> <u>Solar PV</u> <u>Solar Thermal</u>	Guides to help you run each of these areas of your club in the most efficient and cost-effective way possible.
<u>RFU Partnership with Pozitive Energy Offers & Discounts</u>	Details on our energy provider and facility discounts we currently have on offer.

CLUBHOUSE, CHANGING ROOMS & PITCHES

<u>Design Guide</u> <u>Planning Permission Guide</u> <u>Sport England Guidance</u> <u>Female Toilet Design Guide</u>	Guides on designing new facilities in your rugby clubs.
<u>Rugby Ground Connected YouTube Channel</u> <u>Rugby Pitch Maintenance Toolkit</u> <u>Guide to Artificial Grass Pitches</u> <u>Book a pitch</u> <u>Floodlight Essential Guide</u> <u>Floodlight Risk Assessment</u>	Essential resources on maintaining pitches and floodlights in a safe way.

BAD WEATHER GUIDANCE

<u>Flooding Guidance</u> <u>Drought Guidance</u>	If you experience bad weather, we've put these guides together to help you manage your facilities in the best way.
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FINANCE & FUNDING

FINANCE & FUNDING

RFU Buying Group Website Commercial Revenue Review Generating Revenue Guide Tips for getting more revenue Case Study - Crawley RFC diversifying their income Case Study - Chesham RFC	Guides and case studies to support clubs with developing revenue.
Financial Responsibilities Checklist Budgeting Template	Documents to help with budgeting and understanding your financial responsibilities.
Community Guide on VAT HMRC Guidance on fuel & power	Guidance on VAT and HMRC.

TREASURER

Club Treasurer Role Description	Role description for a club treasurer.
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INSURANCE

RFU Insurance Centre Insurance FAQs RFU Community Game Insurance	Access to RFU insurance policies, FAQs and where you can find insurance for your clubs.
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SPONSORSHIP

Sponsorship Sales Template Guide B2B Sales Template - Teaser B2C Sales Template - Teaser B2B Sales Template - Full B2C Sales Template - Full Sales Script Template Club Asset Register Template Draft Sponsorship Agreement	Templates and guides you should use when approaching potential sponsors.
What to offer a sponsor - guide How to stand out in a crowded marketplace How to make a good first impression How to prepare for meetings/finalise a deal What to charge a sponsor Resourcing a sponsorship How to measure success The sponsorship landscape Glossary of terms Women's sport and sponsorship	Resources to help you understand how you should approach a relationship with a new sponsor.

FINANCE & FUNDING

COMMUNITY AMATEUR SPORT CLUB

<u>CASC Application Form</u> <u>Community Amateur Sports Clubs Guidance</u> <u>CASC Status & Corporation Tax Guidance</u> <u>Incorporating Unincorporate CASC</u> <u>CASC V Charity Status</u> <u>Cost of Participation Template</u> <u>50% Social Membership CASC Test</u> <u>Expenses & Tours – CASC Rules</u>	Community Amateur Sport Club resources.
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LEGAL

<u>RFU Legal documents portal</u>	Access RFU legal documents via this portal.
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TAX

<u>PAYE, NI & Minimum Wage</u> <u>HMRC Support Webinars</u> <u>Self-Assessment Tax Bill for Self Employed</u> <u>YouTube HRMC Support</u> <u>Corporation Tax explained</u>	Resources to help with understanding tax responsibilities.
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REFEREEING

<p><u>Be the Best You</u> <u>Which England Rugby Course is right for you</u> <u>Training Course Booklet</u> <u>Course Finder</u> <u>England Rugby Referees Association</u> <u>Video</u> <u>Referee Societies Finder</u></p>	<p>Resources to help you find the right referee course for you and resources to get you started.</p>
<p><u>Referee Society Injury Report Form</u> <u>Discipline Report Writing Guidance</u> <u>Red Card Report Community Game</u> <u>Red Card Report Age Grade</u> <u>Match Abandonment Report</u> <u>Match Abandonment Advice</u> <u>Pregnancy & Match Official Guidance</u></p>	<p>Important resources you might need when refereeing a match.</p>
<p><u>Refereeing Advantage</u> <u>Refereeing the tackle</u></p>	<p>These documents explain how to referee common situations that occur during a rugby match.</p>



