HANDBOOK

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ARMY RUGBY UNION

SEASON 2012—2013

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Front Cover: Lance Sergeant Matthew Dwyer Welsh Guards,
Army v Royal Navy, Twickenham, 28 April 2012

Back Cover: Skipper, Sergeant Darrel Ball Royal Engineers, leads the Army warm up,
Army v Royal Navy, Twickenham, 28 April 2012

ARMY RUGBY UNION
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PATRON
Her Majesty The Queen

VICE PATRONS
General Sir Charles Huxtable KCB CBE
General Sir Michael Wilkes KCB CBE
General Sir Roger Wheeler GCB CBE
General Sir John Deverell KCB OBE
General Sir Richard Dannatt GCB CBE MC
DASCB - Major General CH Elliott CVO CBE

PRESIDENT
General Sir Peter Wall KCB CBE ADC Gen

DEPUTY PRESIDENTS
Major General RJM Porter MBE
Major General JG Lorimer DSO MBE
Brigadier WJF Bramble OBE

HON LIFE VICE PRESIDENTS

Lieutenant General Sir Mark Mans CBE
Major General RL Kirkland CBE
Major General JD McDonald CB CBE DL
Major General ML Wildman CBE
Major General A Yeoman CB
Brigadier WH Backhouse
Brigadier RM Bullock CBE
Brigadier AJ Hoon
Brigadier RW Libbey
Brigadier AD Meek CBE
Brigadier MJ Roycroft
Brigadier CM Sexton
Brigadier JR Wallace OBE
Colonel MFI Cubitt CBE
Colonel RM Stancombe
Lieutenant Colonel WF Butt
Lieutenant Colonel R Campbell
Lieutenant Colonel RM Cannons MBE
Lieutenant Colonel GD Lilley
Lieutenant Colonel WG Withers
Major CP Bowes-Crick
Major DJ Chapman MBE JP
R Braybrooke Esq

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MANAGEMENT BOARD AND COUNCIL

MANAGEMENT BOARD

Chairman ARU	Major General SA Burley MBE
Secretary	Mr MC Fowke
Director of Finance	Major IHR Wilkins
Director of Community Rugby	Colonel MV Pemberton
Director of Academy Rugby	Lieutenant Colonel TR Cottee
Director of Marketing	Brigadier PJ Allison
Director Women's Rugby	Major SJ Shepherd MBE
RFU Council Member	Colonel MCH Underhill OBE
Director of Senior Rugby	Lieutenant Colonel AJ Deans
Non Executive Directors	
	Lieutenant Colonel (Retd) RT Ward
	Ms BSW Hobday
	Mr G Brown
In attendance members as required:	
Army Head Coach	Staff Sergeant A Rees

ARU COUNCIL

Chairman and Members of the Management Board	
Chairman ARURS	Lieutenant Colonel DW Edmondson
Chairman Corps Rugby	Lieutenant Colonel PR Stannett
Chairman BA(G) Rugby	Brigadier JE Richardson MBE
Chairman Coaching	Colonel ADM Thomson
Chairman Discipline / Governance	Colonel MCH Underhill OBE
Director Masters Rugby	Colonel SA Orr OBE
Chairman Premiership and Championship	Lieutenant Colonel JP Cook
Senior Medical Advisor	Colonel B Baker

STANDING COMMITTEES

COMMUNITY RUGBY COMMITTEE

Director of Community Rugby	Colonel MV Pemberton
Secretary Rugby Committee	Mr MC Fowke
Chairman of Corps Rugby	Lieutenant Colonel PR Stannett
Secretary Corps Rugby	TBA
Secretary Women's Corps Competitions	Major K Woods
Chairman BA(G) Rugby	Brigadier JE Richardson MBE
Secretary BA(G) Rugby	Major IHR Wilkins
Chairman Premiership and Championship	Lieutenant Colonel JP Cook

(Co-opted Members in attendance as deemed necessary by the committee)

DISCIPLINE & GOVERNANCE

Chairman Discipline	Colonel MCH Underhill OBE
Secretary ARU	Mr MC Fowke
Chairman BA(G) Rugby	Brigadier JE Richardson MBE

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COACHING

Chairman	Colonel ADM Thomson
Honorary Secretary	TBA
Coaching Co-Ordinator	Warrant Officer II MJ Bamsey
Head Coach	Staff Sergeant A Rees

ARURS

Chairman	Lieutenant Colonel DW Edmondson
Honorary Secretary	Major J Sampson
Honorary Treasurer	Warrant Officer II D Williams
Training & Development Officer	Captain JVF Voss
Referee Liaison Officer	Major (Retd) DJ Chapman MBE JP
Appointment Secretary	Major M Bland

COMPETITIONS

Secretary ARU	Mr MC Fowke
Director of Community Rugby	Colonel MV Pemberton
Chairman Premiership Rugby	Lieutenant Colonel JP Cook
Chairman Corps Rugby	Lieutenant Colonel P Stannett
Secretary Corps Competition	TBA
Secretary Women's Corps Competitions	Major K Woods

FINANCE

Director Finance	Major IHR Wilkins
Secretary ARU	Mr MC Fowke
Finance Officer	Mr I Turner

(Co-opted Members in attendance as deemed necessary by the committee)

MARKETING

Director Marketing	Brigadier PJ Allison
Deputy Director Marketing	Major G Wood
Secretary ARU	Mr MC Fowke
Web Master	Innovative Consultancy

(Co-opted Members in attendance as deemed necessary by the committee)

EVENTS COMMITTEE

Secretary ARU	Mr MC Fowke
Events Co-ordinator	Mrs IK Camfield

INTER SERVICE COMMITTEE

Corps Corporate Hospitality Officer	Major A Mycroft
Secretary ARU	Mr MC Fowke
Ticketing	Mrs IK Camfield

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ARMY RUGBY COMMITTEE

Director of Senior Rugby	Lieutenant Colonel AJ Deans
Secretary ARU	Mr MC Fowke
Senior Team Manager	Major S Oats MBE
Army Head Coach	Staff Sergeant A Rees
Director Academy	Lieutenant Colonel TR Cottee
Team Manager Army A	Captain NM Dermott
ARURS Representative	Lieutenant Colonel DW Edmondson
Medical Advisor	Colonel B Baker

WOMENS RUGBY COMMITTEE

Director	Major SJ Shepherd MBE
Deputy Director	Major M-A Hodge
Team Manager	Major D Smith RLC
Head Coach	Captain G Barraclough
Assistant Head Coach	Corporal K Harris

MASTERS RUGBY COMMITTEE

Director	Colonel SA Orr OBE
Assistant Director	Major GP Quant
Team Manager	Captain D Boocock
Assistant Manager	WO2 JA Evans
Head Coach	SSgt RP Baker

ACADEMY RUGBY COMMITTEE

Director	Lieutenant Colonel TR Cottee
Academy Team Manager	Major L Nash
Assistant Manager	Warrant Officer II (RQMS) A Buckle
Head Coach U23's	Warrant Officer I A Campbell
Head Coach Academy Development	Sergeant R Appleton

SEVENS COMMITTEE

Director of Senior Rugby	Lieutenant Colonel AJ Deans
Team Manager	Captain JVF Voss
Head Coach	Corporal A Vakacokovanua

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CORPS RUGBY

Chairman	Lieutenant Colonel PR Stannett
Secretary	TBA
Secretary (W)	Major K Woods
Chairman Royal Artillery	Brigadier WJF Bramble OBE
Secretary Royal Artillery	Major D Walker
Chairman Royal Engineers	Lieutenant Colonel AJW Sturrock
Secretary Royal Engineers	Captain M Thomas MBE
Chairman Royal Signals	Lieutenant Colonel JS Gunning
Secretary Royal Signals	Captain C Davidson
Chairman Infantry	TBA
Secretary Infantry	Captain L Davies
Chairman RLC	Lieutenant Colonel R Askew
Secretary RLC	Major GD Petty BEM
Chairman REME	Colonel R Williams
Secretary REME	Captain S Jones
Chairman AAC	Lieutenant Colonel RA Olney
Secretary AAC	Captain E Flynn
Chairman RAC	Lieutenant Colonel RJR Woodward
Secretary RAC	Capt M Lillie
Chairman AMS	Colonel K Beaton OBE
Secretary AMS	Warrant Officer II (RQMS) C Crosby
Chairman RAPTC	Major C Deed
Secretary RAPTC	Warrant Officer II (QMSI) G Halliwell
Chairman AGC	Lieutenant Colonel D O'Hara
Secretary AGC	Captain A Brown
Chairman Int	Major R Stevens
Secretary Int	Captain M Connaughton

ARU SECRETARIAT

Secretary	Mr MC Fowke	01252 787080 / 94222 7080
Assistant Secretary	Mrs IK Camfield	01252 787081 / 94222 7081
Finance Officer	Mr I Turner	01252 787082 / 94222 7082
ARU Shop Manager	Mrs KA Fowke	01252 787083 / 94222 7083
Office Fax		01252 787084 / 94222 7084

INDIVIDUAL MEMBERSHIP SCHEME

Secretary	Mr MC Fowke
Finance Officer	Mr I Turner
IMS Manager	Mrs KA Fowke

E-mail: cfowke@ascb.uk.com
E-mail: iturner@ascb.uk.com
E-mail: icamfield@ascb.uk.com
E-mail: kfowke@ascb.uk.com

ARMY RUGBY UNION TICKETS please visit www.arutickets.com

ARMY RUGBY UNION
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ARMY RUGBY UNION FIXTURES
2012 - 2013

SENIOR XV FIXTURES

DATE	TEAM	VENUE
23 Jan 13	British Police	Aldershot
06 Feb 13	Oxford University	Aldershot
20 Feb 13	Cambridge University	Aldershot
06 Mar 13	Worcester	Six Ways
13 Mar 13	Mobbs Memorial Match	Bedford
17 Apr 13	Royal Air Force	Aldershot
24 Apr 13	Training Week	Aldershot
27 Apr 13	Royal Navy	Twickenham

ARMY A XV

DATE	TEAM	VENUE
22 Jan 13	Ealing Trailfinders	Ealing
05 Feb 13	Coventry	Coventry
19 Feb 13	London Scottish	Richmond
05 Mar 13	Esher	Esher

ARMY WOMEN

DATE	TEAM	VENUE
31 Oct 12	Australian Combined Services	Aldershot
18 Jan 13	Scotland	Murrayfield
24 Feb 13	Richmond	TBC
09 Mar 13	OA Saints	St Albans
22 Mar 13	Cardiff Quins	Cardiff
17 Apr 13	Royal Air Force	Aldershot
27 Apr 13	Royal Navy	Aldershot

ARMY ACADEMY
Under 23s

DATE	TEAM	VENUE
17-21 Sep 12	Trials	Deepcut
07 Oct 12	Irish Exiles	Farnham
28 Oct 12	Cambridge University	Cambridge
10-18 Nov 12	Training Camp	TBC
?? Nov 12	Esher	Aldershot
23 Nov 12	Royal Navy	Aldershot
TBC Nov 12	Royal Air Force	RAF Halton

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ARMY ACADEMY
DEVELOPMENT

DATE	TEAM	VENUE
17-21 Sep 12	Trials	TBC
04 Nov 12	Ealing Academy	Aldershot
08 Dec 12	Southampton Medics	Southampton
20 Jan 13	Berkshire U20s	Aldershot
24 Feb 13	Esher	Aldershot

MASTERS XV

DATE	TEAM	VENUE	KICK OFF
12 Oct 12	Probs v Pros	Aldershot	1430hrs
13 Nov 12	REME Vets	Aldershot	1900hrs
10 Dec 12	Farnborough	Aldershot	1930hrs
16 Jan 13	Prison Service	Aldershot	TBC
09 Feb 13	Kew	Kew	TBC
28 Feb – 3 Mar 13	Training Camp	Wales	
23 Mar 13	Richmond Heavies	Richmond	TBC
17 Apr 13	RAF Vultures	Aldershot	TBC
28 Apr 13	Ancient Marriners	Kneller Hall	1030hrs

BRITISH ARMY GERMANY

DATE	TEAM	VENUE
TBC	Czech Republic	TBC
TBC	German Club Champions	TBC
TBC	Army Cyprus	TBC
09 Mar 13	Denmark	Copenhagen

Additional fixtures to be confirmed

ARMY SEVENS

DATE	EVENT	VENUE
15 May 13	Army 7s	Aldershot

Additional fixtures to be confirmed

COMBINED SERVICES SENIOR XV RUGBY FIXTURES

DATE	TEAM	VENUE
07 Nov 12	Crawshays	Pontypridd

COMBINED SERVICES U23's RUGBY FIXTURES

DATE	TEAM	VENUE
27 Apr 13	Oxbridge	Twickenham

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COMMUNITY CUP COMPETITION

05 Sep 12	Round One	
24 Oct 12	Round Two	
21 Nov 12	Round Three	
16 Jan 13	Quarter Finals	
13 Feb 13	Semi Finals	Aldershot
13 Mar 12	Finals	Aldershot

ARMY RUGBY UNION CHAMPIONSHIP CUP

16 Jan 13	Quarter Finals	
13 Feb 13	Semi Finals	
13 Mar 13	Finals	Aldershot

ARMY RUGBY UNION PREMIERSHIP CUP

16 Jan 13	Quarter Finals	
13 Feb 13	Semi Finals	
13 Mar 13	Finals	Aldershot

CORPS FIXTURES

19 Sep 12	Corps Festival	Aldershot
17 Oct 12	Corps One	
07 Nov 12	Corps Two	
05 Dec 12	Corps Three	
30 Jan 13	Corps Four	
27 Feb 13	Corps Five	
26 Mar 13	Corps Final	Aldershot

CORPS WOMENS FIXTURES

19 Sep12	Corps Festival	
03 Oct 12	Corps One	
24 Oct 12	Corps Two	
21 Nov 12	Corps Three	
05 Dec 12	Corps Four	
26 Mar 13	Corps Final	Aldershot

Please keep up to date with amendments to fixtures via the ARU website, kick off times will be announced on the ARU website

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ARMY RUGBY UNION 2011-2012 SEASON SUMMARY

COMMUNITY CUP AND SHIELD COMPETITIONS

Cup Winners:	28 Engr Regt	Cup Runners Up:	ITC Catterick
Shield Winners:	11 Trg Bn REME	Shield Runners Up:	29 Regt RLC

PREMIERSHIP COMPETITION

Winners:	17 Port & Maritime Regt RLC	Runners Up:	2 Royal Welsh

CORPS COMPETITION

Winners Men's Competition:	Royal Logistic Corps
Runners Up Men's Competition:	Royal Electrical and Mechanical Engineers
Winners Women's Competition:	Adjutant General Corps
Runners Up Women's Competition	Royal Electrical and Mechanical Engineers

INTER SERVICE RESULTS 2011-2012

ARMY SENIOR XV

Army v RAF	Won	59 - 0
Army v Royal Navy	Won	48 - 9

Inter Service Champions: Army

ARMY WOMEN

Army v RAF	Won	24 – 7
Army v Royal Navy	Won	46 – 5

Inter Service Champions: Army

ARMY MASTERS

Army v RAF	Won	20 – 11
Army v Royal Navy	Won	19 – 6

Inter Service Champions: Army

ARMY ACADEMY

Army v RAF	Won	10 - 5
Army v Royal Navy	Won	24 - 9

Inter Service Champions: Army

ARMY RUGBY UNION PLAYERS OF THE SEASON

Men:	Lance Corporal J Kava	Royal Logistic Corps
Women:	Corporal B Vasey	Adjutant Generals Corps (Royal Military Police)

ARMY RUGBY UNION
RFU AFFILIATED CLUBS SEASON 2012 - 2013

4 Regiment Royal Artillery
47 Regiment Royal Artillery
9 Supply Regiment Royal Logistic Corps
The Royal Military Academy Sandhurst
Bristol University Officers Training Corps

