



**HOROWHENUA KAPITI JUNIOR RUGBY
HANDBOOK 2019**

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1. Introduction

The aim of this handbook is to provide you with a point of reference for some of our important rules, policies and procedures often required by our coaches and managers in Junior Rugby.

Junior Rugby is about kids getting out there with their mates, having fun and developing skills so that rugby is enjoyed at every level. This is inline with Small Blacks which is a nationwide program we use as a guide for junior rugby.

Horowhenua Kapiti Rugby Union rely on volunteers with their passion, expertise and time for our young players and we appreciate all that you do in order to get the kids out there playing rugby. Our aim is that this handbook becomes a 'go to' manual for you.

2. Code of Conduct

- Positively reinforce the actions of players.
- Lead by example.
- Create an enjoyable environment in which to play the game.
- Give all players the opportunity to participate in the game.
- Be reasonable on the demand on players time energy and enthusiasm.
- Operate within the rules and spirit of the game and teach my players to do the same.
- Ensure that the time players spend with me is a positive experience. All players are deserving of equal attention and opportunities.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport including opponents, referees, coaches, officials, administrators, the media, parent and spectators. Encourage players to do the same.
- Show concern and caution toward sick and injured players and follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Obtain appropriate Small Black qualifications and keep up to date with the latest coaching practices.
- Respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.
- Use appropriate language with players, coaches, officials and spectators.

3. Refereeing Policy

The home team have the option of supplying a referee, however, if the home team are unable to supply an “Official Referee” then it falls back on each club to referee a half game each presuming both coaches are Small Blacks accredited.

The only time this would change is if you have one coach who is an Associate Referee and the other was Small Blacks accredited. The Associate Referee (having completed additional training) is the more senior qualified of the two to officiate the game therefore they should be allowed to do so.

If you have two coaches who are both Associate Referees, then each could referee half a game unless otherwise agreed.

In summary, the seniority of who has preference in officiating the game is:

1. Official Referee
2. Associate Referee
3. Small Blacks Accredited Coach/Referee

NOTE:

If there is a parent/volunteer offering to referee but they have NOT attended Small Blacks for a U8-U13 grade that game must not be played in tackle form.

4. Number of Players on Field

Overview:

The key intentions of this policy are:

- To maximise child involvement in games
- Prevent defaults
- Prevent the unfair advantage gained by teams through the use of superior player numbers

Guideline:

Maximum player numbers are set in the Small Black Development Model laws for each grade, these should not be exceeded.

If a team will knowingly be short of players for a game, that team should not default.

When the difference in player numbers for a game, between the two teams, is one or more, and one of the teams does not have enough players to field a 'full' team as set out in the rules for that grade there is little point in a player standing on the sideline as a reserve when they could be playing:

- Players must be swapped between teams.
- The onus is on the coach with the greater player numbers to offer the loan of players.
- Once an offer of loan player/s has been made it must be accepted.
- In swapping players between teams, both coaches must consider the relative strengths of the two playing sides.
- Coaches are encouraged to ask children to only play one half of the game for the opposition team and make other players available for the other half.

5. Junior Rugby Age Grade Rules

BEGINNING RUGBY LAWS UNDER 6 - UNDER 7 SCORING/RESTART

- A try is scored by grounding the ball on or over the goal line.
- The non-scoring team will restart play with a tap kick at halfway.
- The opposing team will be back five metres from halfway.

TACKLE

- A tackle occurs when a tag is ripped/removed from an opponent's waist (rippa rugby).
- The ball carrier must pass the ball within three steps of the tackle/rip occurring.
- The referee will penalize the player if they continue to run after a tackle/rip.
- **NO FENDING, BARGING OR PUSHING PERMITTED.**

SCRUM

- There are no scrums permitted in Beginning Rugby grades.

LINEOUT

- There are no lineouts permitted in Beginning Rugby grades.

OFFSIDE

- In general play, players are in an offside position when they are in front of the ball when it was last played by a teammate.
- The referee will encourage the ball carrier to continue when players tackle/rip from an offside position.

PENALTY TAP KICK

- The referee will award a penalty tap kick for pushing, fending, taking the ball from the ball carrier's hands, or continuing to run after a tackle/rip. (Free pass for Rippa Rugby)
- The defending team will be back five metres from the infringement mark.
- The ball must be passed from the tap.
- All penalties are tapped on the ground.

KNOCK-ON, FORWARD PASS

- Referees are to apply the advantage law generously to foster a free-flowing game.

APPOINTMENT OF THE REFEREE

- The home team will provide a referee or Beginning Rugby referee to officiate.
- If no referee or Beginning Rugby referee from the home team is available, then a referee or Beginning Rugby referee from the visiting team will officiate.
- It is recommended that one referee control the entire match.

COACHES ON FIELD

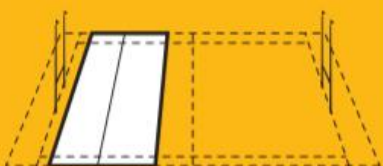
- A maximum of two coaches per team will be permitted on the field at any one time.

JUNIOR PLAYER DEVELOPMENT MODEL

UNDER 6 & 7 / YEAR 1 & 2

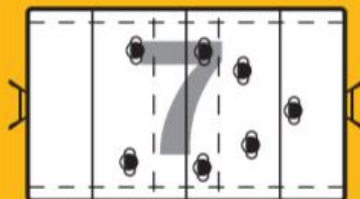
FIELD SIZE

Goal to 10m (across the field).
Portable goalposts recommended.
Full size posts on sideline need bolsters.



NUMBERS PER TEAM

7-a-side. Numbers are maximum. If a team doesn't have enough players to start a game, they lose the game, but a game should then be played with equal numbers.



GAME LENGTH

2 x 20 minutes maximum.



LINEOUT

No lineouts.



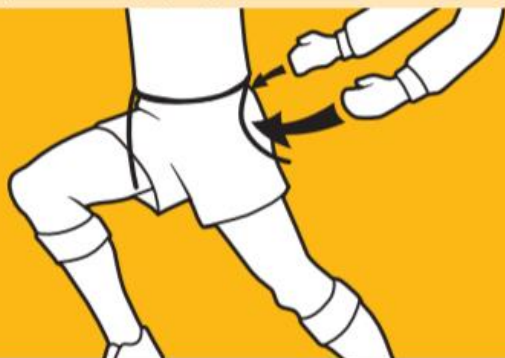
SUBS

All players must play a minimum of half a game (this is to include at least two full quarters). Rolling substitutions are not permitted. Substitutions may be made at half time or approximately half way through each half when the referee will allow and signal a Substitution Break. This applies to representative games.



TACKLE (Rip)

When 'rip' is made, player passes the ball.



TRY

If score blow-outs are occurring (ie 35+ at halftime), both coaches **MUST** meet and come to an agreement as to how they can generate a more even contest. Try = 5 pts.



