

Setting up a new Girls Team: Checklist

To Do	By Who	When	Why/How
Speak to your Club Committee about providing playing opportunities for girls at the club	W+G Lead	ASAP	We have seen the best growth and sustainability of girls teams, where a whole club approach has been taken right from the outset. This will ensure that the girls team will be part of the Age Grade section at the club, and be supported in all areas. Understanding the local landscape is also important, is there enough demand for a new or extra offer in the local area?
Create a Development Plan	W+G Lead/Coach/Club Committee	Ongoing	This could be a 3-4 year plan, or an annual action plan. Very simply, think about what you want to achieve by when, what you need to get there and how you're going to do it. Having a clear plan will help the club ensure all needs are being addressed and that the girls teams are included. This can be an ongoing fluid document to help you adapt to the needs of your teams as the year goes on.
Identify volunteers and coaches	W&G Lead Committee Club Volunteer Co-Ordinator Club Coach Co-ordinator		Finding people who will bring energy, enthusiasm and organisation will be critical to success. To ensure safe recruitment of volunteers, understanding their reasons why they wish to be involved and their motivation, is important for their enjoyment in the role, and also for the purpose of protecting the players. Research has indicated that 3 of the most impactful roles to ensuring success are: Team Manager, Social Media Manager and Social/Events Manager. Coaches have a huge role to play in developing players, ensuring that enjoyment is top of the list for all training sessions and matches. Find out more here: https://www.englishrugby.com/participation/volunteers/recruit-and-retain-volunteers
Team Registration and Player Affiliation	GMS Club Officer / Girls Team Manager	ASAP	By registering your teams and affiliating players you will receive relevant information from the RFU, including competition opportunities. You can register your teams via GMS under the Team Management tool. Allocate a volunteer to the Women & Girls Contact in the Golden Roles. Access the Affiliation Help Portal here: https://help.rfu.com/support/solutions/articles/15000063256-what-is-player-affiliation-
Build your local network: - CB Women & Girls Lead - Local clubs - Local Schools and colleges	W&G Lead / Coaches	Ongoing	Building a strong network is vital for sustainability. Your contacts will be able to share their learnings and provide advice. You should get in touch with your CB Women & Girls Lead to let them know you have started a girls playing offer. They will have additional knowledge and support to help you and the club. Your local RFU Club Developer will also be able to support you.
Allocate the Women & Girls Lead the Golden Role on GMS (Game	GMS Club Administrator	Short Term	Allocating someone to the Golden Role will aid communication and information flow. This role and contact details will be publicly visible on FindRugby.com. If someone is searching for a

Management System)			girls team in your area, your team will be highlighted - this will help with your recruitment!
Join the W&G Facebook group	W&G Lead / Coaches	Short Term	There is a Fixtures Exchange/Network Group on Facebook- it is a good place to see what other clubs are doing, and to connect with teams at similar levels to share/learn and arrange some fixtures! You can join here: Girls Facebook Group
Familiarisation with the W+G Playing Regulations	N/A	Short Term	http://www.englandrugby.com/my-rugby/players/age-grade-rugby/
Marketing	Club	Ongoing	www.englandrugby.com/resources see guides – Women in Sport / This Girl Can
Think about running a Recruitment Event	Club	Short Term	Plan in some development sessions for local schools, Girl Guides groups etc or an open session at your club. Weekday afternoons work well for school sessions and teachers will be grateful for you hosting a series of games, with 3 or 4 schools involved. This could be followed up by a weekend session to introduce the girls to the club.
Learn and understand	Club W+G Lead Coaches	Ongoing	England Rugby's Every Rose Action Plan 2021 – 2027 sets out some ambitious and exciting plans and targets to accelerate the game for women and girls. Read more. Women in Sport have a series of research publications that we would recommend exploring.