



RFU Coach Licence & Registration Scheme Terms and Conditions



1. Coach Licence

- 1.1 The Rugby Football Union (“the RFU”) encourages all coaches to apply to the RFU for a Coach Licence under the Coach Licence Scheme (“the Scheme”), which is intended to help improve coaching standards. The RFU Coach Licence will be available to coaches nationally from January 2012.
- 1.2 Any Coach Licence granted to a coach shall be granted subject to these Terms and Conditions and by applying for a RFU Coach Licence (“Licence”), the coach agrees:
- (a) to be responsible for his/her personal coaching development;
 - (b) to be bound by these Terms and Conditions which include the Code of Rugby; and the Coaching Good Practice Guide
 - (c) that the RFU has jurisdiction to investigate any complaints made against the coach and to impose sanctions in accordance with these Terms and Conditions and all relevant RFU Regulations.
- 1.3 A Licensed coach will be entitled to become a member of the RFU Coaching Academy. Membership of the RFU Coaching Academy will be terminated if the coach ceases to be Licensed.

2. Application for a Coach Licence

- 2.1 In order for a coach's application for a RFU Coach Licence to be considered a coach must:
- (a) apply to the RFU using the RFU Coach Licence scheme application form in compliance with the application procedure and the licence requirements (as set out at paragraph 2.3 below); and
 - (b) pay the relevant registration fee prescribed by the RFU (at the level at which it is set by the RFU from time to time).
- 2.2 The RFU maintains a Coach Register of all Licensed Coaches. Licensed Coaches must ensure that they inform the RFU of any change in their details which would require an amendment to the register.
- 2.3 In order to be granted a Coach Licence a coach must have:
- a) Obtained a rugby union coaching qualification at Level 1 or above, or an equivalent rugby union qualification from an organisation recognised by the RFU
 - b) Be a teacher coaching rugby in a school, with an application submitted before September 1st 2013, endorsed by their Head Teacher or Director of Sport using the appropriate RFU forms

In considering whether these requirements are met the RFU reserves the right to seek further information (whether or not stipulated on the application form) relating to the qualifications, training record and/or suitability of the applicant as the RFU may deem appropriate. In particular, the applicant may be required to provide the names of two independent persons from whom a confidential reference may be sought.

- 2.4 A Licence shall be granted for three years. On expiry of the Licence Period, the Licence must be renewed in accordance with paragraph 7 or shall lapse.
- 2.5 A Licensed Coach may during the Licence Period describe himself/herself as a “RFU Licensed Coach” but may not make any misleading representations about the nature of his/her Coach Licence.
- 2.6 Licences are awarded personally by the RFU and may not be transferred or delegated to any other person or any other entity.

3. Refusal of Licence

- 3.1 The RFU may refuse to grant a Licence to an applicant in the following circumstances:
- (a) where the RFU has undertaken a CRB or equivalent check in relation to the applicant and the results of that check are not, in the RFU’s opinion, satisfactory;
 - (b) where the applicant concerned has been found to have committed a disciplinary offence (including a doping offence) by the RFU, or by any other sports governing body or international federation, which in the RFU’s opinion means that the applicant is unsuitable to coach;
 - (c) where the applicant concerned is being investigated by the RFU’s Referral Management Group (“RMG”), the police or another relevant authority in connection with child protection matters or other matters which the RMG considers may affect his/her suitability to coach;
 - (d) where another sports governing body or coaching (or welfare) organisation has withdrawn the applicant’s coaching licence or similar licence or accreditation;
 - (e) where the NSPCC or the Child Protection in Sport Unit or other relevant authority has suggested to the RFU that the applicant should not hold a coach licence or where a risk assessment has been carried out suggesting that the applicant is unsuitable to coach;
 - (f) where the applicant, in the RFU’s opinion, has unsuitable qualities, attributes or abilities to be a coach and/or the RFU reasonably considers that the applicant’s behaviour (past or present) suggests s/he is unsuitable to coach; or
 - (g) where the RFU otherwise reasonably considers that the grant of a Coach Licence to the coach is inappropriate.
- 3.2 In the event that the RFU refuses to grant a Licence to an applicant, the Coach Licence Administrator (“CLA”) shall provide brief reasons to the applicant as to why the application has been refused. There shall be no right of appeal of the decision to refuse an application for a Licence.