ARMY RUGBY UNION
ARU AFFILIATED CLUBS SEASON 2012-2013

Household Cavalry Regiment
3rd Regiment Royal Horse Artillery
1st The Queen's Dragoon Guards
The Royal Scots Dragoon Guards
The Queens Royal Hussars
9/12 Royal Lancers
The King's Royal Hussars
The Queens Royal Lancers
2nd Battalion The Royal Tank Regiment
Royal Armoured Corps
The Armour Centre
7th Parachute Regiment Royal Horse Artillery
12 Regiment Royal Artillery
16 Regiment Royal Artillery
19 Regiment Royal Artillery
26 Regiment Royal Artillery
29 Commando Regiment Royal Artillery
5 Regiment Royal Artillery
32 Regiment Royal Artillery
39 Regiment Royal Artillery
106 Regiment Royal Artillery
Royal Artillery
Royal School of Artillery / 14 Regt Royal Artillery
1 Royal School of Military Engineering Regiment
3 Royal School of Military Engineering Regiment
21 Engineer Regiment
22 Engineer Regiment
23 Engineer Regiment
26 Engineer Regiment
28 Engineer Regiment
32 Engineer Regiment
33 Engineer Regiment (EOD)
36 Engineer Regiment
39 Engineer Regiment
42 Engineer Regiment (Geographic)
Royal Engineers
Royal Engineers BA(G)
7 Signals Regiment
10 Signal Regiment
21 Signal Regiment

22 Signal Regiment
30 Signal Regiment
3 (UK) Division & Signal Regiment
Royal Signals
1st Battalion Scots Guards
The Royal Scots Borderers, 1st Battalion The Royal Regiment of Scotland
The Royal Highland Fusiliers 2nd Battalion The Royal Regiment of Scotland
1st Battalion The Royal Welsh (The Royal Welch Fusiliers)
2nd Battalion The Royal Welsh (The Royal Regiment of Wales)
1st Battalion Irish Guards
1st Battalion Welsh Guards
1st Battalion The Duke of Lancasters Regiment
1st Battalion The Royal Regiment of Fusiliers
2nd Battalion The Royal Regiment of Fusiliers
2nd Battalion The Duke of Lancaster's Regiment (King's, Lancashire and Border)
1st Battalion The Royal Anglian Regiment
2nd Battalion The Royal Anglian Regiment
1st Battalion The Princess of Wales's Royal Regiment
2nd Battalion The Princess of Wales's Royal Regiment
1st Battalion The Rifles
3rd Battalion The Rifles
4th Battalion The Rifles
5th Battalion The Rifles
7th Battalion The Rifles
3rd Battalion The Yorkshire Regiment (Duke of Wellington's)
19 Combat Service Support Battalion
1st Battalion The Royal Irish Regiment
2nd Battalion The Mercian Regiment (Worcesters and Foresters)
3rd Battalion The Mercian Regiment (Staffords)
The Black Watch, 3rd Battalion The Royal Regiment of Scotland
4th Battalion The Royal Regiment of Scotland (The Highlanders)
2nd Battalion The Parachute Regiment
3rd Parachute Regiment
2nd Battalion The Royal Gurkha Rifles
Infantry
Infantry Training Centre
Troops Hereford
9 Regiment Army Air Corps
Army Air Corps
2 Log Support Regiment Royal Logistic Corps
3 Logistic Support Regiment Royal Logistic Corps
13 Air Assault Supply Regiment Royal Logistic Corps
17 Port & Maritime Regiment Royal Logistic Corps
23 Pioneer Regiment Royal Logistic Corps

6 Regiment Royal Logistic Corps
7 Transport Regiment Royal Logistic Corps
11 Explosive Ordnance Disposal Regiment Royal Logistic Corps
8 Transport Regiment RLC
24 Regiment Royal Logistic Corps
27 Regiment Royal Logistics Corps
29 Regiment Royal Logistic Corps
150 (Yorkshire) Transport Regiment Royal Logistic Corps
Royal Logistic Corps BA(G)
Royal Logistic Corps
1 Regiment Army Air Corps
1 Medical Regiment
2 Medical Regiment
3 Medical Regiment
Army Medical Services
School of Electrical & Mechanical Engineering
1 Close Support Battalion Royal Electrical & Mechanical Engineers
2nd Battalion Royal Electrical & Mechanical Engineers
3 Close Support Battalion Royal Electrical & Mechanical Engineers
6 Close Support Battalion Royal Electrical & Mechanical Engineers
11 Training Battalion Royal Electrical & Mechanical Engineers
104 FS BN REME
3,4 and 12 Logistic Support Regiment Royal Logistic Corps
The Royal Electrical & Mechanical Engineer Corps BA(G)
The Royal Electrical & Mechanical Engineer Corps
5 Regiment Royal Military Police
158 Provost Company Royal Military Police
Cyprus Joint Police Unit
Adjutant General Corps
1 Military Intelligence Battalion
Intelligence Corps
Royal Army Physical Training Corps
Headquarters Land Forces
1st (UK) Armoured Division HQ & Signal Regiment
1 Mech Bde HQ & Sig Sqn (215)
7 Armoured Brigade HQ & 207 Signal Squadron
12 Mechanized Brigade HQ & Signal Squadron (228)
16 Air Asslt Bde HQ & Sig Sqn (216)
Army Training Regiment Bassingbourn
Army Training Centre Pirbright
Military Corrective Training Centre
Defence Academy of the UK
Defence School of Transport
Royal Centre of Defence Medicine

Defence Humint Unit
MOD Abbey Wood
Army in Scotland
British Army Cyprus
Allied Rapid Reaction Corp Support Battalion
JHC FS
Headquarters British Forces Cyprus
Joint Services Signal Unit (Cyprus)
Honourable Artillery Company
2 Field Company REME
Aberdeen University Officer Training Corps
Birmingham University Officers Training Corp
Cambridge University Officers Training Corps
City of Edinburgh University Officers Training Corps
East Midlands University Officers Training Corp
Exeter University Officer Training Corps
Yorkshire Officer Training Regiment
Liverpool University Officer Training Corps
London University Officers Training Corp
D (London Irish Rifles) Company
Northumbrian University Officer Training Corps
Queen's University Officer Training Corps
4 Military Intelligence Corps
Southampton University Officer Training Corps
Wales University Officers Training Corps
Glasgow & Strathclyde Universities Officers Training Corps
Army Cadet Force Association
Combined Services
London District Incremental Companies
Hohne Garrison
111 Provost Company
2 Military Inteligence

ARMY RUGBY UNION
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Constitution of the Army Rugby Union
(Incorporated in Games and Sports in the Army)

Patron
Her Majesty The Queen

Vice Patrons

President

Deputy President

Honorary Life Vice Presidents

Management Board
Chairman ARU
Secretary ARU
RFU Council Member
Director Finance
Director of Senior Rugby
Director of Academy Rugby
Director of Community Rugby
Director of Marketing
Chairwoman of Women's Rugby

In attendance members and non Executive Directors as appointed by the Board

ARU Council
Chairman and Members of the Management Board
Chairman ARURS
Chairman Corps Rugby
Chairman BA (G) Rugby
Chairman Coaching
Chairman Discipline
Director Master's Rugby
ARU Media Officer
Chairman Premiership Rugby
Senior Medical Advisor

ARMY RUGBY UNION
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THE AIM OF THE ARMY RUGBY UNION

1. The Aim of the Army Rugby Union (ARU) is to promote and foster the game of Rugby Union in the Army and its local communities in accordance with the Laws of the Game promulgated by the International Rugby Board (IRB) and rules, regulations and bye-laws issued by the Rugby Football Union (RFU).

OBJECTIVES OF THE ARU

2. To meet the Aim the ARU shall pursue the following objectives:

a. General. Provide an infrastructure for Army Rugby such that no potential participant is denied the opportunity to play.

b. Representative Rugby. Select and maintain at Senior, Development, Academy, Masters and Women's level Fifteens, Tens and Sevens teams, as appropriate and agreed, to represent the Army. To provide a standard of rugby that will develop and promote those with talent for higher honours. In addition the ARU shall seek to support the work of the Combined Services Rugby Football Club Management Committee.

c. Coaching. Maintain a formal coaching structure to improve and thereafter sustain the standards throughout the Army and to provide a structure for the advancement of coaches.

d. Referees. Maintain the Army Rugby Union Referees Society (ARURS) to improve and sustain the standards of refereeing in the Army. To facilitate the training, development and advancement of referees and to the appropriate links with the Combined Services Rugby Referees and other referees societies.

e. Competitions. Organise and run annually, for clubs in the UK and BA(G), the ARU Premiership, Championship and Community Cup Competitions to provide a competitive element at all member clubs/units throughout the season irrespective of the ability of the participants. In addition the ARU may approve or organize other competitions which support the aim of the ARU, including:

(1) The Inter Corps Merit League Tables.
(2) The Army Inter Corps Fifteens Pre Season Competition.
(3) The Army Sevens Championship.

The rules for each competition are published annually. These can be found on the ARU website. All competitions shall be played under the Laws of Rugby Union as promulgated by the International Rugby Board (IRB) and shall comply with the Rules and Bye Laws of the RFU.

f. Structured Season. Plan and organise a structured season that de-conflicts the interests of all interested parties, i.e. Unit, Corps and representative teams

g. Finance. Maintain a sound financial base, thereby providing the best service to Rugby Union in the Army, within budget, and in accordance with the priorities agreed by the Management Board.

h. Publicity. Explore all avenues to promote the Army Rugby Union (and thereby the Army) both within and outside of the Services.

i. Relations with the RFU. Maintain a close and binding relationship with the RFU, taking all appropriate measures to promote Army Rugby at national and international levels, and seeking opportunities to support the RFU's community rugby initiatives.

j. Health and Safety. Promote standards of play and discipline such that all players and officials are placed at the least possible risk. This includes the monitoring of all players to ensure that they do not exceed a safe maximum number of games per season.

k. Insurance. Ensure that all participating teams are fully insured via affiliation to the ARU and RFU.

3. The Objectives of the ARU are reviewed by the Management Board, as required, and by the Council annually. If agreed, any recommended changes are to be announced at the Annual General Meeting. Agreed objectives based on paragraph 2 above are to be promulgated to members of the Union through the Annual Management Plan.

BYE-LAWS

4. Name. The name of the Union shall be 'The Army Rugby Union'. The abbreviated version shall be 'ARU'. The emblem of the Union, granted by King George V in 1911, and monitored thereafter by the Lord Chancellor's office, shall be the Royal Cypher surmounting the letters 'ARU'.

5. Clubs in Affiliation. All properly constituted clubs (as defined from time to time by the RFU) consisting predominantly of serving soldiers (Regular or Territorial) shall be eligible for affiliation to the ARU. Only clubs affiliated to the ARU may play Rugby Union under the auspices of the Army. As depicted in 'Games & Sports in the Army' the ARU may only represent bona fide clubs and members of such clubs.

6. Relationship to RFU. The ARU is a Constituent Body of the RFU and is represented on the RFU Council. Clubs affiliated to the ARU which conform to the RFU requirements on what constitutes a 'club' may seek affiliation to the RFU. Current requirements include:

a. Nomination of a Chairman, Secretary and Treasurer.
b. A Fixture list of 12 matches per season against at least 4 different teams.
c. A Constitution.

7. The Officers of the Union. The officers of the Union shall be appointed by the Council as follows:

President
Deputy Presidents (Not more than four)
Chairman
Representative on the RFU Council (See para 12)
Secretary

8. Vice Patrons. Periodically, the ARU may wish to recognise and thereby honour individuals who have given particularly outstanding service to rugby union in general or the Army in particular. Such Vice Patrons shall be invited by the President on the advice of the Council.

9. President. The President is ex officio a Vice Patron of the Union. After consultation with the Chairman ARU, the outgoing President shall invite an agreed successor to become President of the Union.

10. Deputy President. Deputy Presidents, who shall be serving officers, shall be appointed by the President both as a singular honour and, from time to time, to undertake duties on behalf of the ARU. Normally a maximum of four such Deputies shall be appointed each for a period of three years. They may be re-elected at a General Meeting to fill a vacancy if it is considered to be in the

interests of the ARU. Deputy Presidents shall be invited to attend the Inter-Services matches and other functions as decided by the Council.

11. Honorary Life Vice Presidents. From time to time the ARU may wish to honour an individual who has contributed substantially to the furtherance of the Union. The ARU may do so by inviting and thereafter appointing such an individual to be an Honorary Life Vice President. Normally the appointment shall be announced at the AGM. Honorary Life Vice Presidents shall be invited to attend the Inter-Services matches and other functions as decided by the Union. Honorary Life Vice Presidents would expect to be called upon to assist the Union in appropriate circumstances.

12. RFU Council Member. The ARU shall appoint one member to the RFU Council who will be voted in annually at the AGM.

13. ARU Management Board. The Army Rugby Union Management Board, listed in the preamble, shall:

a. Manage the affairs of the Union, determine policy and have full power and authority over the use, disposition and investment of ARU funds. It shall execute all powers and functions not exclusively reserved for General Meetings (GM) or specified in these Bye-Laws.

b. Shall meet not less than four times per year. A quorum will comprise four voting members (See sub para d) and the Chairman (or temporary Chairman sub para c) shall have a casting vote, in addition to the first vote.

c. If the Chairman is absent and has not appointed a deputy to act in his stead, the Board must elect a temporary Chairman.

d. Each has the power of voting except the Secretary who is ex officio. The Chairman may however co-opt non-voting attendance only members to attend from time to time to lend their expertise on specific subjects, or to lend balance to a particular debate.

e. The Board has no power to amend the Bye-Laws without the authorisation of a GM.

14. ARU Council. The ARU Council (listed in the preamble) is to act as a forum at which all elements of the game in the Army are represented. All full members are voting members. Council, by a simple majority vote, may call a Special General Meeting. Council members may be nominated for appointments by the Chairman or clubs through their Divisions/District or equivalent representative. The Chairman, via a simple majority vote in Council, shall invite the nominee to join the Council or Management Board in the designated appointment.

15. Annual General Meetings (AGM). The AGM shall be held annually as directed by the Management Board. Each club within the Union may send one representative to such meetings, exclusive of any member of their club serving on the Council who shall be entitled to vote. Current members of the Individual Membership Scheme may attend and be entitled to one ‘block’ vote cast through the Secretary. The Secretary shall convene a Special General Meeting (SGM) at any time by order of the Council or on receiving a request to that effect signed by the Secretaries, and within the authority of their Committees, of not less than ten percent of those clubs affiliated to the ARU, specifying the objects for which such SGM shall be called.

16. Bye-Laws Nomenclature.

a. Bye-Laws of the Game. Each club affiliated to the ARU shall be furnished with a copy of the Bye-Laws of the Game and be bound thereby. In cases of infringement, the Council

may suspend such clubs from the Union subject to an appeal to a SGM, lodged within seven days of the Council's decision. The SGM shall be held within fourteen days of the appeal being lodged with the Secretary.

b. Meaning. Any difference of opinion arising as to the meaning of these Bye-Laws shall be decided by the Council; should it occur at a SGM, the Chairman of the Meeting shall have the power of arbitration. Any such decisions will be recorded in the Minutes and will be accepted as the true meaning of the Bye-Laws until otherwise interpreted at a meeting of the Council, after due notice has been given.

c. Amendments. No Bye-Law will be added, altered or rescinded without the consent of at least two-thirds of those members present at a GM. Twenty shall form a quorum. The Chairman shall have the casting vote.

d. Notice of Amendment. Notice of any proposed amendment or alteration of the Bye-Laws will be given by clubs in writing through Division/District representatives or Corps Secretaries to the Secretary at least four weeks before the GM at which the amendment or alteration is to be proposed. Such proposed amendments or alterations will be duly notified to all clubs in affiliation through all Divisions/Districts etc, at least three weeks prior to the GM. It will then be open to any club to forward notice of a change to any amendment or alteration thus advertised, and to no other. Such notice is to be given at least two weeks before the GM and duly notified to Division/District for promulgation to clubs and other representatives at least seven days before the GM.

