



Dorset & Wilts RFU Information Document
(Who – What – Where – When – How)

	Description	Sections	Action	Notes
Accounts	Clubs Accounts	Club	A copy of the club accounts, are to be deposited with the D&W Treasurer by the 31st of December	
Accounts	Club Affiliation Fee	Club	To be paid to the D&W Treasurer by the 31st of October	
Accounts	The Annual Accounts of the D&W RFU Limited		To be circulated to the Member Clubs by the 1st of October.	
Accounts	Advice about Club Finances	Club	Contact: Alison Hunter D&W Treasurer	
Administration	The D&W RFU Annual General Meeting		To be held on the fourth Wednesday in July annually 1 st Calling Notice to be posted – by the 1st of April 2 nd Calling Notice to be posted – by the 1st of July Electronic Voting Survey to be circulated 14 days before the AGM to all Voting Clubs	
Administration	To admit any new Member Clubs and/or elect any new Vice-Presidents or Life Members		To be voted on at the D&W RFU Annual General Meeting.	
Administration	Advice about Club Administration	Club	Contact: Gerald Burden General Secretary	
Age Grade	All things relating to Age Grade Rugby	Under 6's to Under 18's	Contact: Gordon Harding Age Grade Lead Age Grade Season – Saturday 6th September 2025, to Monday 4th May 2026.	RFU Information
Anti-Doping & Illicit Drugs	If you have concerns about Drug Abuse in your club	Club	Contact the Anti-Doping & Illicit Drugs Lead	RFU Information
Blind (V1 Rugby)	Volunteers wanted		Contact: admin@dwrugby.co.uk	
CB Engagement Team	President – Sean Macey Past President – Michael Moysey Deputy President/CB Chair – Nigel Mattravers		Email Email Email	
CB Engagement Team	The D&W RFU Annual Volunteers Awards Evening		To be held on the second Friday in June. Contact: Micheal Moysey	
Club Support	Facilities – Clubs at Risk – Training – Development Plans – Club Accreditation – Advice – Grants	Club	Contact: Alan Ottaway Chair of the Club Support	RFU Information
Community Rugby	Director of Rugby All things relating to Senior Male Rugby The Clive Drake County Cups	Over 18's	Contact: Micheal Bamsey Director of Rugby Contact: Chris Jones Chair of the Competitions Committee	
Community Rugby	Submit Match Cards on Time		Match Day Card to be submitted within 24 hours of the end of the match	League Secretary details
Community Rugby	To apply for a change of Fixture Dates	Seniors	How to update	

Community Rugby	How to confirm an existing Nominated League Contact – appointment to be confirmed by the 1st of August	Seniors	How to update	
Community Rugby	To notify a change of Nominated League Contact	Seniors	How to update	
Community Rugby	To notify a change of address/other details for an existing Nominated League Contact	Seniors	How to update	
Community Rugby	To apply for a free weekend	Seniors	How to update	
Community Rugby	For other issues, the South West Administration Office can be contacted via email or by Post	Seniors	admin@swrugby.co.uk SW Admin Office PO Box 3781 Swindon SN2 9GW	
Community Rugby	Remember if sending player registrations by post to mark your envelope "SW Registrations"		To ensure they are speedily dealt with - and don't forget the SAE.	
Community Rugby	South West Administration Office Telephone number		01822 678 272	
Community Rugby	D&W RFU De-regulation for Senior Male League		Please click here	
Community Rugby	Women's and Girls Rugby		Contact: Caroline Durston Women's & Girls Lead	
Community Rugby	PDGFP Under 16's Girl's programme	Under 16's Girls	Contact: Gordon Harding PDGFP Lead	
Core Values	Treds		Teamwork, Respect, Enjoyment, Discipline and Sportsmanship	RFU Information
Deaf Rugby	Volunteers wanted		Contact: admin@dwrugby.co.uk	
Discipline	If a player receives a RED CARD or MATCH OFFICIAL ABUSE REPORT . or If any of the following at your club is reported by the Referee for any other Discipline incident. 1. Player 2. Coach 3. Club Official 4. Spectator	All Levels	Report the incident to Gerald Burden D&W Discipline Secretary within 48 hours of the end of the match – if not reported or reported after this deadline, this will result in an increased fee if the charge is proven	RFU Regulation 19 – Discipline
Discipline	RFU Regulation 19 – Appendix 1	Seniors	Yellow Cards	
Discipline	RFU Regulation 19 – Appendix 2	Seniors	Sanction Entry Point	
Discipline	RFU Regulation 19 – Appendix 6	Age Grade	Sanction Entry Point	