KICK-OFF


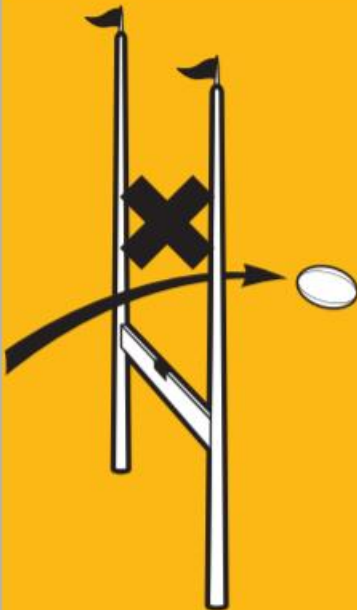



Free pass.



SCRUM

No scrums.



PENALTY Tap and pass. 	CONVERSION No conversions. 	SKILLS REQUIRED AT THIS LEVEL: <ul style="list-style-type: none"> <input type="checkbox"/> Running with ball <input type="checkbox"/> Basic pass <input type="checkbox"/> Receiving pass <input type="checkbox"/> Ball familiarisation <input type="checkbox"/> Tap kick and pass <input type="checkbox"/> Swerve
KICKING No kicking in general play. 		
REFEREE Beginning coach. 	BALL SIZE Size 2.5 or 3 balls. 	

COACHING

- ☐ Space
- ☐ Passing
- ☐ Running

LEARNING RUGBY LAWS UNDER 8 - UNDER 10 SCORING/RESTART

- A try is scored by grounding the ball on or over the goal line.
- The scoring team will restart play with a punt or drop kick from halfway.
- **Under 8 only** - The non-scoring team will restart play with a tap kick from halfway.
- The opposing team will be back five metres from halfway.

TACKLE

- A player must not tackle an opponent whose feet are off the ground.
- The tackled player must release the ball when either the player or the ball is grounded.

SCRUM

- The side throwing the ball in to the scrum wins the ball, i.e. no contest and no pushing.
- The opposing team cannot advance until the halfback has played the ball.
- There is an offside line five metres behind the hindmost feet of the scrum.
- The opposing halfback must not advance past the middle line i.e. tunnel.

LINEOUT

- The side throwing the ball in to the lineout wins the ball. If the ball is not caught or goes over the back, the ball becomes "fair game".
- If the throw isn't straight, advantage applies to the non-offending team, otherwise normal law applies.
- The two lines of players must be one metre apart.
- Backlines must stand five metres from the line of touch (centre line).

RUCK AND MAUL

- Players must not join from the side.
- Players must be bound to the maul or behind the last player.

- Players must not collapse a maul.

PENALTY TAP KICK

- The defending team will be five metres back from the infringement mark.
- All penalties are tapped on the ground.

APPOINTMENT OF THE REFEREE

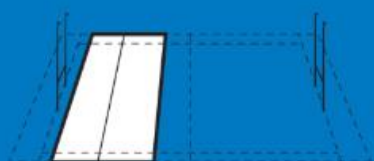
- The home team will provide a referee or Beginning Rugby referee to officiate.
- It is recommended that one referee control the entire match.

JUNIOR PLAYER DEVELOPMENT MODEL

UNDER 8 / YEAR 3

FIELD SIZE

Goal to 10m (across the field). Portable goalposts recommended. Full size posts on sideline need bolsters.



NUMBERS PER TEAM

10-a-side. Numbers are maximum. If a team doesn't have enough players to start a game, they lose the game, but a game should then be played with equal numbers.



GAME LENGTH

2 x 25 minutes maximum.



LINEOUT

Always 5 in lineout. Lineouts not to be contested. There is to be no lineout lifting at any level.



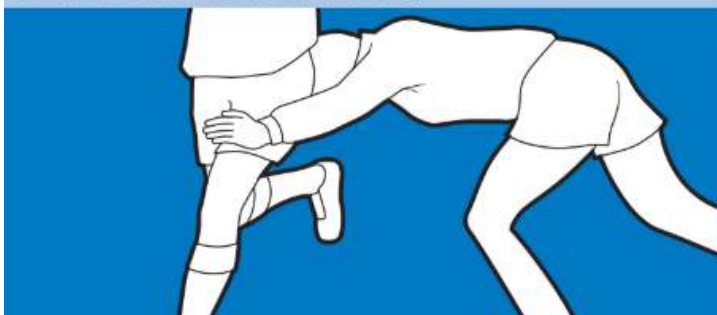
SUBS

All players must play a minimum of half a game (this is to include at least two full quarters). Rolling substitutions are not permitted. Substitutions may be made at half time or approximately half way through each half when the referee will allow and signal a Substitution Break. This applies to representative games.



TACKLE

Two 'tackle box' sessions must be carried out by all U8 coaches before the season kicks off. No fending.



TRY

If score blow-outs are occurring (ie 35+ at halftime), both coaches MUST meet and come to an agreement as to how they can generate a more even contest. Try = 5 pts.



KICK-OFF


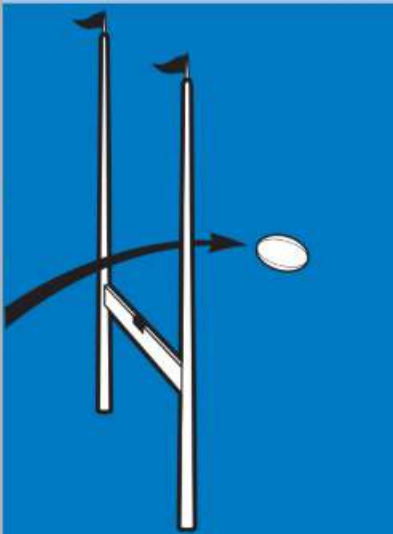



Tap and pass. Kick-offs to be rotated through all players.



SCRUM

Always 5 in scrum. No contest and no pushing.



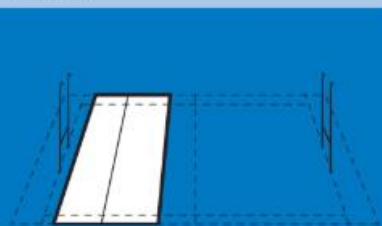
PENALTY Tap and pass. 	CONVERSION Conversion taken from in front of posts either drop goal or punt. Points don't count. 	SKILLS REQUIRED AT THIS LEVEL: <ul style="list-style-type: none"> <input type="checkbox"/> Draw and pass <input type="checkbox"/> Picking up the ball <input type="checkbox"/> Basic kick <input type="checkbox"/> Dribbling <input type="checkbox"/> Falling in tackle <input type="checkbox"/> Side-on tackle <input type="checkbox"/> Side step <input type="checkbox"/> Pre contact COACHING <ul style="list-style-type: none"> <input type="checkbox"/> Set play <input type="checkbox"/> Back line <input type="checkbox"/> Contact <input type="checkbox"/> Tackle <input type="checkbox"/> Ruck and maul <input type="checkbox"/> "Front Row Factory" <input type="checkbox"/> "Tackle Box"
KICKING Encourage running and passing. 		
REFEREE If no Learning Rugby referee, no tackling. 	BALL SIZE Size 3 balls. 	