17. Discipline. The ARU is empowered by the RFU to investigate and suspend any club or any member of their body for misconduct of any kind. Members have the right of appeal to the RFU. RFU disciplinary procedures pertaining to players and others sent from the field of play will be followed by the ARU. In cases of misconduct, the players should attend a disciplinary hearing held by their Club Disciplinary Committee and in each case the Commanding Officer of the Unit is to be informed prior to the ARU Disciplinary Hearing. Information such as the findings of Club Disciplinary Committees and comment from Unit Commanding Officer's will form part of the Hearing which should, under normal circumstances, be held within 14 days of the offence being committed.

18. Insurance. All Clubs affiliated to the ARU automatically join the Mandatory Rugby Injury Insurance Scheme in accordance with the Bye-Laws of the RFU, and in accordance with the specific instructions issued from time to time by the ARU. Clubs that fail to affiliate cannot undertake rugby training nor can they organize, play matches or use Army Sports facilities.

19. Army Players.

a. Selection of Players. A Selection Committee shall be formed, under the Director of Senior Rugby, to select the Army Senior XV and Sevens squads. Each Director/Chairman of the other representative sides (para 2.b) may form a similar committee for their selection process.

b. Playing Priorities. Playing priorities are clearly stated in Paragraph 6 of the 'Combined Services Sport Board Regulations' and in 'AGAI Vol 1 Chapter 5 Sport'. In particular, no member of any Army Unit club who has been selected to play with any Army Rugby Union representative squad will be permitted to play for his Unit club or any other team when fixtures clash, or where lack of recovery time is likely to adversely affect performance on the field of play or increase the likelihood of serious injury. This rule holds fast unless the Director of Senior Rugby and, where relevant, his committee, give prior permission to a player and his Unit club. Normally, such consent cannot be withheld

where a Unit Club requires a player for an Army Cup tie (not Shield). Due consideration will be given to other national competitions except where the player is chosen to play in an Inter-Service match. The wishes of the player are to be taken into consideration.

20. Army Representative Colours and Accoutrements.

a. XV Cap. The Army Cap is only awarded to players (Senior Men, Women, Sevens and Masters) representing the Army against the Royal Navy or the Royal Air Force. The presentation of caps is to take place immediately after a player has played his first Inter-Service Championship match, preferably at a formal event. Caps may also be awarded against other representative team, such as the Forces of other Commonwealth Countries upon the approval of the Management Board.

b. Senior XV Tie. The Army Senior Players Representative tie may be worn only by players awarded an Army Cap. Other authorized ties are:

(1)	ARU Council	Maroon with white Cypher
(2)	Academy	Navy blue tie with white Cypher
(3)	ARU Members	Navy blue tie with red Cypher
(4)	Army Sevens Players	Senior Representative tie embossed with VII
(5)	Veterans	Blue with gold Cypher embossed with XXXV
(6)	ARURS Colours	As per the Army XV tie but with the word referee embossed

c. Sevens Cap. Sevens caps are awarded to players playing a minimum of 4 tournaments in the UK during a season and 1 overseas tournament or 10 accumulated tournaments over 3 seasons.

d. Other Representative Teams. Players of other full representative teams eg: Academy may be awarded ‘Colours’ not amounting to a ‘Cap’, by the respective Committees. Such ‘Colours’ are to be agreed by the Council and awards announced at the AGM.

e. Playing Clothing. The Army shall play in primarily red shirts, white shorts, red and white hose. The emblem shall be the Royal Cypher as described in para 4 above. Other representative teams, may with the endorsement of the Council, wear similar clothing with the ARU emblem appropriately annotated. eg: Academy. The emblem may also be worn on other clothing appropriate to the particular representative squad eg: tracksuits, blazers, smart-casual shirts. Teams are to ensure that the playing clothing worn by squads reflect their current sponsor – client relationship (ie. clothing provided by previous sponsors should not be worn publicly by members of representative squads.

f. Other Clothing. The use of the Royal Cypher is a privilege which must not be abused (See para 4). Use of the emblem for other items of clothing non specific to representative squads must have the prior approval of the Council.

THE ARU PREMIERSHIP, CHAMPIONSHIP AND COMMUNITY CUP COMPETITION FOR UNITS

21. All competitions shall be run under the auspices of the Community Rugby Committee (Competitions sub-Committee) of the ARU. The Rules of each Competition, published annually, are binding on all participants; they may be amended from time to time by the Community Rugby Committee. Current rules and regulations can be found on the ARU website. Other competitions and leagues whilst being the responsibility of the Community Rugby Committee, eg the Army Sevens, may be administered by specialist Committees or Project Teams.

THE ARMY RUGBY UNION TRUST

22. The Army Rugby Union Trust is a registered charity (Number 245517) that was established on 12 February 1930. Its purpose is to promote "the physical efficiency of the Army by affording facilities for all ranks to indulge in sport in general and in rugby union football in particular" and "making grants to charities for the benefit of members, both past and present, of Her Majesty's Forces or their dependants and those involved in the game of rugby union football". It meets those purposes, mainly by making grants to individuals and organisations that meet the criteria laid down in its Declaration of Trust. In effect, the ARU Trust is the financial engine of the ARU. Trustees of the ARU Trust are the members of the ARU Management Board.

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PLAYING RUGBY UNION AT UNIT LEVEL

1. Playing rugby for a Regimental club with friends and colleagues is a satisfying experience which, for many, lasts a lifetime. The most effective club is the one that is best administered. The work involved takes time and effort, probably from many volunteers. All those concerned should make themselves fully acquainted with this Handbook and understand where to find information in RFU publications.

2. The standards you set reflect directly upon the unit itself and upon Army rugby when dealing with RFU or civilian Constituent Bodies or Clubs. The Officer IC Rugby is responsible to the Commanding Officer for the constitution of the club standards of play, administration and discipline of players and spectators both during a match and at other rugby gatherings. He in return will depend on the Club Secretary for accurate and timely administration.

3. From the outset, it is important for you to know what sort of club your unit wants, where your emphasis should lie – victory in the Army Cup, a social XV, or a blend of the two. This will temper ambition and particularly finance.

4. Within this Handbook it is not possible to cover all aspects of Club Management, nor can we cover any single subject in depth. An 'Aide Memoire' for those committed to Unit rugby is posted on the ARU web-site (www.armyrugbyunion.org.uk). To gain a deeper understanding, those involved in Club administration should visit the ARU website and look under the administration section, the RFU web-sites also provides a raft of useful information

5. The first, most important task of a Rugby Officer is to ensure that the Unit's teams have the mandatory insurance by affiliating to the Army Rugby Union and RFU.

TEAMS CANNOT TRAIN OR PLAY RUGBY WITHOUT INSURANCE COVER

6. It is important to note that full RFU Insurance cover for death and total permanent disability is only open to teams that have affiliated to the RFU/ARU. Once affiliated, clubs are covered for all teams ie: 2nds/3rds Women's XV and all other occasional teams such as seven's inter mess or Coy/Bty/Sqn.

7. If you train or play uninsured you risk: a civil action for culpable negligence in event a player is seriously injured or dies. Additional, you cannot use Army training facilities or pitches, nor will you be able to obtain match officials through ARU Referees Society or any other agency.

8. If you are organizing a leisure rugby event at your club/unit, you must inform the Secretary ARU and the leisure rugby department at the RFU (danbrown@rfu.com) to ensure the correct insurance cover is in place, this is done at nil cost to the club/unit.

9. All clubs are reminded that it is the duty of the organizing officer to insure that a risk assessment is carried out and recorded prior to all rugby events in compliance with JSP 375 leaflets 11 & 23.

10. If you have any doubts regarding insurance or other health and safety or any other issue, please contact the ARU secretariat 01252 787081 or 94222 7081.

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POLICY FOR MEMBERSHIP OF THE ARMY RUGBY UNION

Background

1. The Army Rugby Union (ARU) is a Charitable Trust (registered number 245517) and is governed by the trust documents and the 'Constitution of the Army Rugby Union'. In addition it is a Constituent Body (CB) of the Rugby Football Union (RFU) and therefore must abide by its rules and byelaws which are issued annually and amended periodically. The recent growth of the ARU has meant that its rules and byelaws pertaining to membership have become disjointed and unclear. It is therefore the aim of this document to define membership in all areas and further provide clear guidelines on how personnel and unit clubs become members of the ARU. It is not intended to replace any policy currently held within the relevant documents but rather seeks to clarify detail where it is needed.

Membership

2. ARU membership can be defined in the following groups

    a. The Member Clubs
    b. The Management Board and Council
    c. Sub Committee Members and Volunteers[1]
    d. Honorary Members
    e. Individual Members

Member Clubs

3. Unit clubs who wish to play rugby union football must join the ARU as a member club. Membership of the ARU affords member clubs insurance cover under the Rugby Football Union insurance scheme which provides cover for individuals against death and total disability over and above the cover offered by the Ministry of Defence. Clubs who are not affiliated cannot play rugby union football and will therefore have no insurance cover. Clubs who are affiliated are covered at all times irrespective of location to train and play rugby union football at whichever level they choose, i.e. inter company/squadron/troop, men, women, veterans, sevens, tens etc. Games must be played according to the Laws of the International Rugby Board (IRB)

4. Clubs who wish to become members of the ARU must apply using the relevant proformae published annually on the ARU web-site and sent to all member clubs for renewal pre season in June/July of each year.

5. All clubs are to have a written constitution and must have the following appointments.

    a. President
    b. Chairman
    c. Secretary/Rugby Officer

6. Once a member club has been affiliated to the ARU they will be affiliated for the life of the unit or until the club wishes no longer to be a member. Membership is not transferable unless the unit to which the club belongs is disbanded and reformed under another name due to military restructuring.

[1] Volunteers include all members of the Army Rugby Union Referees Society.

7. Member Clubs are permitted to have 1 vote at ARU General Meetings.

8. Member clubs who qualify under the RFU byelaws are permitted to apply to become members of the RFU, The conditions for RFU membership is reviewed regularly and is promulgated annually by the RFU within the handbook. Clubs who meet the criteria are informed by the ARU. Membership of the RFU confers additional benefits and responsibilities to clubs such as a vote at General Meetings and the ability to purchase International tickets.

The Management Board

9. The role of the Management Board is to 'Manage the affairs of the Union, determine policy and have full power and authority over the use, disposition and investment of ARU funds. In addition the Management Board Members are 'de facto' trustees of the ARU charitable trust (less non-voting members).

10. The Members should be drawn from personnel who are currently serving within the regular Army. Where the Management Board see fit, it is permitted to select retired members of the Armed Forces to serve within the Management Board to fulfil a particular role (Such as a Non-Executive Director), They should, unless authorised, work on a voluntary basis and receive no payment for their services, however reasonable travel expenses will be paid for attending meetings or events where they are requested by the Management Board to represent the ARU.

11. The Management Board consists of the following,

a. **The Officers of the Union**, who are appointed annually by the ARU Council, these consist of the following

    (1) The Chairman
    (2) The ARU Representative on the RFU Council
    (3) The Secretary

b. **The Members**. The Members are selected from volunteers by the Chairman under advice from the Management Board or Council. They must be voted onto the Management Board by a majority vote of the Management Board. They are required to carry out tasks detailed by the Management Board in order to achieve the aims of the ARU as detailed in the ARU Constitution, ARU trust documentation and RFU publications. The current member appointments are detailed below

    (1) Director of Marketing
    (2) Director of Senior Rugby
    (3) Director of Academy
    (4) Director of Women's Rugby
    (5) Director of Finance
    (6) Director of Community Rugby
    (7) Non Executive directors
    (8) In attendance non-voting members

12. The Management Board will meet no less than 4 times per annum.

The ARU Council

13. The ARU Council is to act as a forum at which all elements of the game in the Army are represented. All members are 'voting members' (less the Secretary and co-opted in attendance members). Members are selected from volunteers currently serving in the Regular Army (as per the Management Board Para 10 above). They must be voted onto the Council by a simple majority vote. The Council will meet no less than 2 times per annum and will consist of the following members.

a. The Chairman and the ARU Management Board

b. The Council Members, the current appointments are as follows

(1) Chairman of Coaching
(2) Director of Masters
(3) Chairman BA(G) Rugby
(4) Chairman Discipline
(5) Chairman ARURS
(6) Chairman Corps Rugby
(7) ARU Media Officer
(8) Chairman Premiership Rugby
(9) Senior Medical Advisor

14. As detailed in Para 9a above, the ARU Council must vote in the Officers of the Union on an annual basis.

15. The Management Board and Council appointments together with the proposed representative on the RFU Council, must be approved at the ARU Annual General Meeting. Member Clubs may vote against the composition of the Management Board, Council or any appointment therein by raising an objection that has the support of at least two thirds of members present. Currently 20 members shall form a quorum and the Chairman will have the casting vote.

16. The Membership may make proposals to change the constitution or propose alternative individuals for appointments at General Meetings as long as the proposal has support of at least ten per cent of the ARU membership, the proposal will then be voted upon as detailed above in Para 13.

Non Executive Officers of the Union

17. In addition to the Officers of the Union listed in Para 10 a (1) & (3) the following Officers of the Union are ARU Members. They are entitled to attend Management Board Council or General Meetings but have no entitlement to vote. They shall also be appointed annually by the ARU Council. All must be drawn from personnel serving in the Regular Army.

a. The President
b. Deputy Presidents (No more than 4)

Sub Committee Members and Volunteers

18. Sub Committee Members and volunteers are appointed by the Directors or Chairmen to assist in the running of their area of responsibility. They are in all cases invaluable to the running of the ARU's activities and without such personnel the ARU would cease to function on all levels. These personnel are considered to be non-voting voluntary members of the ARU and will be issued with, and permitted to wear the ARU Members tie. This formalises and cements the relationships between the ARU its volunteers and sub committee members.

Honorary Membership

19. There are two Honorary ARU positions as follows

    a. **Vice Patrons** – Periodically the ARU may wish to recognise and honour individuals who have given particularly outstanding service to rugby union in general or the Army in particular. Such Vice Patrons shall be invited by the President on the advice of the ARU Management Board. It has become custom to invite the incumbent Director of the Army Sports Control Board to become a Vice Patron.

    b. **Honorary Life Vice Presidents** – From time to time the ARU may wish to honour an individual who has contributed substantially to the furtherance of the Union. The ARU may do so by inviting and thereafter appointing such an individual to be an Honorary Life Vice President. The invite is to be given by the ARU Council and the appointment will be announced at the Annual General Meeting.

Individual Members

20. The individual membership scheme (IMS), is a scheme that provides regular Army personnel with a focal point for all matters related to Army rugby. The IMS will promote the game across the Army and ensure all those not serving in a rugby playing unit can remain in touch with the Army rugby.

21. The IMS seeks to foster a sense of belonging and encourage the participation in Army rugby of players and non-players in the affairs and activities of the ARU; especially those in non-playing units or on detached duty. Members must meet the following criteria:

    a. Be a serving member of the regular Army (see above).

    b. Must not be serving in a unit classified as a Section one Rugby Club, which are those affiliated directly to the RFU. This will be monitored by the ARU Secretariat.

22. Members do not relinquish Membership upon leaving the Army unless they request to be removed from membership or cease to pay the annual subscription. Non-Serving members cannot renew membership once it has lapsed.

23. The document detailing full terms and conditions for IMS Members is attached to this policy document at Annex A.

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ANNEX A TO POLICY FOR MEMBERSHIP OF THE ARMY RUGBY UNION

ARMY RUGBY UNION INDIVIDUAL MEMBERSHIP SCHEME TERMS AND CONDITIONS

PURPOSE

The individual membership scheme known hereafter as IMS, is a scheme that provides Regular Army personnel with a focal point for all matters related to Army rugby. The IMS will promote the game across the Army and ensure all those not serving in a rugby playing unit can remain in touch with the Army rugby.

