

POLICY MEMORANDUM #5, Change 1

From: Executive Committee, OPSU
To: Distribution

Subj.: **OPSU Youth Coach's Policy**

Encl: (1) Youth Code of Conduct
(2) Parental Waiver/Medical Release Form
(3) Convoy Rules
(4) Equipment Requirements
(5) Emergency Action Procedures

1. This memorandum provides the general and specific policies relating to the youth team of the Olympic Peninsula Sports Union. It is the policy of the OPSU to develop youth rugby in Kitsap County. The primary focus of this is sponsoring a team within the Youth Division of the Pacific Northwest Rugby Football Union. The long-term goal is development of a county summer "age grade" program.
2. It is the policy of the OPSU to develop and strictly adhere to Code of Conduct for the youth players. The focus of the Code is to stress the importance of academics and provide a guide for acceptable behavior. Since it is view as a contract, the Code also obligates the adult coaching staff to a high level of behavior. The Code of Conduct is presented in its entirety in enclosure (1).
3. Since a vast majority of the players are minors, OPSU has developed a Parental Waiver/Medical Release Form. This form informs the parents of the requirements to play rugby and provides for parental permission to play. The second portion of the form is a medical release form with the player's medical information and parental authorization to treat if a player is injured while under the care of the coaching staff of OPSU. This form is presented in enclosure (2).
4. Every season, approximately one half of the games are outside of Kitsap County with the primary drivers being the players themselves. The need to convoy has brought about several rules for youth convoys. These are found in enclosure (3).
5. In order to actually play for the youth team, the head coach must have in his or her possession the following items:
 - a. Parental Permission Form (encl. (1)) completely filled out and signed
 - b. CIPP form signed (USA registration).
 - c. Legible photocopy of Health insurance card that contains player's name
 - d. Legible photo-copy of "picture" ID that contains players name and picture
 - e. \$50.00 dues
6. Like any sport, Rugby has specialized equipment requirements. See enclosure (4) for the personal equipment requirements.
7. There will be a qualified Youth Coach as defined in Policy Memo#6 at all physical rugby functions that involve the youth team.
8. Safety is the paramount concern of the OPSU and its coaches. The youth team will adhere to the Emergency Action Procedure per enclosure (5).
7. Point of Contact is the Youth Coach, Deane Shephard, E-mail-

Copy to:
All Players, Executive Committee, Website

Enclosure (1) Youth Code of Conduct

This code establishes the basic contract for behavior on this team, for both the coaches and the players. Once a player joins the team, he or she has made a commitment to abide by these rules. On each parental permission form is a location where both the parents and players sign indicating that he or she understands the code, and will abide by it.

1. Grades are a player's primary concern. Players should maintain at least a C average and grades will not fall because a player is playing Rugby. Call a Coach to let him know if academic requirements will prevent attendance at practice or games.
 2. Use or suspected use of controlled substances (alcohol, other drugs, cigarettes for minors, etc.), or tolerating it in a teammate are grounds for a player to be dropped from the team. This matter is of such concern that a non-toleration policy is in effect. This means that knowing of a teammate using controlled substances and not reporting it, is the same as using it with the same consequences.
 3. Racist, sexist, and bigoted jokes and statements will not be tolerated
 4. Obscene, or profane, language as determined by the coaches is not acceptable
 5. No player will be allowed to participate in either contact practices, or games, without a mouthpiece.
 6. Fighting on the pitch will not be tolerated. If a fight appears to be starting, teammates will pull the offending player to a safe area. Fighting could get a player suspended from the league for eight weeks, two years, or life.
 7. Rugby Activities are those approved by the head coach, and a coach is present at the activity. This will generally be for practices, games (set-up, competition, and clean-up), and approved social activities and fundraisers. If no coach is present, it is not a team-sanctioned activity, even if it starts as one.
 8. No player will be dropped from the team for lack of athletic ability.
 9. Club is open to both young men and women. Team focus will be on the young men. If the young ladies have sufficient players, they will be given the resources to play.
 10. Players will not be allowed to play without the following in the possession of the coach:
 - a. picture identification
 - b. CIPP registration *
 - c. medical waiver/permission form *
 - d. verification from school of student status.
- * Unless a player is over eighteen, parents/guardians must sign these forms.
11. Players will wear the proper uniform to practice and games. At games exposed boxer shorts or non-black, or red, lycra shorts are unacceptable. All players will keep their socks up above their calves.
 12. Practices will start promptly at 4:00 PM. The team captain will start warm-ups and the standard drills.
 13. Rugby is a game of gentlemen and ladies. Good manners are expected on and off the field, especially when a player is