JUNIOR PLAYER DEVELOPMENT MODEL

UNDER 9 & 10 / YEAR 4 & 5

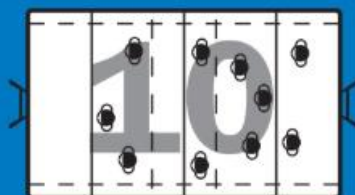
FIELD SIZE

Goal to 10m (across the field). Portable goalposts recommended. Full size posts on sideline need bolsters.



NUMBERS PER TEAM

10-a-side. Numbers are maximum. If a team doesn't have enough players to start a game, they lose the game, but a game should then be played with equal numbers.



GAME LENGTH

2 x 25 minutes maximum.



LINEOUT

Always 5 in lineout. Lineouts not to be contested. There is to be no lineout lifting at any level.



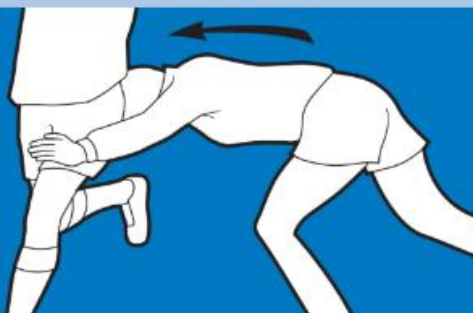
SUBS

All players must play a minimum of half a game (this is to include at least two full quarters). Rolling substitutions are not permitted. Substitutions may be made at half time or approximately half way through each half when the referee will allow and signal a Substitution Break. This applies to representative games.



TACKLE

Tackle must be below the nipple. No fending to the head, face or neck regions.



TRY

If score blow-outs are occurring (ie 35+ at halftime), both coaches **MUST** meet and come to an agreement as to how they can generate a more even contest. Try = 5 pts.



KICK-OFF

Punt or drop kick by scoring side. Kick offs to be rotated through all players.



SCRUM

Always 5 in scrum. No contest and no pushing.



PENALTY

Tap and pass.



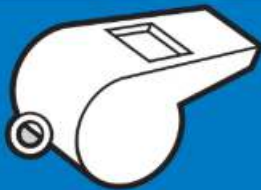
KICKING

Encourage running and passing.



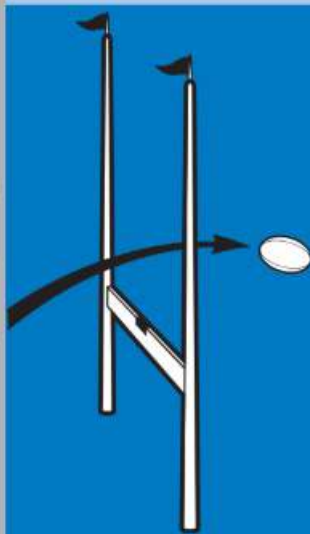
REFEREE

If no Learning Rugby referee, no tackling.



CONVERSION

Conversion taken from in front of posts either drop goal or punt. Points don't count.



BALL SIZE

Size 3 balls.



SKILLS REQUIRED AT THIS LEVEL:

- ☐ Draw and pass
- ☐ Picking up the ball
- ☐ Basic kick
- ☐ Dribbling
- ☐ Falling in tackle
- ☐ Side-on tackle
- ☐ Side step
- ☐ Pre-contact

COACHING

- ☐ Set play
- ☐ Back line
- ☐ Contact
- ☐ Tackle
- ☐ Ruck and maul
- ☐ "Front Row Factory"
- ☐ "Tackle Box"

PLAYING RUGBY LAWS UNDER 11 - UNDER 13 SCORING/RESTART

- A try is scored by grounding the ball on or over the goal line.
- The non-scoring team will restart play with a drop kick from halfway.
- The opposing team will be back 10 metres from halfway.

TACKLE

- A player must not tackle an opponent whose feet are off the ground.
- The tackled player must release the ball when either the player or the ball is grounded.

SCRUM

- The opposing team cannot advance until the halfback has played the ball.
- The opposing halfback must not advance past the middle line i.e. tunnel.
- **Under 11 only** - the side throwing the ball in to the scrum wins the ball, i.e. no contest and no pushing.
- There is an offside line five metres behind the hindmost feet of the scrum.

LINEOUT

- The two lines of players must be one metre apart.
- Backline must stand 10 metres from the centre line.
- If the throw isn't straight, advantage applies to the non-offending team, otherwise normal law applies.

RUCK AND MAUL

- Players must not join from the side.
- Players must be bound to the maul or behind the last player.
- Players must not collapse a maul.

PENALTIES

- The defending team will be 10 metres back from the infringement mark.

APPOINTMENT OF THE REFEREE

- The home team will provide a referee or Beginning Rugby referee to officiate.
- If no referee or Beginning Rugby referee from the home team is available, then a referee or Beginning Rugby referee from the visiting team will officiate.
- It is recommended that one referee control the entire match

JUNIOR PLAYER DEVELOPMENT MODEL

UNDER 11 / YEAR 6

FIELD SIZE

15s must be full field.



NUMBERS PER TEAM

15-a-side. Numbers are maximum. If a team doesn't have enough players to start a game, they lose the game, but a game should then be played with equal numbers.



GAME LENGTH

2 x 25 minutes maximum.



LINEOUT

Always 8 in lineout. Lineouts can be contested. There is no lineout lifting at any level.



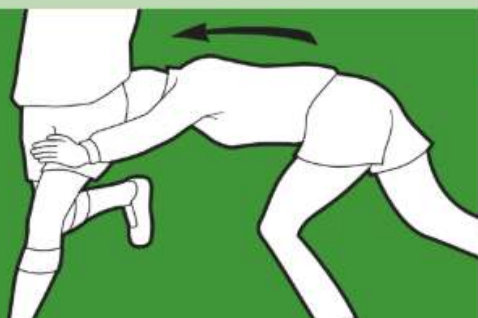
SUBS

All players must play a minimum of half a game (this is to include at least two full quarters). Rolling substitutions are not permitted. Substitutions may be made at half time or approximately half way through each half when the referee will allow and signal a Substitution Break. This applies to representative games.



TACKLE

Tackle must be below the nipple. No fending to the head, face or neck regions.



TRY

If score blow-outs are occurring (ie 35+ at halftime), both coaches **MUST** meet and come to an agreement as to how they can generate a more even contest. Try = 5 pts.