ETHOS

The IMS seeks to foster a sense of belonging and encourage the participation in Army rugby of players and non-players in the affairs and activities of the ARU; especially those in non-playing units or on detached duty.

MEMBERSHIP CONDITIONS

Members must meet the following criteria:

- Serving member of the Army[2].
- Applicants must not be serving in a unit classified as a Section one Rugby Clubs, which are those affiliated directly to the RFU a list of which can be found on the ARU website. www.armyrugbyunion.org.uk
- There will be a maximum of 500 members of the IMS; once this ceiling has been reached applicants will be consigned to a waiting list until a vacancy arises.
- Successful applicants must pay by subscription to the scheme annually on 1 September.
- The ARU reserve the right to refuse membership to personnel who they deem not to qualify for IMS membership or rescind membership at any time should members not meet the conditions of the scheme.
- The cost of subscription will be set by the ARU Management Board and may increase if necessary to cover the costs of administering the scheme; members will be informed of any increase in subscription costs prior to 1 September each year.

MEMBERSHIP BENEFITS

Members are entitled to the following benefits

- The receipt of regular information including ARU handbook and fixture information.
- The right to attend the ARU AGM as a non-voting member. The IMS membership are however, entitled to a single vote at the AGM, the vote may be cast via the ARU Secretary and must have the support of two thirds of the IMS membership to be ruled as valid.
- Invitations to ARU special events.
- The right to bid for International match tickets.
- The right to purchase and wear the ARU members tie.
- A discount on designated stock purchased from the ARU Shop.

[2] The ARU may invite a retired officer or soldier to become a member if they have made a significant contribution to rugby in the Army.

INTERNATIONAL MATCH TICKETS

The following terms and conditions apply the purchase of International tickets through the IMS:

- Individual members may only apply for International match tickets through the ARU by using the designated proforma which will be posted to members prior to matches.
- Individual membership does not automatically give members the right to international match tickets.
- Tickets will be allocated to individual members by the ARU who reserve the right to allocate tickets in a fair and equitable manner.
- Members must provide accurate credit/debit card details on completed ticket application proforma, failure to do so will prevent the processing of the application.
- By signing and returning the ticket application proforma, permission is given by the Individual Member to allow the ARU staff to debit their card for the full face value of allocated tickets. No payment will be taken if tickets are not allocated.
- Applications must be received by the ARU IMS by the date stated on the application proforma, applications received post this date will not be considered.
- The ARU will send tickets by registered mail; once the ticket has left the ARU office the ARU accepts no responsibility for the delivery thereof. The ARU does not accept any responsibility for tickets that have been lost or stolen and no refund will be offered or made. The RFU/ARU reserves the right not to replace lost or stolen tickets.
- Ticket allocations and sale are subject to the terms and conditions of the RFU. This prevents their re-sale to unauthorised agents (such as ticket touts or unauthorised hospitality companies) or to other third parties above the face value that is stated on the ticket. Individuals are also warned not to auction or re-sell tickets on internet web-sites such as 'ebay', each ticket has a unique serial number and can be traced by both the RFU and the ARU. Action will be taken against Individual members found contravening these terms and conditions.
- The ARU will not allocate tickets based solely on the fact that Members have booked flights and or accommodation to venues where matches are to be played.
- The ARU reserve the right to withdraw ticket allocations as they see fit.

FURTHER INFORMATION

The following additional information should be noted:

- The ARU Management Board reserves the right to amend these terms and conditions at any time without the consent of the IMS members.
- The initial point of contact for all Members of the IMS is the IMS Administrator, Mrs Kimberley Fowke, Tel: 01252 787082 Mil: 94222 7802 email: kfowke@ascb.uk.com
- The IMS is owned and run by staff employed by the Army Rugby Union (ARU) but is not a part of the ARU charitable trust.
- Subscriptions are non-refundable and will be paid into the ARU IMS account held at Holts Bank, Farnborough Branch, account number 10526965 sort code 16-19-26. Payment will be collected by standing order payment.
- There is no right of appeal should membership applications be rejected or membership terminated as detailed above.
- The ARU are committed to protecting the data of its members and are compliant with the regulations detailed within the Data Protection Act 1998.

ARMY RUGBY UNION - HEALTH AND SAFETY POLICY

References:
A. www.community-rugby.com
B. www.armyrugbyunion.org.uk
C. JSP 375 Leaflets 11 and 23
D. Ref: D/DTRG/14/04/02 dated 1 May 2009
E. RFU Handbook Regulation 9

Background

1. In the constitution of the Army Rugby Union (ARU), the stated aim is 'to promote and foster the game of Rugby Union the Army and its local communities in accordance with the laws of the game promulgated by the Rugby Football Union (RFU)'.

2. The Management Plan for season 2012-13 also has a mission statement stating that the ARU is 'to promote and govern rugby union in the Army through maintaining stable structures for the game that enable its successful development at all levels for the benefit of all its participants'. This is further outlined in the supporting Mission Statements which are as follows,

a. **Representative Rugby:** To provide a well organised and accessible opportunity for all eligible personnel to represent the Army at the highest level and be successful.

b. **Army Community Game:** To promote and develop the game within the Army community world-wide so as to encourage optimum participation and enjoyment at every level.

3. To allow these aims and mission statements to be met the ARU must maintain a Health and Safety Policy that provides all participants irrespective of level with guidelines and instruction so that they may play the game in a safe, low risk environment.[3] This document outlines the steps that are required to ensure that this happens. It is not intended to provide medical information or advice on treatment of injuries. Details regarding treatment of injuries along with other important information regarding rugby health and safety can be found at www.rfu.com/managingrugby/clubdevelopment/legalandadmin/healthandsafety all unit/club rugby officers and team managers/coaches are advised to familiarise themselves with the content contained therein.

4. The ARU has to adhere to both the RFU and the Army Chain of Command policies to ensure that Soldiers as rugby players are provided with a safe low risk environment and the details of both policies have been taken into account when producing this document.

ARU Health and Safety Policy

5. **Insurance:** To play rugby union in the Army all clubs must be affiliated to the Army Rugby Union. Affiliation provides clubs with a level of insurance (provided through the RFU insurers) should players suffer from death or permanent total disability. 'Top up' insurance is available for individuals who wish to obtain a higher level of insurance however it should be noted that Army personnel who are playing in a recognised match or training for rugby union are considered to be 'on duty' and will receive a level of cover through the military system. All event organisers/rugby officers are strongly advised to ensure that all participants are recorded through an entry into unit part one orders prior to

[3] It should be noted that the risk of suffering a catastrophic injury playing rugby union in England is 0.8 per 100,000 people per annum and is lower than other sports globally in the following order: American Football (1.0 person per 100,000 per annum), Swimming (1.8), rugby league (2.0), skiing (2.5), ice hockey (4.0), gymnastics (8.2) and horse riding (29.7) – Dr Colin Fuller, Centre for Sports Medicine, University of Nottingham: 'Catastrophic Injuries in Rugby Union: An Assessment of Risk (July 2007).

any rugby activity. Details on the level of cover, voluntary top up insurance for individuals, claims and other insurance information is also available at Reference A under the 'Club Management/insurance section.

NB. The RFU will not recognize clubs as playing the game of rugby union if they are not affiliated to a Constituent Body (i.e. The ARU) and therefore no insurance cover can be provided, clubs/units may affiliate to the ARU by completing the relevant proforma provided at Reference B the ARU web-site under the 'administration' section.

6. **Tour Insurance:** ARU clubs wishing to tour outside of the United Kingdom / BF(G) / Cyprus are to take out tour insurance, this should preferably done through the RFU insurer, details can be found on both the ARU and RFU web-sites.

7. **Risk Assessments:** All organisers/rugby officers are to carry out a risk assessment prior to all rugby events in accordance with Reference A, in addition to these risk assessments the ARU have published a checklist to act as an aide memoir for event organisers, (Annex A to this document).

8. **Medical Cover:** On 1 May 2009 the Directorate of Training (Army) issued Reference D, a letter regarding medical cover for sport. This letter is attached at Annex C and should be read by all rugby/organising officers and coaches.

9. The Army Rugby Union advises that before any organised sporting event occurs, it is must be subjected to a risk assessment carried out in compliance with JSP 375, Leaflets 11 and 23. When considering the provision of pitchside medical cover the availability of an appropriately qualified first aider[4] is to be assessed. **If a first aider is not available, the event is not to proceed without action to ameliorate the risk.** At all events an HSE-compliant first aid kit appropriate to the scale of the event is to be held at the pitchside, together with the means to contact the emergency services[5]. Players requiring medical attention are to be assessed at the pitchside; **if any doubt exists about the advisability of moving an injured player, the emergency medical services should be called without delay[6]**. All other service players who require medical attention should be moved (walked or driven) to the nearest medical facility, civilian players[7] who require medical attention should be advised to report to their own doctor or the nearest A&E Department at their earliest convenience.

10. All event organisers/rugby officers who require clarification of any of the above should in the first instance contact the ARU Secretary. Details regarding the contents of An HSE compliant first aid kit are attached (Annex B).

11. **Duty of Care:** In addition to the measures outlined above, event organisers, rugby officers, managers and coaches have a further duty of care to players, this is detailed below,

a. **Player Welfare:** The ARU is of the opinion that players run the risk of serious injury or 'burn out'[8] if they are permitted to play over 30 matches[9] per season[10] and therefore rugby

[4] 'Appropriately qualified' means trained to at least MATT 3 BCD, however wherever possible organising officers are to consider and utilise personnel who are trained and current in cervical spine stabilisation and other life support. Examples of such personnel include (but are not limited to RMO's, CMT's RMA's BATLS and BARTS trained personnel, and trauma management trained personnel.

[5] The means to contact the emergency services will vary and will be included in the risk assessment. For example, this could be via an adjacent guardroom or it may require the provision of a mobile phone

[6] Event organisers are to ensure that the emergency services can have unimpeded access to the pitch.

[7] To cover those events where military teams compete against civilian teams and where civil/military combined teams exist.

[8] 'Burn out is the term used to describe severe fatigue which will not only effect sporting performance but is likely to also have a negative effect on an individuals output within their military employment.

officers, team managers and coaches are requested that players within their jurisdiction do not exceed this limit. This includes matches played for club/unit, representative,[11] rugby league and civilian club rugby. For players who play to the limit of 30 matches per season, the ARU strongly advises that they take a break of at least 6 weeks (continuous) from rugby activity during the close season

b. **Front Rows:** Players under the age of 18 are not permitted to play in the front row during an adult rugby match, The ARU strongly advises clubs not to play personnel in any of the front row positions who are not adequately trained or have the relevant experience of playing in a front row position, if in any doubt clubs are requested to contact the ARU for advice. Coaches and match officials are to ensure that all front rows are adequately briefed prior to the start of every match.

12. **Spectators:** Spectators at matches must be provided with an environment from which they may safely observe. Spectators are not to encroach onto the playing area which is deemed to be the area 5 meters outside of the touchlines and dead ball lines. A barrier must be provided to prevent crowd encroachment at all Army competition matches[12] where a crowd is present, this barrier can be temporary in nature i.e. stakes and ropes or something more permanent such as post and rail fencing. Drinks at pitch-side must not be consumed from glass containers.

RFU Regulations

13. Reference C is issued by the RFU annually and deals with medical safety all clubs/units rugby officers and event organisers should be aware of the following reproduced below

Regulation 9 Medical safety

9.1 Wherever possible, the home Club should ensure a registered medical practitioner or other suitably medically qualified person is in attendance throughout the match. Prior to the start of a match, the home Club shall inform the Referee as to whether or not a doctor or registered medical practitioner is available.

9.2 The home Club must provide access to a working telephone (whether a mobile or otherwise) adjacent to the pitch and vehicular access for emergency vehicles.

9.3 Rugby is a physical contact sport. Injuries can and do occur as a result of playing rugby, either through isolated injuries or through continuous playing of the game over time. Participants should always consider their own fitness before commencing the playing of rugby and before any game. Participants should consider their own medical advice before playing and especially following an injury (following concussion this is mandatory).

9.4 Each Club is responsible for reporting all injuries that may result in an insurance claim to the RFU's insurance brokers.

9.5 Each Club must report to the RFU or as it may direct in accordance with the RFU's injury reporting system any injury which results in an individual being admitted to a hospital save for those taken to an Accident or Emergency Department and allowed home from there and any death occurring during or within 6 hours of the game finishing.

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[9] A match is considered to be over 40 minutes (or one half) of rugby without break (time spent off the field for injury or in the 'sin bin' must not be subtracted) if a player plays under 40 minutes this is deemed to be 'one half' of a match and should be taken into account when calculating a players matches during the season.
[10] A season lasts from 1 September to 31 May each year.
[11] Representative rugby includes all Corps and Army representative matches irrespective of level.
[12] For example the Army Premiership and Community Cup matches.

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Army Senior XV T

Back Row – WO2 M Carragher (Analyst) WO2 D Williams (Masseur/Ref Analysis) Col B Baker (Doctor)
Reeves, Capt M Lee, Cpl M Stewart (Asst Coach) SSgt A

Second Row – WO2 M Roberts (Asst Coach) Maj S McQueeney (Physio) LCpl S Rokoduguni, LBdr I Bo
LCpl P Nacavamuto, Pte J Prasad, Sgt D Percy (A

Front Row – LBdr S Speight, LCpl C Fillier, LCpl G Wessels, LCpl C Budgen, Capt D Duffus, Capt M Br
MBE (Chairman) Capt A Sanger (Head Coach) LSgt M Dwyer, C

Twickenham 2012

Photograph by Owen Munford

Sgt P Llewellyn, Lt R Bolger, LCpl I Damudamu, Cpl D Bates, LCpl J Kava, LBdr K Dowding, LCpl R Harvey (Conditioner) Sgt M Woodward (Asst Manager)

ladua, LCpl M Koroiyadi, Pte G Ferguson, WO1 S Silvester, LCpl B Seru, Cpl T Chennell, LCpl I Sela, Asst Manager) Lt Col G Thomas (Head Physio)

ragg MBE (Team Manager) Col A Allen MBE (Dir of Rugby) Sgt D Ball (Captain) Maj Gen SA Burley Cpl C Cummings, LCpl M Evans, Pte J Read, LCpl M Magnus

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Summary

14. As detailed above rugby union is a contact sport and injuries do occur, however by following the guidelines and advice given above the risks involved will be minimised and therefore an environment that is as safe as possible in which ARU clubs can enjoy the game will be provided. Clubs and units that seek further clarification on any information contained herein are to contact the ARU Secretary **Mil: 94222 7080 Civil: 01252 787080**

Annexes:

A. Rugby Union match safety check list
B. Contents required for HSE compliant first aid kit
C. Director of Training Letter detailing Medical Cover for Sport dated 1 May 09

RUGBY UNION MATCH SAFETY CHECK LIST

Serial	Task	Checked	Remarks
1.	**Insurance and Affiliation** • Teams have minimum mandatory death and total disability RFU insurance through affiliation to the ARU • Teams/event have/has been published on Unit Part I Orders of all participating units • Organisers of Leisure Rugby Competitions have informed the RFU Leisure Rugby Dept.		
4.	**Player Safety** • Qualified personnel appointed and present to officiate • Progressive warm up and warm down to be delivered by trained personnel • Players to be hydrated prior to match • Sufficient water to be made freely available to all participants during and after match • Players footwear (including studs) and clothing to conform to IRB regulations (Laws of the game - Law 4)		
2.	**Pitch Safety** • Pitch marked and flags positioned correctly • If spectators present pitch to be roped off at least 3metres from touchline • Posts secure in ground • Post protectors fitted and secure • Ground playable (not frozen or baked hard, no potholes, not waterlogged) • Ground free of foreign objects such as glass, concrete, large stones, dog waste.		
3.	**Medical** • Appropriately qualified first aid trained personnel must be in attendance[1]		

	• HSE compliant first aid kit present, checked and when used items replaced as soon as possible[2] • Telephone available for calling emergency services[3] • Safe unimpeded access to and from pitch for emergency service vehicles • Medical Centre staff informed of event		
5.	**Risk Assessment** • Risk assessment carried out in compliance with JSP 375, leaflets 11 and 23 • Risk assessment recorded		

1. The term 'appropriately qualified' means that personnel with the MATT 3 BCD must be present at unit matches however other personnel trained and current in cervical spine stabilization and other life support should be utilised if available. Examples of such personnel include (but are not limited to) RMO's, CMT's, RMA's, BATLS and BARTS trained personnel, and sports trauma management trained personnel.