wearing clothing identifying him as a Rugby player for the Olympic Peninsula Sports Union. Respect for the Referee is required by the laws for the players and expected by the club for the spectators (back talk, disrespectful behavior, or assault, either verbal or physical, will not be tolerated).

14. As a club, all players are expected to assist the executive committee, of which the youth president is a member, whenever possible. This includes the routine, such as setting up the fields, or after game social, and the extraordinary, such as fund raisers.
15. Players are expected to attend the after game social.
16. If a player is severely injured, a Coach or someone designated by a Coach, will take him/her to the hospital. An adult, generally a Coach, will remain with the player until either the player is released, or the parents arrive.
17. All participants in Rugby will abide by the Pacific Northwest Rugby Football Union's Disciplinary Code and Constitution, and the Constitution of the Olympic Peninsula Sports Union.
18. Parents and spectators are requested to abide by the following Irish Rugby Football Union Code for Parents and spectators:
 - a. Remember, young people are involved in rugby for their enjoyment, not yours.
 - b. Encourage the young players to always play by the Laws of the Game.
 - c. Teach young children that honest endeavor is as important as winning, so that the result of each game is accepted without disappointment.
 - d. Help young people work towards skill improvement and good sportsmanship.
 - e. Set a good example by applauding good play on both sides.
 - f. Never ridicule, humiliate, or shout at young players for making a mistake or losing a match. Encourage them through recognizing the positive aspects of their play.
 - g. Do not place emphasis on winning at all costs
 - h. Do not force an unwilling child to participate in the playing of rugby. If the child is to play, he/she will do so in good time. There are other aspects of rugby other than playing which are equally fulfilling.
 - i. Verbal and physical abuse of players and referees can not be accepted in any shape or form. Players or referees are not fair targets for ignorant behavior
 - j. Be on your best behavior and lead by example. Do not use profane language or harass referees, players, or coaches.
 - k. Do not publicly question the referee's judgement and never their honesty.
 - l. Recognize the value and importance of volunteer referees and coaches. They give of their time and resources to provide recreational activities for young people.
 - m. Encourage in the young player an appreciation of mutual respect for teammates and opponents.
 - n. Remember that although young people play organized rugby they are not miniature international players.
 - o.
 - p. Show respect for you team's opponents. Without them, there would not be a match.
 - q. Condemn the use of violence in all forms at every opportunity

Enclosure (2)
Parental Waiver/Medical Release Form

Player's Name: _____ (the "Player")

1. The Player, and his custodial parent(s) and/or legal guardian(s) (together referred to as the "Undersigned"), hereby consent to the Player's participation in Rugby Union Football with the Youth Team (the "Team") of the Olympic Peninsula Sports Union. The Undersigned understand and agree that participation includes, but is not limited to, practice sessions, games, meetings, functions, parties, fund raising, and the like, and transportation to and from these activities. The Undersigned further understand and agree that transportation will generally be via automobiles and that the drivers will include adults, other Players, and fellow students. The Undersigned understand there is the potential for some drivers to be underinsured, or uninsured and the Undersigned agree to supplement their insurance to provide for sufficient underinsured or uninsured coverage to compensate for any losses resulting from injury or death in connection with a transportation mishap and the Undersigned otherwise waive claims against any driver beyond his or her insurance coverage as well as against any Olympic Peninsula Sports Union Coach and staff and against the Pacific Northwest Rugby Football Union.