KICK-OFF

Normal



SCRUM

Always 8 in scrum. No contest and no pushing.



PENALTY

Normal.



KICKING

Yes.



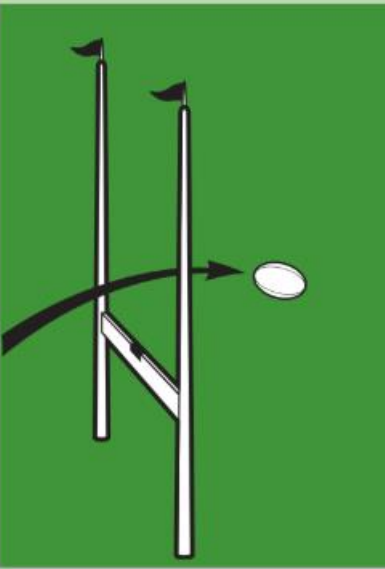
REFEREE

If no Playing Rugby referee, no tackling.



CONVERSION

Conversions not to be taken further out than the 15m line.



BALL SIZE

Size 3 balls.



SKILLS REQUIRED AT THIS LEVEL:

- ☐ Off ground pass
- ☐ Dive pass
- ☐ Falling on ball
- ☐ Catching high ball
- ☐ Drop kick
- ☐ Grubber kick
- ☐ Front-on tackle
- ☐ Running in support
- ☐ Getting up
- ☐ Contact

COACHING

- ☐ Everything

JUNIOR PLAYER DEVELOPMENT MODEL

UNDER 12 & 13 / YEAR 7 & 8

FIELD SIZE

15s must be full field.



NUMBERS PER TEAM

15-a-side. Numbers are maximum. If a team doesn't have enough players to start a game, they lose the game, but a game should then be played with equal numbers.



GAME LENGTH

2 x 30 minutes maximum.



LINEOUT

Always 8 in lineout. Lineouts can be contested. There is no lineout lifting at any level.



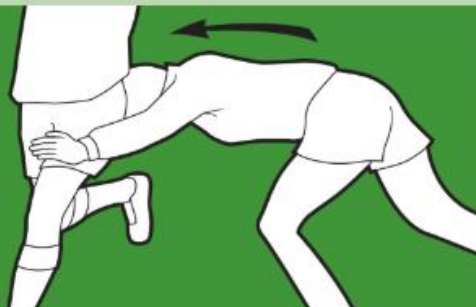
SUBS

All players must play a minimum of half a game (this is to include at least two full quarters). Rolling substitutions are not permitted. Substitutions may be made at half time or approximately half way through each half when the referee will allow and signal a Substitution Break. This applies to representative games.



TACKLE

Tackle must be below the nipple. No fending to the head, face or neck regions.



TRY

If score blow-outs are occurring (ie 35+ at halftime), both coaches **MUST** meet and come to an agreement as to how they can generate a more even contest. Try = 5 pts.



KICK-OFF

Normal



SCRUM

Always 8 in scrum. Contest and pushing. The push is limited to half a metre maximum. Safety is paramount.



PENALTY

Normal.



KICKING

Yes.



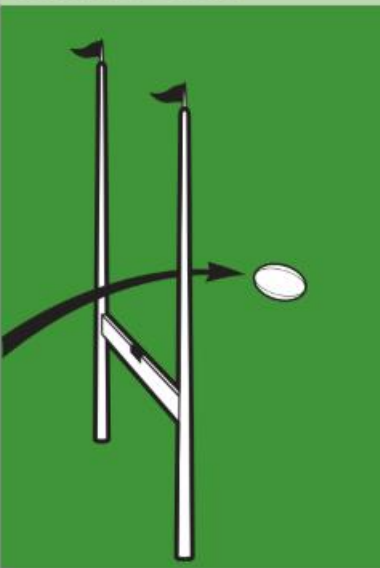
REFEREE

If no Playing Rugby referee, no tackling.



CONVERSION

Conversions not to be taken further out than the 15m line.



BALL SIZE

Size 4 balls.



SKILLS REQUIRED AT THIS LEVEL:

- ☐ Off ground pass
- ☐ Dive pass
- ☐ Falling on ball
- ☐ Catching high ball
- ☐ Drop kick
- ☐ Grubber kick
- ☐ Front-on tackle
- ☐ Running in support
- ☐ Getting up
- ☐ Contact

COACHING

- ☐ Everything

6. Half Game Rule

BACKGROUND

Following two pieces of significant research it has been identified that lack of game time is a significant cause of players leaving the game and low retention rates.

Having sought the players' views and looking to honor the 'player first' sentiments of the Community Rugby Strategy, a minimum half game for every player policy has been introduced following a trial and an introductory year.

NZR Policy

At all rugby below First XV and including all representative rugby below Under 18 grades, it is compulsory for all players to play a minimum half game. For players at the Small Blacks level this can consist of two quarters. As part of this policy it is re-stated that rolling subs are not allowed, although substitutions at quarter time, half time or three-quarter time will be permitted.

RESPONSIBILITIES

New Zealand Rugby:

- Will ensure supporting rationale information is available in various forms and formats

Provincial Unions:

- Will actively implement the Half Game Rule in all required grades in competitions that fall under their control
- Proactively educate adults on the rationale for the Rule
- Sanction organisations and individuals who are failing to comply with the policy at the discretion of Provincial Unions

SANCTION(S)

Sanctions can be applied when breaches of this policy occur. It is noted that the sanction should apply to the adults involved rather than penalize the players.

Sanctions are to be determined by each individual organising body/Provincial Union.

New Zealand Rugby's recommendation is as follows, on the next page:

1. First Offence Formal letter to individual/Organisation informing that any future breach will result in disciplinary action
2. Second Offence Disciplinary hearing with starting point a one week stand down from coaching for offender Half Game Rule National Rugby Policy (NRP 06) P

7. Small Blacks Coaching Requirements

Small Blacks

Compulsory for all Coaches & Assistant Coaches, Managers and any referees encouraged to attend

All Junior coaches **MUST** be registered online and attend a Small Blacks course each year that they coach a junior rugby team. They must attend the course that relates to the grade they are coaching.

Beginning Rugby (7 a-side rippa rugby)

U6 & U7

Learning Rugby (10 a-side tackle rugby)

U8 U9 & U10

Playing Rugby (15 a-side tackle rugby)

U11, U12 & U13

Tackle Box & Front Row Session

These compulsory sessions are focused on player safety and good technique. These sessions are run at the club by a CDO with both players and coaches – ideally this can be done at a pre-season training game or at the team's regular training session.

Tackle Box – must be completed by all players for every U8 team prior to the start of the season. This session will be completed by the club CDO and needs to be booked through them.