2. RFU First aid equipment guidelines are attached.

3. Either a land line telephone in changing rooms/club house or guard room if situated close by, a mobile phone may be required but must be checked to ensure that network services are available pitch-side.

ANNEX B TO ARU HEALTH AND SAFETY POLICY

First Aid Equipment Guidelines

General Information
It is essential that first aid equipment is checked frequently therefore ensuring sufficient quantities and all items are usable. Always replenish contents of first aid box and kit as soon as possible after use. Items should not be used after the expiry date shown on packets.

On Site First Aid Facilities
First aid boxes should be made of suitable material and designed to protect the contents from damp and dust.

Guidelines for Standard First Aid Equipment Box:

• Guidance Card
• Assorted Adhesive Dressings (Plasters) x 20
• Sterile Eye pads (No. 16) x 2
• Medium Sterile Wound Dressings (No. 8) x 6
• Large Sterile Wound Dressings (No. 9) x 2
• Short Life Triangular Bandages x 4
• Disposable Gloves (Pair) x 3
• Antiseptic wipes x 6
• Emergency Foil Blanket x 1
• Disposable Resuscitation Aid x 1

Under no circumstances should prescription drugs be administered by first aiders or kept in the first aid box. Boxes should be clearly labeled and easily accessible. Emergency first aid should only be given by appropriately trained persons. A list of all qualified first aiders should be made clearly availabl

ARMY RUGBY UNION
HANDBOOK
SEASON 2011-2012

ANNEX C TO ARU HEALTH AND SAFETY POLICY

Directorate of Training (Army)
Headquarters Land Forces
Building 38a
Trenchard Lines
Upavon
PEWSEY
Wiltshire SN9 6BE

Telephone: 01980 615534
Military: 94344 5534
Facsimile: 01980 615157
DII: LF-TrgDivA-ITrg-PD-SO2

Reference: D/DTrg/14/04/02

See Distribution

Date: 1 May 2009

MEDICAL COVER FOR SPORT

References:

A. LAIT Report DB1296 dated 15 Nov 2004 (NOTAL).
B. DIN 2007 DIN01-105 - Status of Sports in the Services.
C. Games and Sports in the Army.
D. D/DTrg (A) 11827Dated 28 Nov 05.

INTRODUCTION

1. Reference A is the Land Accident Prevention and Investigation Team (LAIT) report into a sports accident that happened in Nov 04. Amongst other actions, the report recommended that:

> "*The Directorate of Individual Training (Army) now Directorate of Training (Army) issue a policy on the need for sports officials to be responsible for the management of casualties during play*".

AIM

2. The aim of this letter is identify what sports attract the highest degree of risk and in doing so decide on the appropriate form of medical cover to assist the sport in providing sufficient health and safety regulations. Although it is clearly incumbent upon DTrg (A) to set the policy on what is the minimum requirement in terms of Sports medical cover, there are NGB and ASCB regulations and rules which are reviewed annually and may impact upon the minimum requirement of medical cover at all levels of competition.

ASSUMPTIONS AND LIMITATIONS

3. **Assumptions.** In developing this policy, it has been assumed that:

a. The MATT 3 BCD will be a sufficient level of first aid should the incidence require such action.

b. There is likely to be neither a significant increase in the number of qualified sports coaches/officials in the near future nor any major change to the design of sports officiating/coaching courses to include additional first aid training.

4. **Limitations.** In developing this policy, the following were limiting factors:

a. The proposed policy must not inhibit participation in sport in units.

b. National Governing Body (NGB) guidelines for the requirement for sports medical cover are limited and at best are less than what is required by the MOD.

c. There is a recognised shortage of qualified sports officials and coaches at grass roots level within the Army.

SPORTS MEDICAL COVER MATRIX

5. Attached at Annex A is a matrix of all Synopsis, Recognised and Approved sports conducted within the Army which are categorised as High, Med or Low risk. Each category shows the minimum amount of sports medical cover that is required in order for unit sport to be conducted safely. Each sport where possible should have a competent, current and qualified coach or official. A risk assessment must be carried out by whoever is conducting the sport/event.

6. The ASCB Sports Associations and Unions are to liaise annually with their respective NGB in regard to any changes to Risk Assessments or First Aid requirements associated with their sport. Where changes are relevant and appropriate the ASCB are to inform units through Div SO2PD Branches.

CONCLUSION

7. Sport is both an essential element to service life and as so should be actively encouraged whenever possible. Safety of the individual should always remain the main priority but common sense should also be shown in allowing sport to take place in providing sensible and practical steps should an accident happen on the field of play.

{Original signed}

M J ANNIS
Maj
for SO1 PD

Annex:
A. Sports Medical Matrix.

Distribution:
Div HQ - SO2PD for dissemination to all units within their AOR
ARTD - SO2 Ops & Plans
RMAS - SO2PD
ASCB - Secretary for dissemination to all Sports Secretaries

Copy to:
SO1 PD

ANNEX M TO CHAPTER 5
MINIMUM MEDICAL COVER REQUIREMENT FOR UNIT LEVEL COMPETITIVE SPORT

Ser	Sport	Residual Risk Factor[13]: High, Med or Low	Minimum Medical Cover	Remarks
	Synopsis Sports			
1	Athletics – Track and Field	Med	**3**	
2	Association Football	Med	**3**	
3	Cricket	Med	**3**	
4	Hockey	Med	**3**	
5	Lawn Tennis	Low	**3**	
6	Netball	Med	**3**	
7	Rugby Union/League	High	**3**	
8	Squash	Med	**3**	
	Recognised Sports			
9	Badminton	Low	**3**	
10	Basket ball	Med	**3**	
11	Boxing	High	**1**	See DGPL xx/10
12	Canoeing	Med	**3**	
13	Cross Country Running	Low	**3**	Account for all competitors
14	Cycling	Med	**3**	
15	Equestrian/Show Jumping	High	**2**	
16	Fencing	Med	**3**	
17	Gliding	High	**3**	
18	Golf	Low	**3**	
19	Hang and Paragliding	High	**3**	
20	Indoor Climbing	Low	**3**	
21	Judo/Martial Arts	High	**3**	
22	Marathon Road Running	Med	**3**	
23	Modern Pentathlon	High Med	**2** **3**	Equestrian element

[13] Taking into account normal risk controls.

Ser	Sport	Residual Risk Factor[13]: High, Med or Low	Minimum Medical Cover	Remarks
				Other disciplines
24	Polo	Med	**3**	
25	Rounders	Low	**3**	
26	Rowing	Med	**3**	
27	Sailing: Offshore/Dingy and Windsurfing	High	**3**	
28	Sport Parachuting	High	**3**	
29	Swimming/ Water Polo/Diving	Low	**3**	
30	Table Tennis	Low	**3**	
31	Target Shooting	Low	**3**	
32	Triathlon	Med	**3**	Account for all competitors
33	Tug of War	Med	**3**	
34	Volleyball	Med	**3**	
35	Wave Riding/Surfing	Low	**3**	
36	Winter Sports	High	**3**	Alpine, Snow Board, Bobsleigh, Skeleton & Luge
Approved Sports				
37	Angling	Low	**3**	
38	Archery	Med	**3**	
39	Equestrian: Horse Racing	High	**2**	
40	Ice Hockey	Med	**3**	
41	Lacrosse	Med	**3**	CMT preferred
42	Power Lifting	Low	**3**	
43	Rackets	Med	**3**	
44	Real Tennis	Low	**3**	
45	Waterskiing/ Wake Boarding	High	**3**	
46	Winter Sports	High	**3**	Tobogganing (Cresta) & Telemark
Individual/Collective Training				
47	Motor Sports	High	**2**	Detailed recovery & evacuation plan
48	Orienteering	Med	**3**	Account for all competitors
49	Winter Sports	Low	**3**	Biathlon/Nordic

1. All 'Other Sports' should have a minimum of MATT 3 BCD Level 2 trained personnel present, an appropriate First Aid Kit and a mobile phone with contact numbers of the nearest Accident

and Emergency units. A risk assessment must be undertaken prior to the commencement of any competition or training taking place.

Rsidual Risk Factor

2. Residual Risk is the level of risk remaining after regulatory controls have been applied to the normal hazards of the sport. The Acceptable[14] Residual Risk has been categorised as:

a. *High*: There is still significant risk of injury or danger associated with normal conduct of the sport. Officials and participants must understand this and remain alert at all times to them occurring, being prepared to take preventative or restorative action.

b. *Medium*. There is still risk of injury or danger associated with normal conduct of the sport. Officials and participants must understand this and remain alert at all times to them occurring, being prepared to take preventative or restorative action.

c. *Low*. There is low risk of injury or danger associated with normal conduct of the sport. However officials and participants must remain alert at all times to them occurring, being prepared to take preventative or restorative action.

Minimum Medical Cover Requirements

1	Ambulance (within 10 mins), Doctor (with resuscitation/BATLS qualification or supported by so qualified military medic or civilian paramedic), airway management and spinal board equipment, and Risk Assessment.
2	Ambulance with medical staff, appropriate First Aid Kit (including spinal board equipment), mobile phone, number to nearest Accident and Emergency unit and Risk Assessment.
3	MATT 3 BCD Level 2 trained personnel present, appropriate First Aid Kit, mobile phone, number to nearest Accident and Emergency unit and Risk Assessment.

3. MATT 3 BCD Level 2 covers the following subjects:

- Conduct Adult Basic Life Support (External Cardiac Compression & External Artificial Respiration)
- Treat a casualty with breaks and dislocations
- Treat a casualty with burns
- Treat a casualty with heat/cold injury
- Treat a casualty suffering from the effects of shock
- Implement accident management
- Conduct casualty management
- Treat an unresponsive casualty
- Treat a casualty who is bleeding

4. The First Aid Kit must be appropriate to the usual type and level of injuries caused in that sport.

Further Guidance

5. Units should contact the Army Sports Associations & Unions for advice on the requirement for additional medical cover.

6. Army Sports Associations and Unions are to contact their NGB annually to identify any changes to risk assessments and First Aid requirements for their sport.

[14] JSP 375 Vol 2 leaflet 11 refers.

ARMY RUGBY UNION – POLICY FOR OVERSEAS RUGBY TOURS

References:
A. 2008DIN10-039 Army Overseas Sports Tours and Visits.
B. The Values and Standards of the British Army.
C. ARU/Chmn/1 The ARU Discipline Policy, issued annually by ARU Chairman Discipline
D. ARU Overseas Tour Pack.
E. 2007D10-028 Application for Army Sports Lottery Grant.
F. JSP 462 Chapter 25

INTRODUCTION

1. The purpose of this ARU policy document is to provide supplementary guidance to Ref A for teams wishing to undertake a rugby tour to an overseas location. Rugby tours are a popular means of maintaining the balance in the military covenant for soldiers, and in so doing they must be considered a powerful recruiting and retention tool for commanders. This document will provide advice on the specific details for rugby union tours that is applicable to all levels.

DEFENCE DIPLOMACY

2. The success of the Army representative sides over the years, at a national and international level, has raised global awareness of the ARU brand and at the highest levels in the case of the Army 7's team. Therefore, every team from within the British Army that conducts and overseas tour must, by association, reinforce this legacy at the appropriate level of competition. A vital aspect of any touring team must be to engender the development of rugby in that location. At its most basic this is achieved by playing games but it should also consider the ability to support local community initiatives as representatives of the British Army abroad. The image of any team must reinforce and support the Army brand of 'Being the Best' and ensure that 'best and fairest' is extended to being seen as a force for good in its touring environment. Certainly strong liaison with other nations' military teams is to be encouraged, and contact with other civilian teams must be examined for wider advantage or consequence, so as to optimise opportunity and avoid any unintended embarrassment – the ARU are always available and a valuable source of information and advice on these matters.

STANDARDS OF BEHAVIOUR AND DISCIPLINE

3. It is self-evident that the Army requires all its members to conduct themselves in accordance with Ref B the Values and Standards of the British Army and there should be no compromise of these during a rugby tour. Indeed, increased awareness and exposure to the general public, often in foreign countries, requires all members of a touring party act as 'ambassadors' of the ARU and British Army both on, and off the pitch. Ref C covers the detail of what is expected on the pitch by players and how discipline matters are to be handled and reported where necessary (précis available in the ARU Handbook). Any significant matter of discipline off the pitch needs to be dealt with by the OC of the touring party, who in turn needs to

be of the requisite rank and have the authorised power to deal with the immediate discipline action. Matters of a serious nature must be reported as soon as practicable to the chain of command and to the Defence/Military attaché of the UK High Commission/Embassy in country.

DEVELOPMENT OF A TOURING PLAN

4. An overseas tour demands foresight and rigorous adherence to a number of mandatory steps. There is no such thing as an unofficial tour, and a tour consists of three or more matches in order to qualify for Army Sports Lottery (ASL) funding. The military estimate and orders processes provide a useful framework for planning and execution of a successful rugby tour.

5. **Timeline**. The timings that a tour organiser needs to bear in mind are outlined below, with the detail provided in the ARU Tour Pack, Ref D:

a. T – 12 Months. Gain broad agreement within the club and with the chain of command to tour. Write to the Defence Attaché (copy to ARU) of the country to be visited with an outline plan.

b. T – 9 Months. Contact ARU Secretariat for an Overseas Tour Pack, Ref D.

c. T – 7 Months. Apply to Army Sports Lottery for Tour Grant, Ref E relates, noting that all personnel must be members of the Army Sports Lottery in order to qualify for a grant.

d. T – 6 Months. Apply to the Secretary of the Army Sports Control Board (ASCB) for permission to tour enclosing written agreement from the Defence Attaché. Apply to ARU, using forms in Ref D, for permission to tour enclosing proof of: Tour insurance; Permission from overseas Union; Tour fixtures complete with contacts in country; and agreement from ASCB.

6. **Aims and Objectives**. The broad aim of a tour might be to win a particular event or series of fixtures in order to prepare/develop the club or team. The associated objectives might consider the specific playing or developmental outcomes as well as the wider effects that may be achieved. These wider effects could well be linked to a unit/formation plan or Army initiative. Tours are retention positive activities and wherever possible this should be measured and quantified in the resultant Post Tour Report (PXR). Furthermore the objectives might consider the third party effects that it wishes to have in the country to be visited. Again these might reasonably seek to promote and assist in the development of rugby union but may also include enduring association and support to a community that has hosted them. A strong and worthy set of aim and objectives will garner more support for a tour than generic and ambiguous statements.

7. **Financial Support**. There is a raft of opportunities for financial support available to rugby tours, ranging from individual and unit contributions to ASL grants and ARU Community grants, and including corporate grants from industry – often referred to as ‘sponsorship’. Army representative teams must conform to the corporate support agreements that have been established for the relevant season by the ARU, where they apply. Units are at liberty to find

their own corporate financial support but are reminded to ensure that it is appropriate – if in doubt the ARU Secretariat can, and will provide direction. Further detail regarding sponsorship can be found in Ref F

8. **Insurance**. All teams must have insurance cover for both playing and touring. This is absolutely mandatory and the level of insurance required will often be dictated by the medical facilities and cost available in the destination country. The RFU in conjunction with Marsh provide a tour insurance policy that covers most eventualities likely to be encountered on an overseas tour. The ARU recommends that touring teams take out this policy in preference to those offered by tour operators which may not provide a sufficient level of cover. If Tour organisers take out insurance policies in preference to the RFU backed scheme they must ensure that a level of cover commensurate to that offered by Royal and Sun Alliance is available.