4. Suspension, Restriction or Withdrawal of a Coach Licence

- 4.1 The RFU Coach Review Board (“CoRB”) may suspend or restrict for a specified period or withdraw a Coach’s Licence forthwith in any of the following circumstances:
- (a) the RFU and/or RMG recommends that a Coach’s Licence is suspended or restricted for a specified period or withdrawn and either no appeal is made by the Coach within the appeal period or, following an appeal to the Appeal Panel, the Disciplinary Panel/RMG decision is upheld. (The provisions set out in paragraph 11 of the RFU Disciplinary Regulations shall govern the availability and process of any such appeal.)

- (b) The member of the RFU Safeguarding Team informs the CoRB of the refusal of a CRB certificate approved by the RFU for a licensed coach
- 4.2 Without prejudice to paragraph 4.1, the Disciplinary Panel shall also have the power to suspend, restrict or withdraw a Coach's Licence where it has carried out an investigation into the Coach's behaviour (whether following a complaint to the RFU or otherwise) and found that any of the circumstances listed at paragraph 3.1 apply and justify such sanction being imposed by it. The CoRB shall be entitled to elect a representative to make representations to the Disciplinary Panel at hearings held by the Disciplinary Panel at which suspension, restriction or withdrawal of a Coach's Licence will be considered.
- 4.3 Without prejudice to paragraphs 4.1 and 4.2, where (whether following a complaint to the RFU or otherwise) the CoRB has carried out an investigation of the Coach's behaviour and found that any of the circumstances listed at paragraph 3.1 apply or that the Coach has breached the Code of Rugby or Good Practice Guidance, the CoRB may impose any one or more of the following sanctions on the Coach:
- (a) give the Coach an official warning;
 - (b) require the Coach to undergo further training;
 - (c) suspend the Coach's Licence pending further training;
 - (d) impose restrictions on the extent of the Coach's Licence;
 - (e) suspend the Coach's Licence; or
 - (f) withdraw the Coach's Licence.
- 4.4 Where a matter referred to it under paragraph 4.3 is sufficiently serious, the CoRB may also refer the matter to the RMG or the Disciplinary Panel for consideration under the Disciplinary Regulations.
- 4.5 A decision of the CoRB taken under paragraph 4.3 shall be subject to an appeal conducted under paragraph 11 of the RFU Disciplinary Regulations.
- 4.6 Any Coach subject to investigation or review by the CoRB, RMG or Disciplinary Panel shall give the RFU their full co-operation in relation to the matter.
- 4.7 Where the RFU or the CoRB decides to suspend, withdraw or restrict a Coach's Licence under paragraphs 4.1 to 4.3, the Disciplinary Panel or the CoRB (as applicable) shall instruct the CLA to inform relevant clubs, players, Constituent Bodies and local authorities ("Relevant Organisations") of the decision and publish the coach's name on its register of Coach Licence decisions and notify the Coach concerned.
- 4.8 Once any period for an appeal has passed or an appeal has been heard and the decision upheld, the Disciplinary Panel or the CoRB (as applicable) shall instruct the CLA to inform relevant clubs, players, Constituent Bodies and local authorities ("Relevant Organisations") of the decision and publish the coach's name on its register of Coach Licence decisions.
- 4.8 Where a Licence has been withdrawn:
- (a) the Coach shall:
 - (i) cease to hold him/herself out as a Licensed Coach;

- (ii) take all reasonable steps, including any suggested by the RFU, to ensure that no person is misled as to the fact that s/he is not a Licensed Coach;
 - (iii) inform all clubs and players that s/he coaches that s/he is no longer a Licensed Coach; and
- (b) a club or local authority may refuse that Coach access to its facilities and may expel that person from membership of the club or facility.

5. Interim Suspension of Coach Licence

In addition to their rights under paragraph 4, the CoRB and the Disciplinary Panel may also suspend a Coach's Licence whilst an investigation into the Coach's behaviour is conducted and instruct the CLA to notify the "relevant organisations." of the suspension.

6. Reinstatements

- 6.1 A Coach whose Licence has been withdrawn for a fixed period may, after the fixed period has expired, re-apply to the RFU for his/her Licence to be reinstated.
- 6.2 Any application made under paragraph 6.1 shall be considered by the RFU accordance with the criteria set out at paragraph 2 above.