Front Row Factory - must be completed by the front row players for every U12 & U13 team prior to the start of the season. This session will be completed by the club CDO and needs to be booked through them.

8. Concussion Policy

RECOGNISING AND MANAGING CONCUSSION

We all have a role to play in recognizing concussion and helping to manage the symptoms. New Zealand Rugby want to ensure that anyone involved in rugby knows what to look out for and what to do when they suspect a player has sustained a concussion.

What is a concussion?

- A concussion is a mild traumatic brain injury (TBI) that can result from a direct hit to the head or from a blow to the body.
- You don't have to be knocked out, or even be hit directly on the head, to be concussed.

What you should do Players who are concussed are often unaware of their symptoms and may want to keep playing.

To help you identify and manage concussion follow the 4 R's – **Recognise, Remove, Recover, and Return.**

If a player is unconscious, you need to:

1. Check their ABCs are clear (Airway, Breathing, Circulation); and
2. Ensure they are not moved until a medical professional arrives.

1. RECOGNISE

Concussion symptoms may occur straight away, or up to 48 hours after the event. If you suspect a concussion look out for the signs and symptoms below.

Concussion Red Flags

If a player presents with any of these red flags symptoms they must seek urgent medical attention:

- | | |
|---------------------------|--|
| • Neck pain | • Double vision |
| • Increasing confusion | • Weakness or tingling/burning in arms or legs |
| • Repeated vomiting | • Decreasing levels of consciousness |
| • Seizures or convulsions | |

- Bad or worsening headaches
- Unusual behaviour changes

What you might see

- Loss of consciousness
- Lying on the ground not moving or slow to get up

- Disorientation/confusion
- Loss of balance/coordination
- Visible injury to face or head (especially in combination with any other physical signs)
- Grabbing/clutching of head
- Dazed, blank or vacant look.

What they might say

Failure to answer any of these questions may suggest a concussion.

- Where are we playing or training?
- Which half/what time is it now?
- Who scored last in this game?
- What team did you play in last week's game?
- Did your team win its last game?

What they might experience or feel

- Blurry vision
- Dizziness
- Difficulty with bright light and/or loud noises
- Tiredness
- Problems with memory
- Find it hard to think or concentrate
- More emotional
- Irritability.

2. REMOVE

If a player displays any concussion symptoms, make sure they:

- See a doctor within 24-48 hours
- Are with someone responsible for 1-2 hours
- Do not drink alcohol or go home by themselves
- Do not drive until being cleared by a doctor.

3. RECOVER

For any concussion there is a minimum stand down period before a player can return to contact training.

These timeframes are:

- Players under 19 years of age: 23 days
- Players 19 years and older: 21 days

CONCUSSION			
Rehabilitation Stage		Minimum Time	
		U19	19+
1	Rest / No Activity Complete mental and physical rest. No screens.	Days 1-2	Days 1-2
2	Light aerobic exercise Symptom guided low - moderate intensity activities (walking and stationary cycling).	Days 3-16	Days 3-16
3	Rugby-specific exercise Running drills, no impact activities.	Days 17-18	Day 17
4	Non-contact training drills Progression to more complex training drills: passing, catching, may start doing weight training.	Days 19-20	Day 18
5	Following medical clearance full contact practice May participate in normal training activities (contact training).	Days 21-22	Days 19-20
6	After 24 hours return to play Player rehabilitated.	Day 23	Day 21

RECOGNISE / REMOVE / RECOVER / RETURN

During this stand down period players must complete the Graduated Return to Learn/Work and the Graduated Return to Play (GRTP) programme. These programmes are based on international best practice with the goal of helping players recover and get back to school/work and sport.

GRADUATED RETURN TO LEARN/WORK

A concussion affects the brain's ability to think and process information. As a result, the player may need to miss a few days of school or work.

When going back to school or work, some athletes may need to:

1. Go back gradually
2. Make changes to their schedule so that symptoms do not get worse.

Mental Activity	Activity at Each Step	Goal of Each Step
Daily activities that do not give the athlete symptoms	Typical activities that the athlete does, provided they don't increase symptoms: e.g. reading, texting, screen time. Start with 5-15 mins at a time and gradually build up.	Gradual return to typical activities.
School/work activities	Homework, reading or other cognitive activities outside of classroom or work.	Increase tolerance to cognitive work.
Return to school/work part-time	Gradual introduction of school/work. May need to start with a partial school/work day or with increased breaks during the day.	Increased academic activities.
Return to school/work full-time	Gradually progress school/work activities until a full day can be tolerated.	Return to full academic/work activities.

If an activity makes symptoms worse, they should stop that activity and rest until symptoms get better. If they are still having symptoms at the end of the stand down period, they should seek medical attention.

GRADUATED RETURN TO PLAY

Rehabilitation Stage	Exercise at each stage of rehabilitation	Under 19 years	19 years or older
Stage 1. Rest/No activity	Mental and physical rest	Days 1-2	Days 1-2
Stage 2. Light aerobic exercise	Symptom-guided low to moderate intensity activity such as walking, jogging or stationary cycling.	Days 3 -16	Days 3 -16
Stage 3. Rugby-specific exercise	Running drills, no impact activities	Days 17-18	Day 17
Stage 4. Non-contact training drills	Progression to more complex training drills: passing, catching, may start doing weight training	Days 19-20	Day 18
Stage 5. Following medical clearance full contact practice	May participate in normal training activities (contact training)	Days 21-22	Days 19-20
Stage 6. After 24 hrs return to play	Player rehabilitated	Day 23	Day 21

If at any stage the symptoms come back, the player must remain in that stage until they are gone.

These timeframes are a minimum. Sometimes players may need to spend longer in each stage depending on their symptoms.

4. RETURN

A player can return to contact training when:

1. They are symptom free
2. Have completed the GRTP
3. Obtain medical clearance from a doctor.

MORE INFORMATION

Visit RugbySmart.co.nz/concussion to find out more about recognizing and managing concussion.

9. Serious Injury Report

Serious Injury Report must be completed for the following injuries:

- Any head or neck injury that requires the player to be transported directly from the ground to an emergency department, hospital or after-hours medical center
- Any injury that results in the admission of a player into hospital after a game
- Any injury that is expected to prevent a player from playing for a period of 8 weeks or longer

It is recommended that all Junior Coaches/Managers have copies of the serious injury report so that the form can be filled in as soon as possible after the incident and sent into the HK office within 48 hours of the injury happening.