9. **Training Camps**. These are not covered by the ARU touring policy other than for the Army representative sides where a training camp in preparation for the Inter-Services competition may be considered.

10. **Publicity**. All tours must consider information operations – who, what, where, how and when they might be influencing the wider community. This work should align with and support the aim and objectives of the tour. Tour OCs must plan and be ready for engagement with interested Press in order to best exploit opportunities and protect the reputation of the British Army.

11. **PXR**. All tours must produce a PXR in accordance with Ref D and the completed document should be sent to the RFU and copied to the ARU with 4 weeks of completion. An important aspect of any such PXR is a cost~benefit analysis of the tour. This can provide empirical or objective data that helps to ensure the future of rugby union tours and is likely to be useful to other teams wishing to undertake similar enterprise in the future.

POINTS OF NOTE

12. **Prize Money**. The ARU policy is that prize money is generally tax free and may be distributed to the competing individuals (including management, coaching, medical and playing staff) where appropriate and up to a value of £250 but not exceeding 50% of the total prize money. The remaining cash should be passed on to the sponsoring unit (i.e. the ARU in the case of Army Representative sides) and either donated to a relevant charity (i.e. SSAFA, ABF, RBL etc.) or retained for use in sport related (preferably rugby) activities. This does not preclude the ability to retain a percentage of cash for the ARU and award the residue to charity if the ARU so wishes. Although the ARU has no jurisdiction over its member clubs in this area it strongly advises that they consider this model when prize money is awarded.

13. **Army Representative Side Touring Schedule**. The ARU Council have agreed the following touring schedule for the Army's Representative sides based on a four year rotational basis:

a. **Year 1- 2011**. Army Senior XV to coincide with the planned Defence World Cup (inaugural year 2011).

b. **Year 2 - 2012**. Women's' XV

c. **Year 3 - 2013**. Army XXXV to coincide with entry in to the World Masters Games.

d. **Year 4 - 2015**. Academy

e. **British Army Germany BA(G)**. While not a formal part of the Army Representative Touring Schedule any bids will be considered by the ARU on an individual basis.

f. **The Army Sevens Team**. The Army Sevens team will be allowed to take part in competitions overseas and the ARU Management Board will permit entry into overseas competitions which meet the following criteria

(a) The competition must be within the authorised sevens season (1 June – 31 Aug annually)

(b) The competition must be of sufficient standard against similarly elite opposition

(c) The competition must be included in the annual budget submission

(d) Travel and accommodation should not be prohibitively expensive.

g. When not involved in the Defence World Cup the Army Senior XV will undertake an overseas training camp prior to the Inter-Services series.

SUMMARY

The opportunity for members of the Army to undertake overseas rugby tours is one that can deliver disproportionate benefit across a range of Army, unit and individual measures, and it is something that every player should aspire to. The organisation and execution of overseas tours requires a good deal of commitment (command, individual and financial) in order to achieve the very best results. The ARU policy is to support overseas rugby tours wherever practicable and this policy document provides the salient issues that must be considered. Much of the detailed work that must be undertaken in organising an overseas rugby tour is provided in Refs A-E and further advice is always available from the ARU website or the ARU Secretariat.

DISCIPLINE & GOVERNANCE

1. The Rugby Football Union (RFU) has delegated to the Army Rugby Union (ARU) as one of the Constituent Bodies, the power to hold enquiries and inflict punishment or take such action as they see fit, subject to a right of appeal to the RFU. The ARU may act in relation to Clubs who are members of the ARU in relation to:

a. any infringement of any Law of the Game; or
b. any conduct which is in the opinion of the ARU prejudicial to the interests of the Union or of the Game as authorized by RFU Rule 5.12; or
c. any infringement of any of the RFU Regulations and/or IRB Regulations relating to the game.

2. Discipline matters in BA(G) will normally be dealt with under the direction of the Chairman BA(G) Rugby through their Chairman of Discipline. The ARU Chairman of Discipline &Governance will undertake the role as Chairman for all other hearings in the UK or other countries out with BA(G).

3. Every club accredited to the ARU shall be responsible for the conduct of its own members. Any disciplinary cases regarding players at Army representative level (including inter-Service rugby matches) and other such cases considered by the ARU to merit special consideration will be handled by the RFU. Until proved otherwise at a hearing, a player sent from the field of play, may continue to play in subsequent matches until the Disciplinary Committee has considered the case. However, a player, or his club, may decide that the player should not play pending the hearing and this will certainly help in any mitigation for the player in the hearing if this happens. The commanding officer must be involved in this decision and must take into account the alleged severity of the offence when making his decision.

4. All clubs should note the information contained within the Discipline & Governance section on the ARU web site. This gives further information concerning discipline and governance areas.

DISCIPLINARY COMMITTEE

5. The following will constitute an ARU Disciplinary Hearing Committee:

Chairman	ARU Chairman of Discipline/Governance
Members	Two/Three members appointed by the ARU. Where possible, they should not be of the same cap badge of the accused. All members should have been accredited by the RFU
Secretary	Secretary of the ARU (or a nominated replacement)

In all disciplinary hearings, the ARU Chairman of Discipline would wish to see, if at all possible, the match referee in attendance. A representative of the Army Rugby Union Referees Society (ARURS) may, if required, be called to act as an observer for law interpretations.

FUNCTION OF THE DISCIPLINARY COMMITTEE

6. The function of the Disciplinary Committee is to take such action including, if it sees fit, the award of punishment additional to the sending off. If the referee states at the hearing that he may have made a mistake and that the player may not have committed the offence for which he had ordered him off then the Disciplinary Committee will direct that no conviction be recorded against the player concerned.

FUNCTIONS OF THE REFEREE

7. Under the provision of Law 6 of the Laws of the Game, the referee during the game is the sole judge of the fact and of law.

RULE 5.12 CASES

8. Where information is given in writing to the ARU Chairman of Discipline & Governance, the ARU Secretary or Chairman BA(G) Rugby from a named person within the game (i.e. not anonymously), or an individual has been charged with a criminal offence, which in the opinion of the ARU would amount to a prima facie case of breach of Rule 5.12, the ARU may require the person or club to whom that information relates to attend before a Disciplinary Hearing to answer the allegations. Cases of misconduct outside the playing enclosure, e.g. at the annual Army v Navy fixture or in the clubhouse, must be referred to the ARU for consideration under 5.12.

PROCEDURE

9. The following procedure is to be adopted regarding a player or official dismissed from the field of play or touchline:

a. Referee

(1) Contact the ARURS Divisional (or equivalent) representative on the next working day who will inform the ARU Secretary immediately.

(2) Complete and sign a report within 48 hours and send a copy by the fastest appropriate means eg. Fax/e-mail to:

Secretary ARU
Club (Unit) of the offending individual
ARURS Divisional (or Equivalent) representative

b. ARU. The ARU Chairman of Discipline & Governance or ARU Secretary, on receipt of the report, and once a date has been set for the hearing should:

(1) Send one copy to the CO of the player's unit giving notice of the date, time and place of the disciplinary hearing requesting him to advise the individual of this and of his right to be present and to furnish evidence; and notify the referee and ARURS Divisional Representative of the hearing and invite them to attend (Copy to Secretary ARU)

THE HEARING

10. Prior to the hearing the player (and his rugby officer) must read and fully understand the RFU Rules & Disciplinary Procedures (Regulation 19) available on the RFU website – www.rfu.com. They should also look at the ARU website – www.armyrugbyunion.org.uk. These websites are to aid the rugby officer and the accused to prepare them for the hearing. Unfortunately, past hearings have demonstrated that not all unit, rugby officers, players and COs fully appreciate and understand the complexities and detail of what is required.

11 The player, and referee in attendance, are entitled to be present throughout the hearing, but not during the deliberation.

12. Witnesses should only be permitted to be present in the room whilst they are giving evidence or making statements.

13. The player may nominate one person to be present throughout the hearing and represent his case.

CONDUCT

14. The referees report should be read in its entirety by the Secretary of the hearing.

15. The referee, when present, may make additional comments to clarify his report. If at this stage the referee states that the player did not commit the offence for which he was ordered off, the committee is to resolve that no conviction be recorded against the player and that the meeting be terminated. The referee may be questioned by the player, his representative, and members of the committee.

16. The player or his representative may make a statement.

17. Witnesses may be called and make their statements, and be cross questioned by or on behalf of the player and by the committee. Video evidence is admissible and may be judged on face value. Written statements are acceptable but clearly cannot be questioned. Should these contain information which may significantly affect the case, the chairman should consider an adjournment until the witness can be present.

18. The unit representative will make a statement as to the character of the player and in mitigation.

19. The disciplinary committee should then deliberate on the case. The Chairman will at the conclusion of the deliberation, and in the presence of the player, the representative and the referee (if present) state the finding of the committee and the punishment, if appropriate.

Note: Questions to the player, referee or to witnesses may only be put through the Chairman or members of the committee. The referee may only be questioned with a view to clarifying his report but not to challenge the facts.

PROMULGATION OF PENALTY

20. Penalties will be promulgated by the following means:

a. ARU. The Secretary will report the decision of the Disciplinary Committee to:
(1) ARU Management Board & ARU Council (as required)
(2) The RFU on the prescribed form
(3) The CO of the unit to which the player belongs
(4) The Secretary ARURS

NOTES ON PENALTIES

21. a. When imposing sanctions, disciplinary panels dealing with an ordering off and/or citing shall apply the recommended penalties for illegal and/or foul play set out at the bottom of these instructions.

b. Disciplinary panels shall undertake an assessment of the seriousness of the player's conduct which constitutes the offending and categorize the offence as being at the lower end, mid range or top end of the scale of seriousness in order to identify the appropriate entry point for consideration of a particular incident(s) where such incident(s) is expressly covered below. Such assessment of the seriousness of the player's conduct shall be determined by reference to the following features of offending:

(1) The offending was intentional, that is, committed intentionally or deliberately;
(2) The offending was reckless, that is the player knew (or should have known) there was a risk of committing an act of illegal and/or foul play;
(3) The gravity of the player's actions in relation to the offence:
i Nature of actions, manner in which offence committed including part of body used, i.e. fist, elbow, knee or boot;
ii The existence of provocation and whether the player acted in extent of injury, removal of player from game);
(4) The effect of the offending player's actions on the victim (i.e. extent of
injury, removal of player from game);
(5) The effect of offending player's actions on the game;
(6) The vulnerability of victim player including part of victim's body involved/affected, position of player, ability to defend himself;
(7) The level of participation in the offending and level of premeditation;
(8) Whether the conduct of the offending player was completed or amounted to an attempt;

Any other feature relevant to the offending.

Based on the assessment of the offence(s) under consideration against the above features of offending, the disciplinary panel shall categorize the offence(s)

as being at the **lower end, mid range or top end** of the scale of seriousness of offending and identify the applicable entry point where set out in the table below.

c. Having identified the applicable entry point for consideration of a particular incident, disciplinary panels shall identify all relevant aggravating factors and determine what additional period of suspension, if any, above the applicable entry point for the offence should apply to the case in question. Aggravating factors include the following:

(1) An absence of lack of remorse and/or contrition on the part of the offending player;
(2) The player's status as a persistent offender of the laws of the game;
(3) The need for a deterrent to combat a pattern of offending;
(4) Any other off field aggravating factor that the disciplinary panel considers relevant and appropriate.

d. Thereafter, disciplinary panels shall identify all relevant mitigating factors and determine if there are grounds for reducing the period of suspension, if any. Mitigating factors include the following:

(1) The presence and timing of an acknowledgement of culpability/guilt by the offending player;
(2) A good record and/or good character;
(3) The age and experience of the player;
(4) The player's conduct prior to and at the hearing;
(5) Remorse to the player's actions and the victim player;
(6) Any other off field mitigating factors the panel considers relevant and appropriate.

22. The table below, as produced by the RFU may be amended at any stage. Clubs should ensure that they note the most up to date table on the RFU web site.

DESCRIPTION AND LAW (Check with www.rfu.com for latest laws, entry points and sanctions)	**ENTRY POINT BASED ON Scale of Seriousness of the Player's conduct, which constitutes the offending. Lower End (LE), Mid Range (MR), Top End (TE)**	**MAXIMUM SANCTION**
10(4)(a) Striking another player with the hand, arm, fist including the elbow	LE - 2 weeks MR – 5 weeks TE – 8+ weeks	52 Weeks
10(4)(a) Striking another player with the elbow	LE - 2 weeks MR - 5 weeks TE – 9+ weeks	52 Weeks
10(4)(a) Striking an opponent with the head	LE - 4 weeks MR – 8 weeks TE -12+ weeks	104 weeks

10(4)(a) Striking an opponent with the knee	LE – 3 weeks MR – 8 weeks TE – 12+ weeks	52 Weeks
10(4)(b) Stamping or trampling on an opponent.	LE – 2 weeks MR – 5 weeks TE – 9+ weeks	52 weeks
10(4)(c) Kicking an opponent	LE - 4 week MR -8 weeks TE –12+ weeks	52 weeks
10(4)(d) Tripping an opponent with the foot/leg	LE - 2 weeks MR - 4 weeks TE – 7+weeks	52 weeks
10(4)(e) Dangerous tackling an opponent, including early or late and including the action known as the “stiff arm tackle”	LE - 2 weeks MR – 6 weeks TE – 10+ weeks	52 weeks
10(4)(f) Dangerous charging or obstructing or grabbing the opponent without the ball, including shouldering	LE – 2 weeks MR – 5 weeks TE – 9+ weeks	52 weeks
10(4)(f) Holding, pushing or obstructing an opponent not holding the ball, except in a scrum, ruck or maul	LE - 2 weeks MR – 4 weeks TE – 6+ weeks	52 weeks
10(4)(g) Dangerous charging or obstructing or grabbing of opponent carrying the ball, including shouldering.	LE - 2 weeks MR - 5 weeks TE - 9+ weeks	52 weeks
10(4)(h) Charging into a ruck or maul	LE - 3 weeks MR - 5 weeks TE - 9+ weeks	52 weeks
10(4)(i) Tackling jumper in the air	LE - 3 weeks MR - 6 weeks TE - 10+ weeks	52 weeks
10(4)(j) Lifting a player off the ground and dropping or driving that player into the ground whilst that player’s feet are still off the ground such that his head/upper body comes into contact with the ground first	LE - 3 weeks MR - 6 weeks TE - 10+ weeks	52 weeks

10(4)(k) To cause a scrum, ruck or maul to collapse	LE - 2 weeks MR - 5 weeks TE - 8+ weeks	52 weeks
10(4)(m) Biting	LE - 12 weeks MR - 18 weeks TE - 24 + weeks	208 weeks
10(4)(m) Contact with eyes or eye area	LE - 12 weeks MR - 18 weeks TE - 24+ weeks	156 weeks
10(4)(m) Testicle grabbing or twisting or squeezing	LE - 12 weeks MR - 18 weeks TE - 24+ weeks	208 weeks
10(4)(m) Verbal abuse of players based on religion, race, colour or national or ethnic origin or otherwise	LE - 4 weeks MR - 8 weeks TE - 13+ weeks	52 weeks
10(4)(m) Spitting at players	LE - 4 weeks MR - 7 weeks TE - 11+ weeks	52 weeks
10(4)(m) 2 yellow in one match	LE - SOS TE - the lower end of the range for the more serious of yellow card offences	52 weeks
10(4)(m) Totting up of 3 foul play yellow cards within season – applies only to Levels 1-4	LE - 1 week TE - the lower end of the range for the more serious of the yellow card offences	52 weeks
10(4)(m) Verbal abuse of players based on religion, race, colour or national or ethnic origin or otherwise	LE - 4 weeks MR - 8 weeks TE - 13+ weeks	52 weeks
10(4)(s) Threatening words or action towards match officials	LE – 12 weeks MR – 24 weeks TE – 48+ weeks	260 weeks
10(4)(s) Verbal abuse of match officials	LE – 6 weeks MR – 12 weeks TE – 18+ weeks	52 weeks
10(4)(s) Physical abuse of match officials	LE - 24 weeks MR - 48 weeks TE - 96+ weeks	Life

Note: Notwithstanding the above, the recommended sanctions, in cases where the player's actions constitute mid range or top end of offending for any type of offence which had the potential to result, and in fact, did result in serious/gross consequences to the health of the victim, the Disciplinary Panel may impose any periods of suspension including a suspension for life.