7. Renewal

- 7.1 Prior to expiry of the Licence, the Coach may submit a renewal application
- 7.2 The renewal application shall be considered by the RFU in accordance with the criteria set out at paragraph 2 above together with the obligations set out at paragraph 7.3 and if renewed, the Licence shall be issued subject to the provisions of these Terms and Conditions.
- 7.3 In addition to the requirements set out at paragraph 2, a Licence shall only be renewed if during the licence period the Coach has attended at least three RFU approved continuous personal development ("CPD") activities.
- 7.4 For the avoidance of doubt, the RFU reserves the right not to renew a Licence where it has reasonable grounds for suspecting that the Coach may not have complied with these Terms and Conditions.

8. Data Protection and Publication

- 8.1 The RFU is registered as a data controller under the Data Protection Act 1998. In administering the Scheme, the RFU undertakes to process personal data concerning Coaches who have applied for a Coach Licence (including those who are refused a Coach Licence) in accordance with that Act.
- 8.2 In administering the Scheme the RFU may pass the personal data of such coaches, including information about their coaching status, to other organisations concerned with coaching including without limitation Rugby Football Development Ltd, Sports Coach UK, UK Sport, the NSPCC, other sports National Governing Bodies and relevant local authorities and social services departments, together with processing the data for the purposes set out in their application form or renewal form.
- 8.3 In addition to the Coach Register of Licensed Coaches, the RFU shall maintain a register of Coach Licence decisions indicating any action taken in relation to a Licence. These registers shall be maintained at the RFU in hard copy form and shall be available

on the RFU's website. In addition, the RFU may notify other “relevant organisations” of any decision taken by the RFU in relation to that Coach's Licence.

9. Correspondence

Notices sent by coaches under these Terms and Conditions must be sent in writing by first class post or recorded delivery (or airmail if outside the UK) addressed to the Coach Licence Administrator, Rugby Football Union, 200 Whitton Road,, Twickenham TW2 7BA. Such notices shall be deemed to have been received by the intended recipient two working days (or if by airmail four working days) after posting.



Rugby Union coaches shall:

1. Recognise the importance of enjoyment when delivering their coaching and that the best learning is achieved when players are engaged in active participation.
2. Adopt a player centred approach to their coaching.
3. Be a positive role model.
4. Encourage players to take responsibility for their own behaviour at all times but especially when in the rugby environment.
5. Clarify expectations for players, playing and administration staff, parents and spectators alike.
6. Develop an awareness of nutrition as part of a more extensive life style management.
7. Keep winning and losing in perspective - encourage players to win with modesty and lose with dignity.
8. Respect referees, publicly support the decisions they make and ensure your players do the same.
9. Promote "Fair Play"
10. Insist players respect opponents and team mates alike.
11. Provide positive verbal feedback in a constructive and encouraging manner to each of your players, both during and after coaching sessions and games.
12. Adapt coaching practise to match the players' ages and abilities, as well as their physical and mental development.
13. Ensure all players are coached in a safe environment, with adequate first aid readily to hand.
14. Avoid the overplaying of players.
15. Advise players not to train or play when injured.
16. Praise effort and encourage good behaviour and good performance.
17. Recognise that players shouldn't be exposed to extremes of heat, cold, or unacceptable risk of injury.
18. Be transparent, trustworthy, fair.
19. Be appropriately qualified and, through appropriate CPD, demonstrate a current knowledge of coaching practice, playing skills and Laws of the game.
20. Strictly maintain a clear boundary between friendship and intimacy with players and not conduct inappropriate relationships with players.
21. Not allow an intimate personal relationship to develop with any player under the age of 18 (who is coached or supervised by them either directly or indirectly). Such players may be vulnerable and an intimate personal relationship between a coach and such a player is never likely to be appropriate. It is strongly recommended that coaches do not allow intimate personal relationships to develop with players (coached or supervised by them) even if they are over the age of 18.
22. Comply with all Regulations of the RFU.
23. Abide by the policies and procedures of the RFU including "Safeguarding Children and Vulnerable Adults in Rugby Union" document
24. Seek further guidance for age specific law variations if coaching Mini, Junior or Youth teams.
25. Make it their responsibility and take actions to develop themselves as coaches