The form can be downloaded from the following link:

<http://hkrfu.co.nz/wp-content/uploads/2018/02/serious-injury-report-2015.pdf>



SERIOUS INJURY REPORT FORM TEAM MANAGEMENT REPORT/REFEREE REPORT

Serious injury reports must be forwarded to the Provincial Union headquarters within 48 hours of the injury coming to the notice of the referee or team management (see below for fax numbers for Provincial Unions)

Serious injury reports must be completed for the following injuries:

- Any head or neck injury that requires the player to be transported directly from the ground to an emergency department, hospital or after hours medical centre
- Any injury that results in the admission of a player into hospital after a game
- Any injury that is expected to prevent a player from playing for a period of 8 weeks or longer

INJURED PERSON

Surname: _____ First Name(s): _____ Player Registration Number : _____
Date of Birth: ____/____/____ Male / Female _____ Playing Position: _____ Grade: _____

Date: ____/____/____ Time: ____:____ am/pm Place: _____ The injury occurred during: **Match** or **Training** (please circle one)

Type of Injury	Site of Injury	Event Causing Injury
Concussion	Head	Scrum Engagement
Fracture	Neck	Collapsed Scrum
Dislocation	Shoulder	Lineout
Serious Joint	Back	Maul
Other (specify)	Arm	Ruck
	Chest/Trunk	Collapsed Maul
	Thigh/Hamstring	Tackle (specify) → Tackler → Front
	Knee	Side
	Lower leg	Behind
	Other (specify)	Ball Carrier → Front
		Side
		Behind
		Post Tackle (pre-ruck)
		Kicking
		Running
		Other (specify)

How many players were involved in the tackle?
Tacklers 1 ☐
2 ☐
More ☐

Was Foul Play involved? Yes ☐ No ☐
(please circle one)

Method of Leaving the Field	Brief description of how the injury occurred:-
Ambulance	
Stretcher	
Other (specify)	

Signed _____ Designation (e.g. Referee, Team Manager etc.) _____
Contact No(s) Wk _____ Home _____ Mobile _____
Provincial Union: _____ Club/School _____

10. Exchanges

During the season HKRFU will organise exchanges between our Northern Clubs- Rahui, Wanderers, Athletics, College Old Boys, Foxton and Shannon with our Southern Clubs-Waikanae and Paraparaumu.

We have an agreement that our Northern Clubs will play by the weight restricted guidelines that Paraparaumu and Waikanae under in the Wellington Junior Rugby division, but there is a 5kg buffer. Please see the table below:

GRADE:	WJRU WEIGHT:	HKRU AGREED WEIGHT:
U8	33kg	38kg
U9	36kg	41kg
U10	40kg	45kg
U11	46kg	51kg
U12/13	OPEN WEIGHT	OPEN WEIGHT

If there is a child that is over the weight limit it does not mean that they miss out on playing rugby. HKRFU have agreed to follow the guidelines that Wellington Rugby Union have in place for these players:

Overview:

Coaches and referees must be aware of the impact that large players may have on a game and other player. They should also be cautious of the safety risk these larger players introduce. The number of situations where these large players can be misused and create unnecessary risk is great, therefore the onus and responsibility to protect all players lies with the coaches.

Policy:

Coaches must identify these players to the opposing coach before each game when completing their pre-game procedure.

Game Guidelines:

Players must **NOT**:

- take the ball off the back of a scrum if playing at No: 8,
- when a penalty or free-kick is awarded, tap and run with the ball, or receive a pass within 5meters of the spot, at penalty time.
- be used as a “battering ram” during general play.

Players appearing on the OWPR must not be played for short spells of time throughout a game. They are subject to the same National Rugby Policy 6 (Half Game Rule) which states that it is compulsory that all players play at least half a game of rugby. For players at Small Blacks level, this can consist of two quarters. Rolling subs are not permitted, however substitutions at quarter time, half time, and three-quarter time are permitted.

Where it is reported that such a player is being used in a way that puts them or other players at unnecessary risk, the JMB has the right to immediately suspend that player, players coach and/or team until it is satisfied that the risk has been sufficiently addressed and no longer exists.

Complaints Concerning Players:

Any complaints about the use of players must be made in the manner prescribed under the HKRFU Junior Rugby complaints policy.

HKRFU JMB also encourage some other ways we can keep them involved and have them participate:

- Contact the coach/manager or Convenor of the other club and discuss the player and the possibility of having them play with their team.
- The player can be included in the next grade up. If this was to happen this player is to be treated like any other member of that team. Ideally, they would attend a training session during that week so that they can familiarize themselves. It is also an agreement between HKRFU and Paraparaumu and Waikanae Clubs that the Northern players only need to play one grade up not the two. If there is no team for them to play in Eg They play in U10s but their

club does not have an U11s then that player can play for their team, but rules can be adjusted for when they are on the field.

- Give the child a co-coaching role so that if the other two options cannot happen they are still made to feel like a vital part of the team.

It is important when explaining 'exchanges' to your team that weight is not made out to be a discrimination eg Your child is too fat to play. Please explain that Waikanae and Paraparaumu play in the Wellington Junior Rugby Division and because their players are weighted our clubs have an agreement to play our exchanges with a slightly heavier weight agreement.


Please be open to negotiating around rules and weights so that our kids can have fun out there and participate.

11. Child Protection Policy

HKRFU have put in place a Child Protection Policy. The policy is put in place to give us all a clear guideline of what we as a Rugby Community can do to help recognise and prevent child abuse happening in our communities.

CHILD PROTECTION

CHILD PROTECTION
SAFE CLUBS
SAFE KIDS

NEW ZEALAND
RUGBY

DEFINE

Children can be vulnerable to many forms of abuse - physical, sexual, or emotional, or neglectful. All of these should be treated seriously and can occur anywhere - including in our clubs. It can be inflicted by men, women, or even other children.

PHYSICAL ABUSE

This may include:

- Any type of physical punishment or assault that leaves bruising or cuts.
- Hitting, beating, biting, burning.
- Strangulation (which may or may not leave marks).

In sport physical abuse also includes situations where the nature or intensity of training is consistently inappropriate for the age of the child or young person or causes physical harm to them.

SEXUAL ABUSE

This occurs when someone who is usually older, stronger and more powerful involves a child in some sort of activity for their own sexual pleasure. It does not always have to involve physical force or even touching. For example, it might involve showing a child sexually explicit material, sending inappropriate text messages, or asking for nude photos.

In a team environment, sexual abuse might include:

- Allowing sexualised bullying of a player (for example liling down a player's pants).
- Encouraging sexually suggestive games, for example games that remove clothing or encourage children or young people to behave in sexually inappropriate ways.

EMOTIONAL ABUSE, BULLYING OR HARASSMENT

Emotional abuse is an ongoing pattern of behaviour that affects a child's wellbeing and development. This may include:


- Rejecting, ignoring or isolating.
- Degrading or humiliating.
- Verbally abusing or terrorising a child.

These same behaviours can also occur in the digital environment. For example, on the internet, in gaming with others or on mobile phones. Encouraging a person to commit suicide online is also a form of emotional abuse and is now against the law.

Online abuse is an increasing concern and should be treated with the same seriousness as face-to-face abuse and bullying.