Normally players will be entitled to no more than a maximum of 50% discount from the entry point. However Disciplinary Panels can apply a greater reduction from the entry point suspension where it makes each of the following findings:

a. the Player's conduct is to be categorized under Regulation 8.2.5 at the lower end of the scale of seriousness;
b. there are no on-field or off-field aggravating feature;
c. there are compelling on-field and/or off-field mitigating factors; and
d. there are truly exceptional circumstances that make it necessary to apply a greater reduction than 50% from the entry point in order to avoid clear injustice/unfairness to the Player charged.

23. Any period of suspension imposed by the Disciplinary Panel may:

a. Be back-dated to start at such a date as it thinks fit if it wishes to take account of any effective disciplinary action taken by the player's club arising out of the same incident.
b. Include or exclude the whole or any part of the closed season taking into account any tour or other games to which the player is committed.

24. When the the ARU Disciplinary Committee imposes a period of suspension it should:

a. Make it clear whether the period of suspension is from playing or administration or both.
b. Specify the exact dates (not simply the number of days) between which the suspension will take place, the commencing and finishing dates to be inclusive of the period of suspension. The period of suspension may be split into two distinct periods to exclude the whole or part of the closed season.
c. Previous offences should be taken into account only when deciding the scale of the punishment.

25. These rules are taken from the RFU Regulation 19 – Discipline taken from the RFU Handbook 2012/2013 (RFU Disciplinary Regulations) and have been adapted as necessary for the ARU. Further guidance can be sought from the ARU Secretary or Chairman of Discipline &Governance. Lastly, please note that the RFU regulations can change in year and so the RFU website should always be used in the first instance.

REFEREE APPOINTMENT CONTACT

Senior Appointments Secretary

Appointment Secretary	Major Mike Bland	01223 275114 94658 5114 07786 195658 mike_bland51@hotmail.co.uk michael.bland466@mod.uk 254MED-RHQ-QM@mod.uk

Appointments Below (Level 9)

SAS1 (Devon/Cornwall)	Bob Morrison	01803 677209 07767 011816 bobmorrison959@blueyonder.co.uk
SAS2 (D&W/Somerset)	Captain Simon Walker	94342 3441 07747 607014 simon.walker31@mod.uk simon.walker674@armymail.mod.uk
SAS2 (D&W/Somerset) Deputy	Bdr Steve Davies	01873 831530 07943 147654 stephen.davies251@mod.uk stephen_42@hotmail.com
SAS3 (Hants/Berks)	Lt Cdr Matt Kiernan	01214 158863 07738 803503 mattkiernan95@hotmail.co.uk DNSResLead.RESEARCH@rcdm.bham
SAS4 (Sussex/Surrey /Kent/S London)	WO2 (QMSI) Dave Hamilton	01635 204257 07920 015199 hammy@tesco.net DISC-RSMS-GE-QMSI@mod.uk
SAS5 (Oxon/Herts/Beds/ Bucks/Northants/ Middlesex/N London) Deputy	Flt Lt Fraser Todd	95221 3871 07879 026580 fraser.tod536@mod.uk fraser_tod@hotmail.com
SAS6 (Suffolk/Norfolk/ Essex/Cambs)	Paul Hughes	07851 410681 01223 301673 AFCOCambridge-ACA3@mod.uk

SAS7 (Leics/Notts/ Lincs/Derbyshire)	Sgt Griff Griffiths	95771 7972 01522 727972 Lyndon.Griffiths591@mod.uk WAD-ELW-MMDF R&D-LFP SNCO@mod.uk
SAS8 (Yorks/Durham/ Northumberland/Cumbria/ Lancs/Merseyside/ Gt Manchester/Scotland)	Lt Col Chris Green	94777 2289 07917 890491 csrr-area8-sec@hotmail.co.uk
SAS9 (Warks/Hereford/ Worcs/Wales/Gloucs/ Salop/Cheshire)	Capt Graham Neal	01432 375675 07970 028849 Neale769@btinternet.com
SAS11. Northern Ireland	Maj (Retd) Peter Baillie	02890 420119 94914 3119 07825 681839 pbaillie@aftercareservice.org
BA (G)	Capt Tyke Stevenson	0049 1737563910 94879 2023 PaderbornGar-HQ-G4-SO3Infra@mod.uk michael_stevenson40@hotmail.com
Cyprus	Major Mark Neighbour	94120 7420 00357 23957420 rnrn26aug@yahoo.co.uk ICG-JSSO-CYP-SUP-OC-SQN-QM@mod.uk

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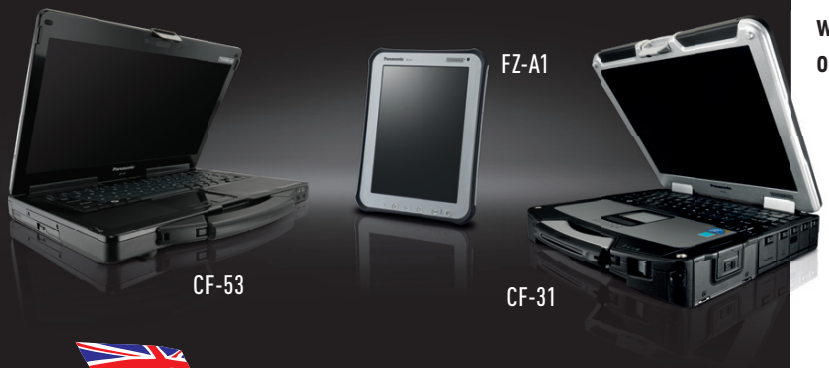

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CONTACT DETAILS

Allison PJ Brig
Commander JALO, Headquarters Air Command, Royal Air Force High Wycombe, Buckinghamshire, HP14 4UE
Tel: 01494 495934 / 95221 5934
Mob: 07767 317837 / 07411 478518
Email: patrick.allison286@mod.uk Mil: JALO-Comd@mod.uk

Appleton R Sgt
HQ PSC-AG, Bldg 400, Army HQ, Monxton Road, Andover, SP11 8HT
Tel: 01264 381963
Mob: 07774 313744
E-mail: richieappleton@yahoo.co.uk

Askew R Lt Col
17 Port & Maritime Regiment RLC, McMullen Barracks, Marchwood, Southampton, SO40 4ZG
Tel: 02380 664395 / 94273 8395 Fax: 02380 664409 / 94273 8409
Mob: 07917 070394
E-mail: robert.askew787@mod.uk

Baker B Col
HQ BFGHS SHC, Haus Burgblick, Bielefeld, BFPO 39
Tel: 0049 521 772 77862 / 94881 7286
E-mail: BFGHealthSvcs-BFG-ADHC@mod.uk

Baker RP SSgt
6 Rifles LAD, Wyvern Barracks, Barrack Road, Exeter, EX2 6AR
Tel: 01392 492461 / 94348 2461
Mob: 07882 466781
E-mail: tiny.baker992@mod.uk

Bamsey MJ WOII (QMSI)
RE Analyst Training Development Team (TDT), CeTAC – Training Development Team, Land Warfare Centre, Imber Road, Warminster, BA12 0DJ
Tel: 01985 222044 / 94381 2044 Fax: 01985 222809 / 94381 2809
Mob: 07766 557546
E-mail: taffbamz@yahoo.co.uk Mil: CTG-TDT-REAnalyst@mod.uk

Barraclough G Capt
144 PARA Maed Sqn, TA Centre, 2 Priory Road, Hornsey, London, N8 7QT
Tel: 02083 413664 / 94621 7446
Mob: 07885 616413
E-mail: Glyn.Barraclough774@mod.uk Mil: 16MED-144-PSAO@mod.uk

Beaton K Col OBE
RCDM Clinical Unit, RCDM HQ, Queen Elizabeth Hospital Birmingham, Edgbaston, Birmingham, B15 2WB
Tel: 01213 715294
Mob: 07595 177541
E-mail: Kevin.Beaton253@mod.uk

Bland M Major
Quartermaster, 254 Med Regt, 450 Cherry Hinton Road, Cambridge, Cambs, CB1 8HQ
Tel: 01223 275114 / 94658 5114 Fax: 01223 275135 / 94658 5135
Mob: 07786 195658
E-mail: michael.bland466@mod.uk Mil: 254MED-RHQ-QM@mod.uk

Boocock D Capt
SO3 G7 PD, HQ 145 (S) Bde, Roebuck House, Cavens Road, Aldershot, Hampshire, GU11 2LQ
Tel: 01252 347752 / 94222 2752 Fax: 01252 347887 / 94222 2887
Mob: 07791 318919
E-mail: booie24@hotmail.co.uk Mil: 145X-G7-PD-SO3

Bramble WJF Brig OBE
ACOS J3, PJHQ, Sandy Lane, Northwood, Middlesex, HA6 3HP
Tel: 09123 955300 / 93605 5300 Fax: 01923 955339 / 93605 5339
Mob: 07798 532496
E-mail: PJHQ-J3-ACOS@mod.uk

Brown A Capt
Det Comd, 1st Battalion Irish Guards, Mons Barracks, Princes Avenue, Aldershot, GU11 2LF
Tel: 94222 8416 Fax: 94222 8413
Mob: 07923 382383
E-mail: 1IG-RAO-DetComd@mod.uk

Brown G Mr
The TeleAdapt Group, Axis 5, Rhodes Way, Watford, Hertfordshire, WD24 4YW
Tel: 01923 810245
Mob: 07979 531695
E-mail: Gordon.brown@teleadapt.com

Buckley A WO2
HQ RG G4 Sth, Bldg AA0 291, Government Road, Aldershot, Hants, GU11 2AQ
Tel: 01252 340453 / 94222 5453
E-mail: ARTD-Ops-RQMS-RecSp-South@mod.uk

Burley SA Maj Gen
GOC Theatre Troops, HQ Theatre Troops, Building 19A, Trenchard Lines, Upavon, Pewsey, Wiltshire, SN9 6BE
Tel: 01980 615403 / 94344 5403 Fax: 01980 618203 / 94344 8203
E-mail: ThTps-CGP-PS@mod.uk

Campbell A WO1 (RSM)
Honourable Artillery Company, Finsbury Bararcks, City Road, London, EC1Y 2BQ
Tel: 02074 480707 / 94631 2707 Fax: 02074 480715 / 94631 2715
Mobile: 07817 929354
E-mail: campbell97@tiscali.co.uk Mil: HAC-RHQ-RSM@mod.uk

Chapman DJ Maj (Retd) MBE JP
SO3 SD, Log Sp Branch, HQ 49 (East) Bde, Building 125, Chetwynd Bks, Chillwell, Nottingham, NG9 5HA
Tel: 01159 572191 / 94451 2191 Fax: 01159 572760 / 94451 2760
Mob: 07590 824347
E-mail: des.chapman@btinternet.com Mil: des.chapman128@mod.uk

Connaughton M Capt
HQ 1 MI Bde, Bldg 567, Henlow, Beds, SG16 6DN
Tel: 01462 851515 ext 6260 / 95381 6260
E-mail: 1MIX-SO3G7Trg@mod.uk

Cook JP Lt Col
Commanding Officer, 105 Regt RA(V), Artillery House, 301 Colinton Road, Edinburgh
Tel: 01313 105400 / 94748 5400
Mob: 07949 574155
E-mail: james.cook501@mod.uk

Cottee TR Lt Col
CD CBT SP, Cloutman Block, Gibraltar Barracks, Camberley, Surrey, GU17 9LP
Tel: 01252 863570 / 94261 3570
Mob: 07808 654137
E-mail: trevorcottee@yahoo.com Mil: FDTrg-MvrSpSO1@mod.uk

Crosby C WOII
256(COFL) FD HOSP(V) RQMS, 71 Braganza Street, Walworth, London, SE17 3RF
Tel: 02070 912655 / 94621 2655
Mob: 07900 561176
E-mail: cros14@hotmail.com

Davidson C Capt
2IC, 212 Signal Squadron, 1 (UK) ADSR, Hammersmith Barracks, Herford, BFPO 15
Tel: 0049 52219 923934 / 94211 5526 Fax: 0049 952219 923335 / 94211 3335
Mob: 07970 203398
E-mail: secretary@royalsignalsrugby.co.uk Mil: 1ADSR-212SIGSQN-2IC@mod.uk

Davies L Capt
QM(T), 2 Royal Welsh, Lucknow Barracks, Lowa Road, Tidworth, Wiltshire, SP9 7BU
Tel: 01980 602535 / 94342 2535 Fax: 01980 602844 / 94342 2844
Mob: 07837 757669
E-mail:cleek9268@hotmail.co.uk Mil: 2RWELSH-QM-QMT@mod.uk

Deans AJ Lt Col
SO1 Ops, DETS(A), Army Headquarters, Ramillies Building, Marlborough Lines, Andover, SP11 8HJ
Tel: 01264 381582 / 94391 7582
Mob: 07885734975
E-mail: Andrew.Deans312@mod.uk Mil: LF-DETS(A)-Ops-SO1@mod.uk

Deed C Maj
SO2 G7 PD, Academy HQ, RMAS, Camberley, Surrey, GU15 4PQ
Tel: 01276 412149 / 94261 2149
E-mail: so2.pat@rmas.mod.uk Mil: RMAS-HQ-G7-PAT SO2

Dermott NM Capt
MTO, 1st Bn The Mercian Regiment (Cheshire), Marne Barracks, Richmond, DL10 7NP
Tel: 01748 875764 / 94731 5764
Mob: 07843 410045
E-mail: 1MERC-MT-MTO@mod.uk

Edmondson D Lt Col
REME ARMS School, Hazebrouck Barracks, Arborfield, RG2 9NH
Tel: 01189 763726 / 94251 2726 Fax: 01189 763537 / 94251 2537
Mob: 07825 133372
E-mail: david.edmondson823@mod.uk Mil: david.edmondson@remearmssch.mod.uk

Elliott CH Maj Gen CVO CBE
MOD (ASCB), Mackenzie Building, Fox Lines, Queens Avenue, Aldershot, Hants, GU11 2LB
Tel: 01252 787056 / 94222 7056 Fax: 01252 787060 / 94222 7060
E-mail: director@ascb.uk.com

Evans JA WOII
TRiM Training Cell, Army Medical Directorate, First Floor, Room 114, Army Medical Directorate, Former Army Staff College, Camberley, Surrey, GU15 4NP
Tel: 01276 412764 / 94261 2764
Mob: 07733 318449 / 07786 678970
E-mail: AMD-Trim-Instr1@mod.uk

Flynn E Capt
MTO 4 AAC, Wattisham Airfield, Ipswich, Suffolk IP7 7RA
Tel: 01449 728633 / 94660 8633 Fax: 01449 728689 / 94660 8689
Mob: 07736 176188
E-mail: errol_flynn57@hotmail.com Mil: 4AAC-HQ-TRGOFFR@mod.uk

Fowke MC Mr
Army Rugby Union, Army Sport Control Board, Mackenzie Building, Fox Lines, Queens Avenue, Aldershot, Hants, GU11 2LB
Tel: 01252 787080 / 94222 7080 Fax: 01252 787084 / 94222 7084
Mob: 07595 116118
E-mail: cfowke@ascb.uk.com