2. The Undersigned understand and agree that the Team is not sponsored by any school within any of the Kitsap County School districts, and as such, these institutions and their administrators and officials are not responsible or liable for injury, sickness, disability, paralysis, or death that may result from the Player's participation with the Team and all claims against said entities and individuals are waived.

3. The Undersigned understand that there are no salaried coaches or administrators assisting the Team. They are all volunteers. Per the requirements of the Pacific Northwest Rugby Football Union, the head coach is certified at a minimum of level 1 by the National Union.

4. The Undersigned understand that Players on the Team may include individuals 19 year of age and under, male and female, and that the Team will not only compete against other youth, but also, under controlled circumstances, against adult or college age Teams. The Player agrees to provide the Team with proof of age with a copy of identification with a photograph.

5. The Undersigned understand that Rugby Football is a physical full contact sport with the possibility of injury, minor or major, always present. The Undersigned hereby accept the risks that accompany participation in Rugby Football. The Undersigned agree that they will not hold the Team coaching staff and the Pacific Northwest Rugby Union and its officials and administrators responsible for injury, sickness, disability, paralysis, or death that may result from participation with the Team and all claims resulting from such participation are waived. As such

RELEASE AND WAIVER OF LIABILITY: IN CONSIDERATION OF THE PLAYER'S RIGHT TO PARTICIPATE, THE UNDERSIGNED HEREBY RELEASE, DISCHARGE AND COVENANT NOT TO SUE, except in the case of true negligence on their part, the coaches, officials, and/or administrators of the Team, the Pacific Northwest Rugby Football Union, all schools and districts within Kitsap County, and sponsors and workers. THE UNDERSIGNED AGREE THAT THIS RELEASE IS BINDING AND EFFECTIVE AS TO THEMSELVES AS WELL AS TO THEIR PERSONAL REPRESENTATIVES, ASSIGNS, HEIRS, AND NEXT OF KIN AND THAT IT APPLIES TO ANY AND ALL LOSS OR DAMAGE CLAIMED ON ACCOUNT OF INJURY, DISABILITY OR DEATH THE ABOVE REFERRED TO ENTITIES, ORGANIZATIONS OR INDIVIDUALS.

The Undersigned understand that by signing this release they are giving up substantial rights they would otherwise have to recover damages for losses and they agree that they are doing so voluntarily and without inducement, threat, or duress. The Undersigned agree that they had the opportunity to seek legal advice before signing this release and have either done so, or have voluntarily elected not to and waive this opportunity.

6. The Undersigned understand that there may not be a trainer at the Team's games or practice session.

7. The Undersigned understand and agree that the Player will be bound by the Youth Code of Conduct while a member of the Team.

8. The Undersigned understand and agree to be solely responsible for the following:

- a. To see that the Player has had a physical to determine that he/she is able and fit to play Rugby football
- b. To see that the Player has appropriate medical insurance and has done the following:
 1. Completed and signed the authorization to consent to medical treatment
 2. Provided the Team with proof of insurance
- c. To see that the Player wears a mouth piece during all practices and games
- d. To see that the Player abides by all Teams rules and instructions
- e. To see that the Player does not allow rugby to interfere with school requirements

Enclosure (2)

Parental Waiver/Medical Release Form

f. To see that the Player maintains a law abiding personal life in accordance with all applicable laws and regulations.

9. The Undersigned agree to accept all responsibility, including medical and financial, for participation, to pay the annual fee of \$50.00 per Player that covers registration, union dues, field and equipment, training aids, etc. The Undersigned understand that each Player must play in a regulation uniform that consists of a jersey, shorts, socks, and approved shoes; that a Player will wear the Team owned jersey and will provide his/her own black rugby shorts and over the calf socks.