VOLUNTEERING

VOLUNTEERING TOOLKITS

<u>Club/Constituent Body workforce review</u> <u>Workforce Mapping Tool</u> <u>Club Skills Audit</u>	<p>These resources are designed to help you review your club structure, map it out and look at what skills everyone has to offer so that people are in the right roles.</p>
<u>Young Volunteer Engagement Toolkit</u> <u>How to include more people in volunteering</u> <u>How to engage with your local community</u> <u>How to support inclusive conversations</u> <u>How to achieve inclusive marketing</u> <u>How to create an inclusive action plan</u>	<p>These how to guides have been put together to help you increase the number of volunteers are your club.</p>
<u>Social Media caption ideas</u>	<p>Caption ideas for social media posts encouraging volunteers to join your club.</p>

VOLUNTEERING GUIDES

<u>NSPCC Safer Recruitment Guidance</u> <u>RFU Safeguarding Adults' policy</u> <u>RFU Safeguarding Children's policy</u>	<p>Guidelines on recruiting and volunteer safety.</p>
<u>Club Volunteer Inductions</u> <u>Club Volunteer Induction Checklist</u> <u>Welcoming a new volunteer</u>	<p>Use these induction guides to onboard new volunteers successfully and welcome them to the club.</p>
<u>Succession planning guide</u> <u>Succession planning matrix</u> <u>CB succession planning guide</u>	<p>If people are leaving their volunteer roles, these guides can help you plan ahead to ensure the vacancies are filled promptly.</p>
<u>Running a community event guide</u>	<p>If you're volunteers are running a community event, here's a guide on things to think about when hosting.</p>

FORMS

<u>Volunteer Application Form</u> <u>Volunteer sign-up sheet</u>	<p>Sign up/application forms for new volunteers. To be used at events/online.</p>
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WOMEN & GIRLS

GROWING THE GAME

<u>Growing the girl's game</u> <u>Setting up a new girls' team</u> <u>Every Rose action plan</u>	Guide to support girls to live their best lives playing rugby. Here you can find advice on how to recruit and retain female players.
<u>Introduction to Girls Rugby Toolkit for Schools and Colleges</u>	Toolkit supports teenage girls participating in rugby across education, including injury prevention and session plan.
<u>Women's sport and sponsorship</u>	Guidance on how to maximise sponsorship opportunities in the women's game.

COACHING WOMEN & GIRLS' RUGBY

<u>Guidance for Coaching Girls' Rugby</u>	Guidance for coaches on each age band and suggested activities.
<u>Girls Age Bands</u> <u>Girl Age Grade Regulation & Playing Updates 23/24</u>	Age band guidance for coaches for the current season.

RWC25

<u>Community Engagement Programme Guide</u> <u>Impact Programme Guide</u>	Guides that break down the objectives of the RWC25 Impact Programme.
<u>RWC25 Impact Panel – What is it?</u> <u>RWC25 Facility Fund 23/24 Guide</u>	Guides that contains information on the support available over the four-year period and how to access it.
<u>Women coach & match official funding</u>	We want to increase the number of women coaching and refereeing rugby. Applicants can receive exclusive early access to England Rugby Refereeing Award and Coaching Award Courses and the chance to receive a voucher covering the cost of the course.

WOMEN'S HEALTH

<u>Menstrual Health & Cycle</u> <u>Breast Health</u> <u>Sports Bra Fitting Guide</u> <u>Pelvic Health</u> <u>Healthcare Playlist</u>	Women & Girls' Health and Welfare toolkit.
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WOMEN & GIRLS

ALLIANZ INNER WARRIOR

<u>Allianz Inner Warrior Camp January 2024 registration form</u>	Use this form to sign up for the next Inner Warrior.
<u>Allianz Inner Warrior Brand Guidelines</u> <u>Allianz Inner Warrior Assets</u> <u>Allianz Inner Warrior Logos</u> <u>Allianz Inner Warrior Press Release template</u>	Use these assets to promote your Allianz Inner Warrior Camp.
<u>Allianz Inner Warrior FAQs</u>	Information on Inner Warrior and how to get involved.
<u>Allianz Inner Warrior Session Plan</u>	Guidance on how to plan an Inner Warrior session.

LOVE RUGBY

<u>Love Rugby Activation Guide – Clubs</u> <u>Love Rugby Activation Guide – Schools & Colleges</u>	Guides to help clubs, schools and colleges prepare their own Love Rugby campaign.
<u>Love Rugby Brand Guidelines</u>	These brand guidelines will help you achieve a consistent and quality message across all national and club communications.
<u>Love Rugby 9-12 Age Assets</u> <u>Love Rugby Young Teen Assets</u> <u>Love Rugby Older Teen Assets</u> <u>Love Rugby Posters</u>	Use these posters and social assets to help promote your campaign.





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