Gunning JS Lt Col
SO1 Royal Signals, Headquarters Royal Signals, Blandford Camp, Dorset, DT11 8RH
Tel: 01258 485541 / 94371 5541 Fax: 01258 485667 / 94371 5667
Mob: 07967 832612
E-mail: chairman@royalsignalsrugby.co.uk Mil: sonic-dcos-so1royalsignals@mod.uk

Halliwell G WOII (QMSI)
3 DSR, Picton Barracks, Bulford Camp, Bulford, Wilts, SP4 9NY
Tel: 94321 2210 / 01980 672210
Mob: 07971 554840
E-mail: garyhalliwell@hotmail.co.uk Mil: 3DSR-SpSqn-QMSI@mod.uk

Harris CDM Lt Col (Retd)
Secretary ASCB, Mackenzie Building, Fox Lines, Queens Avenue, Aldershot, Hants, GU11 2LB
Tel: 01252 787058 / 94222 7058 Fax: 01252 787060 / 94222 7060
E-mail: charris@ascb.uk.com

Harris K Cpl
Gymnasium, 3(UK) Div HQ and Sig Regt, Kiwi Barracks, Bulford Camp, Salisbury, SP4 9HZ
Tel: 01980 672210 / 94321 2210
E-mail: 3DSR-SPsqn-QMSI-NCO@mod.uk

Hobday BSW Ms
1N Woodstock Studios, Woodstock Grove, London, W12 8LE
Tel: 02087 405301
Mob: 07785 534953
E-mail: BrendaHobday@BossMarketing.co.uk

Hodge M-A Maj
Trauma Research Nurse, ADMEM (Academic Department of Military Emergency Medicine, The ICT Centre, Birmingham Research Park, Vincent Drive, Edgbaston, Birmingham, B15 2SQ
Tel: 01214158845
Mob: 07712048826
E-mail: Margaret-Ann.hodge227@mod.uk

Jones S Capt
Mail Point 516, Sterling Lines, Hereford Garrison, Creden Hill, HR4 7DD
Tel: 94475 2256
Mob: 07787 782469
E-mail: stuart.jones462@mod.uk

Lillie M Capt
HQ Crew Training School, Allenby Barracks, Bovington, Wareham, Dorset, BH20 6JA
Tel: 01929 402260 / 94374 2260
E-mail: ARMCEN-CTS-HQ-2IC@mod.uk

Mycroft A Maj
Area Recruiting Officer, AFCO Hull, Wenlock Barracks, Anlaby Road, Hull, HU3 6PB
Tel: 01482 358710 Fax: 01482 358714
Mob: 07739 043347
E-mail: Adrian.Mycroft580@mod.uk Mil: AFCO Hull-ARO@mod.uk

Nash L Maj
47 Regt RA, Baker Barracks, Emsworth, Hampshire, PO10 8DH
Tel: 01243 388845 / 94295 8845
Mob: 07772 617304
E-mail: lee.nash201@mod.uk Mil: 47RA-RHQ-RAO

Oats S Maj MBE
OC EOC Gp, 33 Engr Regt, Carver Barracks, WImbish, Nr Saffron Walden, Essex, CB10 2YB
Tel: 01223 203693 / 94659 3693
Mob: 07595 116122
E-mail: 33ENGR-EOC-OC@mod.uk

O'Hara D Lt Col
SO1 Future Dev PP, Room 1.1.4, Centurion Building, HMS Sultan, Gosport, PO13 9XA
Tel: 02392 702616
E-mail: SPVA-FutDevPPSO1@mod.uk

Olney RA Lt Col
Joint Helicopter Command, Army Headquarters, Ramillies Buidling, IDL 417, Marlborough Lines, Andover, Hampshire, SP11 8HT
Tel: 03067 701119 / 96770 1119 Fax: 01264 381118
Mob: 07710 495294
E-mail: Robert.olney997@mod.uk

Orr SA Lt Col
SO1 Med Ops/Plans, MOD A Block, Regent's Park Barracks, Albany Street, London, NW1 4AZ
Tel: 02077 568446 / 94630 3446
Mob: 07813 332582 / 07917 596218
E-mail: simon.orr2@btinternet.com Mil: Simon.Orr304@mod.uk

Pemberton MV Col
212 (Yorkshire) Field Hospital (Volunteers), Endcliffe Hall, Sheffield, S10 3EU
Tel: 01904 668252 / 94779 8252 Fax: 01904 668251 / 94779 8251
Mob: 07715 419090
E-mail: mark.pemberton158@mod.uk Mil: 212HOSP-CO@mod.uk

Petty GD Maj BEM
COS DLOG(A), Blenheim Building, Marlborough Lines, Army HQ, Monxton Road, Andover, Hampshire, SP11 8HT
Tel: 01264 886614 / 94393 6614 Fax: 01264 886633 / 94393 6633
E-mail: garry.petty904@mod.uk

Quant GP Maj
OC JES, COSU, RAF Akrotiri, BFPO 57
Tel: 00357 2527 5445 / 94120 5445
Mob: 00357 99923301
E-mail: spikequant@aol.com Mil: BFC-AKI COSU JES OC

Rees A SSgt
Kings Royal Hussars, Aliwal Barracks, Tidworth, Wilts, SP9 7BB
Tel: 01980 650991
Mobile: 07595 116120
E-mail: axetahman@hotmail.com

Richardson JE Brig MBE
Headquarters British Forces Germany, BFPO 140
Tel: +49 2161 4723550 / 94872 3550 Fax: +49 2161 4723083 / 94872 3083
E-mail: james.richardson707@mod.uk Mil: BFG-HQ-CGP-DComd@mod.uk

Sampson J Maj
ILSM, JSENS DT, #1348, YEW3B, MOD Abbey Wood, Filton, Bristol, BS34 8JH
Tel: 03067 932118 / 96793 2118
Mob: 07989 340356
E-mail: justin.sampson950@mod.uk

Shepherd SJ Maj MBE
SO2 Arty, CATD (Land Warfare School) Land Warfare Centre, Warminster, Wiltshire, BA12 0DJ
Tel: 01985 222118 Fax: 01985 222577
Mob: 07737 900455
E-mail: Mil: sam.shepherd883@mod.uk Mil: CTG-LWS-CATD-SO2Arty@mod.uk

Smith D Maj
SO2 Log Sp HQ 49 (E) Bde, Chetwynd Barracks, Chilwell, Nottingham, NG9 5HA
Tel: 01159 572568 / 94451 2568
E-mail: Donald.Smith866@mod.uk Mil: 49X-G4-LogSP-SO2@mod.uk

Stannett PR Lt Col
Commander Advanced Training Wing, Defence School of Transport, Normandy Barracks, Leconfield, East Yorkshire, HU17 7LX
Tel: 01904 665202 / 94775 5202
Mob: 07595 420159
E-mail: pstannett@hotmail.com Mil: DCLPA-DST-AT-HQ-COMDCHIEFINS@mod.uk

Stevens R Maj
OC 43 MI Coy, 4 MI Bn, Picton Barracks, Bulford, Salisbury, SP4 9NY
Tel: 07811 192629

Sturrock AJW Lt Col
Commanding Officer, 39 Engineer Regiment, Kinloss Barracks, Kinloss, Forres, Moray, IV36 3UH
Tel: 01309 617257 / 95131 7257 Fax: 01309 617190 / 95131 7190
Mob: 07977 134692
E-mail: 39ENGR-RHQ-CO@mod.uk

Thomas M Capt MBE
Echelon Commander, 50 Field Squadron (Search), 36 Engr Regt (Search), Invicta Park Barracks, Maidstone, Kent, ME14 2NA
Tel: 01622 767393 / 94663 3393 Fax: 01622 767333 / 94663 3333
Mob: 07762 967137
E-mail: mike.thomas106@mod.uk

Thomson ADM Col
Head of Customer Support Team (Land), Poplar 0, #2028, DE&S, MOD Abbey Wood, Bristol, BS34 8JH
Mob: 07718 622746
E-mail: allan.thomson64@hotmail.co.uk Mil: allan.thomson529@mod.uk

Underhill MCH Col OBE
Comd Log Sp & Infra, HQ 4th Div, Steeles Road, Aldershot, Hampshire, GU11 2DP
Tel: 01252 347404 / 94222 2404
Mob: 07810 773205
E-mail: mark.underhill211@mod.uk Mil: 4xx-G4-Infra-Comd@mod.uk

Vakacokovanua A Cpl
148 Beech Grove, Brookwood, Woking, GU24 0PU
E-mail: alifereti@live.com

Voss JVF Capt
CSS Branch, HQ ARRC, Imjin Barracks, Innsworth, Gloucester, GL3 1HW
Tel: 01452 718463 / 95471 5463
Mob: 07712 762598
E-mail: johnvoss1@hotmail.com

Walker D Maj
2IC 7 RHA, Merville Barracks, Colchester, Essex, CO2 9JQ
Tel: 01206 815539 / 94660 5539
E-mail: 7RHA-2IC@mod.uk

Ward RT Lt Col (Retd)
Tel: 07833 220094
E-mail: ronnie764@hotmail.com

Wilkins IHR Maj
5 RIFLES, Alanbrooke Barracks, BFPO 22
Tel: 94879 3563
E-mail: wilkie332@hotmail.com Mil: RAO-RAO-5RIFLES

Williams D WOII
AFCO Gloucester (Army), 4th Floor, Britannia Warehouse, The Docks, Gloucester, GL1 2EH
Tel: 01452 524539 Fax: 01452 524588
Mob: 07977 990337
E-mail: dai.williams438@mod.uk

Williams R Col
HQ CD CSS, Hazebrouck Barracks, Arborfield, Reading, Berks, RG2 9NH
Tel: 01189 763609 / 94251 2609 Fax: 01189 763884 / 94251 2884
Mob: 07584 579523
E-mail: LF-Cap-CSS-Arm-CAE@mod.uk

Wood G Maj
Tel: 01483 798436 / 94211 8436
Mob: 07717 868716
E-mail: gwood347@gmail.com Mil: pabrpso02@itg.mod.uk

Woods K Maj
1 CSC(L), Defence Academy, Shrivenham, Swindon, Wilts, SN6 8LA
Mob: 07813 705152
E-mail: APHCSLSEHQ-SO3Health@mod.uk

Woodward RJR Lt Col
CO D & M School, Armour Centre, Allenby Barracks, Bovington, Dorset, BH20 6JA
Tel: 01929 403396 / 94374 3396
E-mail: ARMCEN-DM-CO@mod.uk

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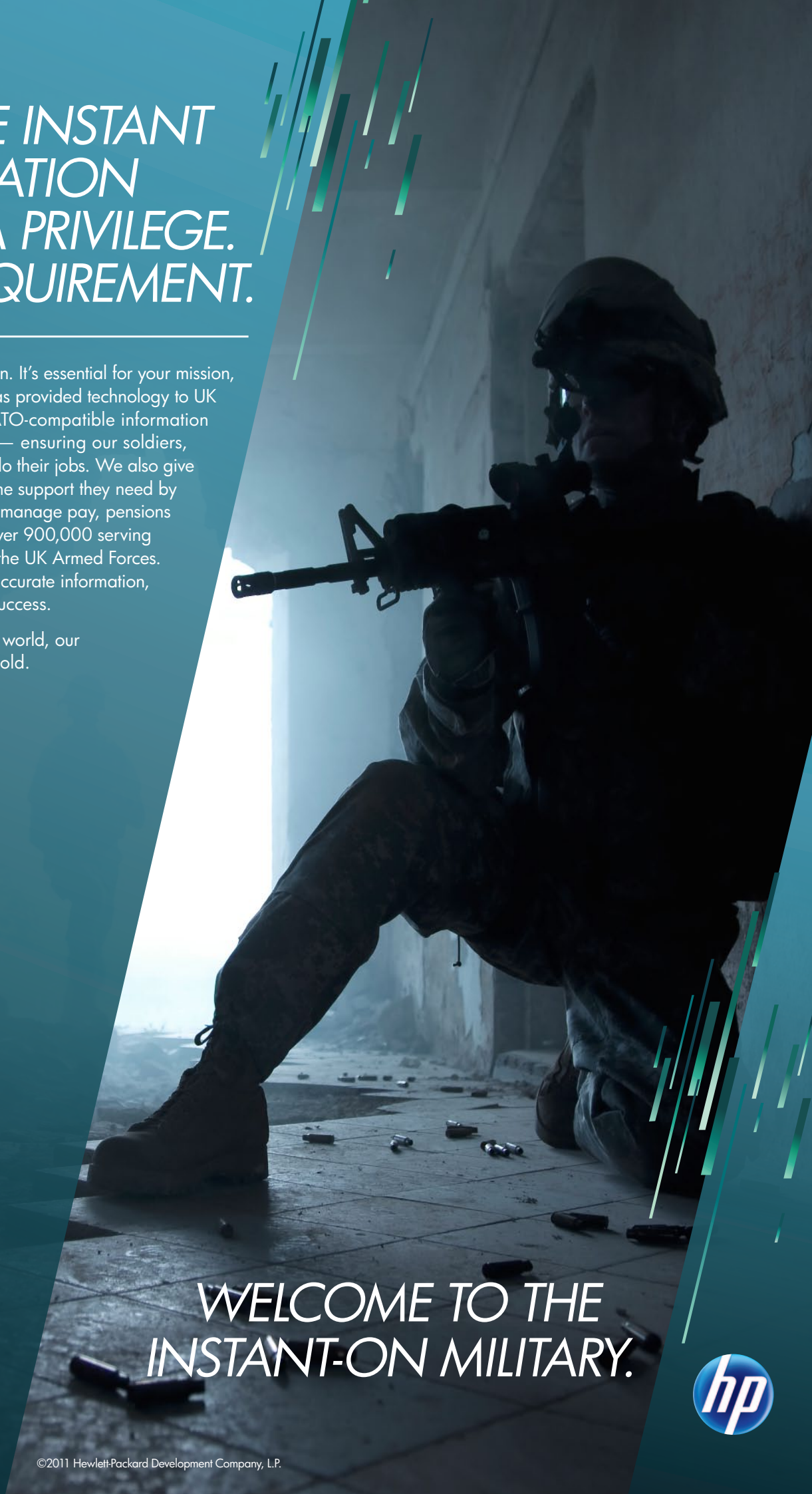

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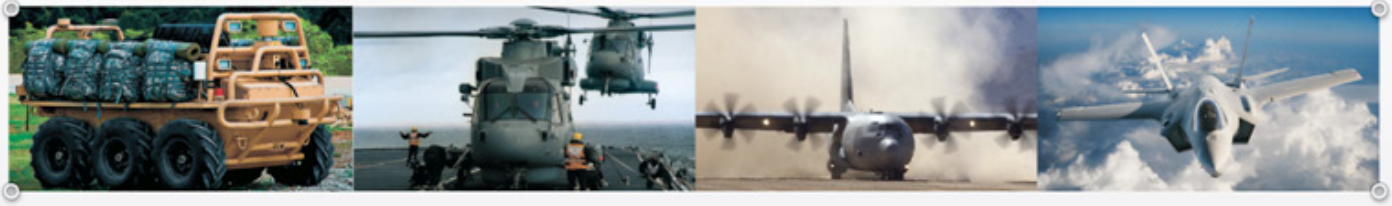

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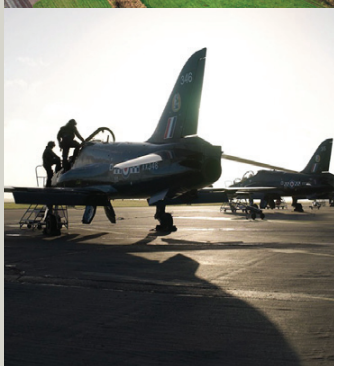

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