NEGLECT

Neglect is the persistent failure to meet a child or young person's basic needs, causing long term harm to their health or development. This might be through lack of food, shelter, or medical care.



CHILD PROTECTION



PREVENT

Prevention starts with the kind of environment we create for kids. Any space that encourages children to talk about their concerns and encourages adults to listen, believe and act on these concerns, is an environment where harm is much less likely to occur and more likely to be taken seriously if it does happen.

INCREASE GENERAL AWARENESS

Talk about child protection in your communications with parents, coaches and kids, share your policy and make it clear how to contact your Child Protection Advisor (CPA).

POLICE VETTING

Follow the New Zealand Rugby (NZR) policies on police vetting. Your club may choose to extend vetting to all volunteers and staff who work with under 18s.

SET CLEAR RULES

Some clear rules to help keep everyone safe include:

- Having acceptable touching rules between adults and children.
- Ensuring clothes are worn at weigh-ins.
- Having rules about respecting children's privacy (in bathrooms/showers).

BEING AWARE OF OTHERS

It's okay to ask questions if we see behaviours such as:

- An adult or older child consistently seeking alone time or having especially close relationships with particular children.
- Buying gifts or giving money for no apparent reason.
- Overstepping children's personal boundaries, for example making a child to sit on their lap.

PARENTAL RESPONSIBILITY

Where possible ask parents/caregivers to be responsible for their children or young people in changing rooms. Always ensure that whoever supervises does so in pairs.

OVERNIGHT STAYS

Follow NZR good practice guides for overnight stays. Simple steps include:

- Having two supervising adults, ideally male and female coach or helper.
- Ensure adults never sleep alone with a child (other than their own).
- Appointing a contact person to provide information and be a contact for parents.

PERSONAL CONTACT

Limit unnecessary personal contact between adults and children. If it's necessary to do things of a personal nature for a child, it is recommended you:

- Have another adult present.
- Where you can, get the consent of the parent/caregiver and if possible the child.
- Explain what you are doing and why.

PRIVACY

Ensure that use of photographic images and video are aligned to relevant privacy policies.

ALCOHOL

All people responsible for children and young people should always remain in an alcohol-free state so they can react appropriately to any situation that might arise.



CHILD PROTECTION



RESPOND

All concerns of child abuse should be acted upon. It is vital that you do not do your own investigation, and instead report them to a trained Child Protection Advisor (CPA) who can take the appropriate action.



Your CPA will know:

- The decision-making process for concerns of child abuse.
- The contact details of your local police and Ministry for Vulnerable Children.
- How to help you record your concerns on the template provided.

PROCESS FOR RESPONDING

Listen carefully to what the child is saying, do not interview the child. The only thing you should ask are 'who, where, when?'. Once you have established the facts, do not question them further. Disclosures may not always seem clear. We need to handle these with care.

REASSURE

Tell the child they have done the right thing by telling. Don't promise not to tell anyone else or a particular outcome. For example, 'I will keep you safe'.

CONTACT THE POLICE ON 111 IF THE CHILD IS IN IMMEDIATE DANGER.

The police have a dedicated team of investigators who focus on child protection in all 12 districts. They will take over the process and can advise you.

IF THERE IS NO IMMEDIATE DANGER

RE-ENGAGE

If the child is distressed, offer support until they are ready to re-engage in activities.

RECORD

As soon as possible, document what the child has said word for word. Include time, date and who was present, so you can pass this information to authorities. Record factual observations not opinions.

REPORT

Contact your Provisional Union's CPA to either report your concern or advise that you have contacted police and the outcome. Your CPA can help you contact the Ministry for Vulnerable Children and get advice from their specialist team.

If you are unable to reach your CPA, inform a supervisor or manager at your Provincial Union.

Deciding when and who will inform the caregivers will be determined by Ministry of Vulnerable Children and police in consultation with your Provisional Union's CPA.

**CONTACT MVCOT ON
0508 FAMILY (0508 326 459)
OR CONTACT@MVCOT.GOV.NZ**

STORE INFORMATION

Record concerns, related discussions, advice, actions and rationale. Club committees and Provisional Union's need to store these securely with reference to the Privacy Act. Recording and storing information properly helps identify patterns and protects the identity of those accused and affected.

GET SUPPORT

Dealing with possible child abuse can be hard for the person handling the concern. Talk with your Provisional Union about getting support through the process and having a confidential debrief.

WHAT IF I AM WRONG?

Under the law any person who believes that a child has been, or is likely to be harmed, may report the matter to Ministry of Vulnerable Children or the police. Provided the report is made in good faith, no civil, criminal or disciplinary proceedings may be brought against them.

TRAFFIC LIGHT RESPONSE GUIDELINE

ABUSIVE BEHAVIOUR

ANYTHING THAT INDICATES ABUSE OF A CHILD OR YOUNG PERSON MAY BE TAKING PLACE.

OBSERVATION:

Any disclosures or indicators of abuse, whether physical, sexual, neglect or emotional, should be escalated.

NON-ACCIDENTAL BRUISES, WELTS, CUTS, ABRASIONS, ROPE BURNS, BROKEN BONES

- These are more likely on the buttocks, trunk, genitals, ears, neck, top of shoulders and back of hands.
- Bruising caused by a weapon is more likely to be an unusual shape and the bruise will have hard edges
- Non-accidental burns-particularly on soles of feet, hands, buttocks. Burns that are a particular shape e.g. cigarette burns or from an element.
- Immersion burns where parts of a child's body has been placed in hot water.

SIGNS OF SEXUAL ABUSE:

- Witnessing sexual touching between an adult and child/young person and child
- Adults/young people engaging in non-touching sexual behavior with children or younger people, including online or verbal sexual behaviors.

INAPPROPRIATE PHYSICAL CONTACT:

Physical contact is inappropriate if it:

- Includes touching the groin, genital area, buttocks, breasts or any part of the body that may cause distress or embarrassment
- Frightens, distresses or embarrasses a child
- Destroys their trust
- Occurs in a private place

SIDE LINE ABUSE DIRECTED AT A SINGLE CHILD

- This may include threats or humiliation

SIGNS OF NEGLECT

- Untreated medical issues and injuries, signs of malnourishment

ACTION:

For emergencies or where there is imminent risk, act immediately by calling Police on 111 or Oranga Tamariki-Ministry for Children on 0508 326 459.

For all other cases act as soon as possible by reporting to your CPA (details on Page 41)

UNSAFE BEHAVIOUR

CONCERNING BEHAVIOUR WITHIN RUGBY THAT PUTS CHILDREN AND YOUNG PEOPLE AT RISK AND MUST NOT BE IGNORED.