We have read and understand and agree to the information and waiver and release of liability as set forth above:

(X) _____ Date: _____
Player

(X) _____ Date: _____
Custodial Parent/Legal Guardian

(X) _____ Date: _____
Custodial Parent/Legal Guardian

AUTHORIZATION TO CONSENT OT MEDICAL TREATMENT FOR MINOR**

I (we) _____, and _____, of the city of _____, in the county of _____, Washington do hereby state that I am (we are) the natural parent(s) (legal guardian(s)) having legal custody of _____, a minor, age _____, born _____, 19 _____, who resides with me (us) at _____

In connection with my (our) child's participation on the Youth Team of the Olympic Peninsula Sports Union, I (we) authorize the Olympic Peninsula Sports Union to consent to any X-ray examination, any anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and to be rendered under, the general or special supervision of any physician or surgeon licensed under the provisions of the Medicine Practice Act, whether such diagnosis or treatment is rendered at the office of the physician, or at a hospital. It is understood that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required, and is being given to provide the Olympic Peninsula Sports Union the ability to give specific consent to any and all such diagnosis, treatment, or hospital care with the aforementioned physician in the exercise of his best judgment may deem advisable. This consent is given with the caveat that the need for treatment is immediate and I (we) am not available. I (we) understand that I (we) assume all liabilities and expenses for the above. I (we) waive all claims against the above referred to adult, physicians, hospitals and their employees, ambulatory care, etc., in connection with the decision for immediate care.

This authorization is only valid from 14 Jan 2004 to 31 Dec 2004 inclusive.

The following is provided: Home phone: _____, Work Phone: _____

Medical Alert: Allergies: _____, Medications: _____

Previous Injuries/Illnesses/Surgery: _____, Current Physical Condition: _____

Insurance: Provider/Policy/ID #: _____, Name of Primary Caregiver: _____

Address: _____, Phone #: _____

Name of Policy holder (generally the parent): _____

Alternate point of contact: Name _____, Phone #: _____

_____, Date: _____

Parent/Legal Guardian

****Non-minors and emancipated minors must still fill out this form and sign for themselves**

Enclosure 1
Convoy Rules

1. OPSU youth convoy procedures are in effect during movement to/from games. In case of an accident, all vehicles will pull to the side of the road. Direction of the convoy will be given to either an assistant coach, or senior parent driver in the convoy, and base radio turned over. Players in the vehicle of the coach will be moved to other vehicles in the convoy. Convoy will continue to the destination. Coach will stay at the scene of the accident to assist and provide information to medical or law enforcement personnel as required. Actions of coach will be dictated by need on-site.
2. In the event of the convoy being stranded, or significantly delayed, due to inclement weather, traffic, or ferry problems, the coach will give players who need it the opportunity to call their parents to ensure them that they are safe

Enclosure (4)
Equipment Requirements

1. **Uniform**

a. **Practice:**

- (1) Winter: Heavyweight cotton long sleeve sweat shirt (no short sleeve T-shirts), Summer: Lightweight long sleeved cotton shirt. In both cases it is better to wear Rugby jerseys
- (2) Winter: Sweatpants (youth players will not practice in just shorts), Summer: Rugby shorts
- (3) Rugby Boots (see below)
- (4) Mouth piece

b, **Game:** Team jersey: owned by the team

- (1) All Black Rugby shorts, heavy weight twill with neither exposed buttons nor back pocket
- (2) All Black socks, over the calf, tie downs are good ideas, tube type socks are not
- (3) Rugby Boots (see below)
- (4) Mouth piece

2. **Rugby boots** are a specialty footwear. Most football and soccer shoes are unacceptable because:

- (1) toe studs are not allowed, even on molded turf shoes
- (2) screw on cleats with male screws on the sole are not allowed
- (3) metallic studs that do not have the safety stud insignia, and plastic studs with metal tips are not allowed

Generally Rugby boots, and acceptable soccer shoes, have the following:

- (1) 6-8 front studs and 2 rear
- (2) female screw in on the sole
- (3) aluminum safety studs

3. **Rugby Shorts** are not soccer shorts. Generally, players should wear the NZ style shorts, they tend to be less expensive and sturdier. Shorts should have the following:

- (1) a drawstring
- (2) two front pockets
- (3) no rear pockets, or exposed buttons
- (4) made of heavy weight cotton twill

There is a tendency for shorts' manufacturers to make long legged NZ shorts similar to "jams". These are not very comfortable for the forwards, especially the tight five.

