



RUGBY FOOTBALL UNION **WOMEN**

22nd June 2011

Dear Club Contact

Senior Club Rugby Information 2011/12 Season

The RFUW would now like to invite you to re-affiliate for the forthcoming season. Membership entitles a club to become a member of the RFUW, play friendly matches, enter RFUW competitions and be included under the main RFU club insurance policy. You may have already submitted your intention to affiliate form (which is used to organise the leagues) however you need to read the following and complete the affiliation forms enclosed within the required deadlines.

We would like to remind all clubs of the decision taken by the RFUW prior to the start of the 2010/11 season to remove affiliation fees, which was part of the continuing RFUW/RFU integration process. We hope that this change has benefitted clubs and helped to reduce the costs of rugby participation for women and girls.

Please remember that we still require your team to affiliate to the RFUW, even if your club is affiliated to the RFU.

Key Dates and Deadlines

	Playing League Rugby	Playing Friendlies
Affiliation Form 1 or 2	Return by 29th July 2011 for inclusion into the leagues and club contacts mailing, which enables teams to arrange fixtures.	Return by 29th July 2011 for inclusion in the club contacts mailing, which enables teams to arrange fixtures.
Player Registration	Players should be registered 7 days prior to playing in league or cup matches, for emergency player registration please refer to the relevant section of the handbook.	

All clubs will receive further information, resources and confirmation of affiliation after the deadlines above, this information will also be available on our website's resources & downloads section.

Player Registration

Clubs are now required to process their senior player registrations on-line, which means club registrars can access and maintain their registration lists on a regular basis, thus ensuring that all player records are kept up-to-date.

Prior to the start of the season please make sure you check the list of active registered players on the system, making players that no longer play or intend to play inactive. We will check registered players against the match report forms throughout the season.

You will need to contact the relevant person within your women's section or main club who is responsible for registering players on Rugbyfirst. If you do not have anyone to register players then please contact your RugbyFirst webmaster or person responsible for administering the system for your club. If you are new to the system and would like to know more about player registration

please read the following [Player Registration User Guide](#) available at www.rfu.com/clubs. If you have any queries regarding RugbyFirst please contact the support desk on 020 8831 6651.

For full details of the player registration regulations please refer to the relevant section of the RFU handbook, which will be sent to you prior to the start of the season and available online at www.rfu.com.

New Teams

If you are a newly formed team you will need to contact your Womens Rugby Development Manager (details available on our website) and follow the full affiliation process, which can be found on www.rfu.com, prior to completing Form 1.

Player Insurance and Public Liability

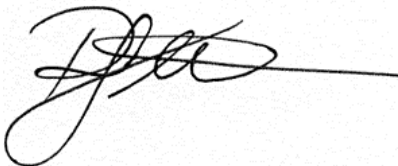
Your team insurance and public liability will automatically be covered by the RFU as of 1st August 2011, however you **must** ensure that the men's club representative who has responsibility for completing any insurance paperwork, knows of your existence and completes your team details on any RFU / Marsh insurance papers for the season. Details of the level of insurance cover can be found on www.rfu.com. This insurance is only valid if you are affiliated through the RFUW, if you are not affiliated you will not be covered!

Additional Information Required

If you are new to affiliate this season, or did not complete Form 17 (Coach Information) last season, or have made changes to your coaching team you will also need to complete this as part of your affiliation.

Please don't hesitate to contact the RFUW via RFUWAffiliation@therfu.com or telephone: 0208 831 7996 should you have any queries.

Yours sincerely



Rosie Williams
Managing Director