OBSERVATION:

- Side line behaviour that is persistently aggressive but not directed at a single player
- Training that harms a child physically-inappropriate to age and ability of the child, encouraging crash diets or dehydration to lose weight
- Lack of appropriate boundaries in teams e.g children weighing in naked, being in showers with adults
- Insisting on hugging, touching, tickling, kissing, wrestling or holding a child/young person especially when this attention is not wanted
- Creating opportunities to get alone time with a child/young person
- Buying children or young people gifts or food or giving them money for no apparent reason
- Asking questions about the sexuality of a child/young person and talking about their developing body. This might include inappropriate sexual behaviour in front of children or using sexual names for a child like 'sexy' even in a joking way
- Not respecting a child/young person's privacy when changing, using bathrooms etc
- Accidental injuries that need to be reported and reviewed as part of health and safety
- Isolation of a child/young person socially or physically

The more of these signs an adult or older child is displaying the more assertive you need to be in addressing them.

ACTION:

For Orange signals, act within one week. Orange signals can usually be dealt with at Club/Union Level without reporting externally, though if in doubt contact Oranga Tamariki-Ministry for Children. This may include addressing the individual and/or taking a 'club wide' approach.

HEALTHY BEHAVIOUR

BEHAVIOUR THAT IS NOT CAUSE FOR CONCERN

OBSERVATION:

Discipline of children that does not cross into abusive behaviour and does not endanger the child in anyway.

APPROPRIATE PHYSICAL CONTACT:

Physical contact is appropriate if it:

- Is used to assist in skill development
- Is required for the child's safety
- Occurs with the child's understanding and permission
- Is for the child's benefit, not adult gratification
- Occurs in an open environment

For an example, high-fiving children on their hand as long as the child is comfortable with it. Physical contact between children and young people is not a cause for concern where it reflects:

- Normal curiosity about their own and other children's bodies that are age and stage appropriate
- Young people flirting or developing mutual relationships with others of a similar age and stage

Normal curiosity is usually characterised by being spontaneous, mutual, doesn't involve force, secrecy or pressure being used and is not compulsive or at the exclusion of other activities.

ACTION:

No action needed.

If you require further clarification, you can contact Oranga Tamariki-Ministry for Children to discuss the situation.

Below is the Procedure to follow if you are concerned. Our Child Protection Advisor is Corey Kennett and he can be contacted on 027 6864457 or corey@hkrfu.co.nz

CHILD ABUSE IS EITHER SUSPECTED OR DISCLOSED

- Ensure the child or young person is safe from immediate harm.

LISTEN

- **Listen carefully** to what the child is saying **DO NOT** interview the child or ask too many questions, ask the very basics i.e. Who/when?
- Once you have ascertained the basics **DO NOT** question them further. Document what the child as said, include time, date and who was present so you can pass this information to authorities as soon as possible.
- Report your concern to the PU Child Protection Advisor.

HOW TO REPORT YOUR CONCERN

- If you ever think a person is in immediate danger, call the Police (**111**).
- Advise Ministry of Children (Oranga Tamariki) on 0508 FAMILY (0505 326 459) or Police promptly when a disclosure is made.

POLICE

- The Police have a dedicated team of investigators who focus on Child Protection in all 12 Districts.
- Deciding when and who will inform the parent(s) and/or caregiver will be determined by Oranga Tamariki and Police in consultation with the PU Child Protection Advisor. Report early so there is time to consider what's best for the child.
- Police and Oranga Tamariki will arrange interviews of the children.
- **DO NOT** conduct an investigation of your own before making a report of concern.

12. Complaints Procedure

- All complaints should be initially directed to your Club's Convenor to action.
Complaints should only be made to HKRFU JMB once all other avenues have failed to bring about a satisfactory resolve.
- All complaints to the HKRFU JMB must be made in writing on the form found at:
- Complaints must be received by HKRFU within 48 hours of incident
- The decision of the HKRFU JMB will be final and binding on all parties.
- The HKRFU JMB reserves the right to suspend any player, coach, manager or administrator from being involved in Horowhenua/Kapiti Junior Club Rugby until such time that the issue has been resolved to its satisfaction.
- HKRFU Junior Rugby does reserve the right to, in certain cases; refer the complaint to the HKRFU Disciplinary Committee.

Complaint/Incident Report Form Example:



Complaint/Incident Report

- All Minor complaints should be initially directed to your Club's Convenor to action. Complaints should only be made to HKRFU JMB once all other avenues have failed to bring about a satisfactory resolve.
- All complaints to the HKRFU JMB must be made in writing on this form within 48 hours of the incident.
- The decision of the HKRFU JMB will be final and binding on all parties.
- The HKRFU JMB reserves the right to suspend any player, coach, manager or administrator from being involved in Horowhenua/Kapiti Junior Club Rugby until such time that the issue has been resolved to its satisfaction.
- HKRFU Junior Rugby does reserve the right to, in certain cases; refer the complaint to the HKRFU Disciplinary Committee.

Details of the Complaint/Incident:

Date: _____ Time: _____ Location/Field: _____
Grade: _____ Referee Name & Contact Number: _____

Teams Involved:

Club or Union	Team Name	Coach/Manager

Is this complaint regarding the behaviour or actions of? (please circle)

Player/s Coach/Manager/Spectator/Parent Referee/Official Other

Please list the name, club and role of any person/s you feel had a part in this incident:

Name	Role	Club	Grade

Details of the person making complaint:

Name: _____ Phone No: _____
Address: _____ Club: _____
Role at the time: _____

Please give a brief description of what happened, as you saw it. State only the facts and do not include anyone else's opinion:

Persons/clubs/committees who have previously heard or dealt with this complaint?
(Please supply copies of all records and documentation relevant to your dealings of this complaint)

Name of Organisation	Contact Person	Phone

Declaration:

I _____ (person lodging this complaint), confirm that the details given are accurate to the best of my knowledge and agree to abide by the decisions of the HKRFU JMB.

Signed: _____ Date: _____

13. Junior Management Board Contacts

Chairman: Slade Sturmey
0211914780
ssd416@police.govt.nz

HK Rep: Aleni Feagaiga
021610639
aleni@hkrfu.co.nz

Convenor Contacts:

Paraparaumu: Steve Strawbridge
0277838307
chairman.pjrc@gmail.com

Waikanae: Jamie Bradbury Jane Chamberlain
0272559910 021836056
waikanaejuniorrugby@yahoo.co.nz

Rahui: Megan Qaranivalu
0221657649
rahuijuniorrugby@gmail.com

Levin COB: Rodney Hudson
0212430708
rotodalefarm@gmail.com

Levin Athletics: Nicola Wallace
0273687148
nicolawatson652@gmail.com

Levin Wanderers: Anna Morris
0274360388
annaandluke@yahoo.co.nz

Foxton: Shannon Chambers
0273687148
shannonchambers@hotmail.com

Shannon: Todd Shields
0273709801
toddyk85@gmail.com