4. **The mouthpiece** is required for youth players, and strongly advised for the rest of the club, and should be form fitted to the player's teeth. Use of a mouth piece could have a major impact during a determination of "line of duty" injury for active duty players. A player should have a stash of three or four mouth pieces.

Enclosure (5)
Emergency Action Procedures

1. Player prerequisites:
 - a. Mouthpiece for all youth players
 - b. Signed Parental Waiver/Authorization to Treat in possession of the coach for all youth players. Text can be found at the OPSU website- www.opsurugby.org, link to the Youth page
 - c. Medical insurance for all players
 - d. Registration with USA Rugby Club and Individual Participation Program
2. Medical decisions to be made by either the head coach (or someone appointed by the coach), or qualified medical personnel when they arrive.
3. Aid kit will be maintained and brought to all contact activities of any OPSU team. Any trained personnel may use items from the first aid kit. It is not to be used by players who have forgotten their own supplies.
4. Communication:
 - a. Head coach will have a charged mobile phone at all competitions
 - b. Telephone at Westgate Community Center when youth team practicing at Crownhill Elementary School
 - c. Player sent to Fire Station next to field when the adult teams are practicing at Puget Sound Naval Shipyard
 - d. When necessary, mobile phones carried by players and spectators
 - e. In case of an emergency, "911" will be called. Kitsap County has enhanced 911 service where location of telephone making call is noted.
5. Access to field: Local fire station already has emergency access plans for playing areas to include keys for gate locks:
 - a. Bremerton Junior High School- games
 - b. Crownhill Elementary School- practice
 - c. Puget Sound Naval Shipyard- practice
 - d. Evergreen Park, Bremerton- practiceAll fields have ready access to major roads.
6. General procedure at game/practices for injuries requiring action-
 - a. Stop practice/game
 - b. Assistant coach or captain takes charge of team- get players away from injured player
 - c. Head coach goes immediately to injured player to begin initial assessment and to calm player down.
 - d. Player/spectator directed to bring water and aid kit to coach's location.
 - e. Coach makes initial assessment of injury
 - (1) Minor injury- take player out or keep him in, treat injury as appropriate
 - (2) Major injury- -start breathing
-Stop/control bleeding
-Treat for shock
-Check for concussion
 - f. For major injuries, coach has 911 dialed, either on his telephone or by a spectator with a telephone. Coach provides basic assessment to dispatcher.
 - g. Coach treats injury as appropriate/as directed by dispatcher.
 - h. Stand by and await instructions from medical personnel
 - i. Coach either transport with, or follow transport to medical facility
 - j. For youth players, provide copy of waiver/authorization to medical personnel
 - k. For youth players, stay with player until relieved by parents, or given instructions from the parent.
 - l. Follow up with all injured players
7. OPSU youth convoy procedures are in effect during movement to/from games. In case of an accident, all vehicles will pull to the side of the road. Direction of the convoy will be given to either an assistant coach, or senior parent driver in the convoy, and base radio turned over. Players in the vehicle of the coach will be moved to other vehicles in the convoy. Convoy will continue to the destination. Coach will stay at the scene of the accident to assist and provide information to medical or law enforcement personnel as required. Actions of coach will be dictated by need on-site.
8. In the event of the convoy being stranded, or significantly delayed, due to inclement weather, traffic, or ferry problems, the coach will give players who need it the opportunity to call their parents to ensure them that they are safe.
9. Head Coach is required to be certified to at least USA Rugby level 1 and should be USA Rugby level II. CPR qualifications are required to be current.
10. A copy of this Emergency Action Plan will be kept with the head coach in his player binder, and another laminated and placed in the aid kit.