Discipline	RFU Regulation 19 – Appendix 6	Age Grade	Alternative Sanctions	
Discipline	Adult Rugby Citing Procedures	Seniors		RFU Regulation 19 – Appendix 4 - Adult Rugby Citing Procedures
DW RFU - IPS Constitution	The D&W RFU Constitution			D&W Website
D&W RFU Structure	The Who's Who of the D&W RFU			D&W Website
England Rugby Schools	All things relating to Rugby in Schools		Contact: Andy Marriott Chair of the England Rugby Schools (D&W)	
GMS	The RFU Game Management System should be update regularly, especially the section called Club's Golden Roles		This should be carried out regularly by the Club's Data Officer. For support contact: Dave Wookey D&W Data Officer	
GDPR	Advice about GDPR	Club	Contact: Nicola Wallace-Walton GDPR Lead	D&W Website
Governance	Governance Committee Members Anti-Doping and Illicit Drugs – Data Management Discipline – Festivals – GDPR – GMS – Inclusion and Diversity – Registrations – Rugby Safe – Safeguarding		Contact: Jane Hart Chair of the Governance Committee	
Huddles	<p>The D&W RFU runs Four Area Group meetings throughout the year, both in person and online covering all things rugby.</p> <p>West Dorset Clubs Blandford RFC – Puddletown RFC – North Dorset RFC Dorchester RFC – Sherborne RFC - Swanage & Wareham RFC – Weymouth & Portland RFC – Bridport RFC</p> <p>North Wiltshire Clubs Chippenham RFC – Swindon Collage Old Boys RFC Sutton Benger RFC – Cricklade RFC – Royal Wootton Bassett RFC – Swindon RFC – Minety RFC Supermarine RFC– Colerne RFC – Bradford on-Avon RFC – Corsham RFC – Melksham RFC</p> <p>East Dorset Clubs East Dorset Dockers RFC – Christchurch RFC Wimborne RFC – Oakmeadians RFC – Lytchett Minster RFC – Poole RFC – Bournemouth RFC</p>	Clubs – All Levels and Sections	<p>Area Representative Lead</p> <p>Contact your local Club Area Representative</p>	<p>Dave Wookey</p> <p>Ed Taylor</p> <p>Chris Taylor</p> <p>Elena Notarbartolo</p>

	South Wiltshire Clubs Pewsey Vale RFC – Wheatsheaf Cabin Crew RFC Amesbury RFC – Marlborough RFC – Calne RFC Salisbury RFC – Trowbridge RFC – Westbury RFC Warminster RFC – Devizes RFC			Duncan Souster
Inclusion & Diversity	All things relating to Inclusion & Diversity		Contact: Louise Graham I & D Lead	D&W Website
Mixed Abilities Rugby	Volunteers wanted		Contact: admin@dwrugby.co.uk	
Player Registration	All things relating to Player Registration	Seniors	The registration window opens on June 1st and runs through to 31st of August 2025. Contact: Dave Wookey D&W Data Officer	RFU Information
Player Registration	All things relating to Player Registration	Age Grade	The registration window opens on June 1st Registration must be completed within 45 days of a player's first joining a club or the start of a new season. Contact: Dave Wookey D&W Data Officer	RFU Information
Referees	All things relating to Refereeing		Contact: Marcus Monier-Williams Chair of the Referees Society	Website
Representative Rugby	Director of Rugby Mens Representative Lead Women's Representative Lead Player Pathway Manager Seniors Mens Senior Womens Under 20's Mens Under 18's Boys Under 18's Girls		Contact: Michael Bamsey Director of Rugby Contact: Ian Moore Mens Representative Lead Contact: Chris Burton Women's Representative Lead Contact: Ian Moore Player Pathway Manager Contact: Rich Elliott Team Manager Contact: Sam Briggs Team Manager Contact: Mark Adams Team Manager Contact: Matthew Aldridge Team Manager Contact: Kate Berry Team Manager	
RFU Membership	Become a new RFU Member Club, firstly the club will have to become a non-voting member of the D&W RFU.		Contact: Gerald Burden General Secretary	RFU Information
RFU Representative	D&W clubs' representative on the RFU Council		Contact: John Constable RFU Representative	
RFU Staff	CB Relationship Manager Club Volunteer Support Manager Club Developer (Wiltshire) Club Developer (Dorset) Coach Developer (Dorset) Coach Developer (Wiltshire)		Contact: Nicola Vaughan Contact: Scott Sturdy Contact: Ben Smith Contact: Sadie Lawson Contact: Ian Smith Contact: Stephen Barber	

	Facilities Development Executive		Contact: Matt Bray	
Rugby Safe	All things relating to the club members welfare	All Levels	Contact: Robin Natham RugbySafe Lead	RFU Information
Safeguarding	To report any Safeguarding concern	All Levels	Contact: Julie Fisher D&W Safeguarding Team	RFU Reg 21 – Safeguarding
Safeguarding	Festivals	Age Grade	Contact: Joe Walsh D&W Compliance Manager	
Safeguarding	Club Safeguarding Audits	Clubs	Contact: Julie Fisher D&W Safeguarding Team	RFU Information
Safeguarding	Age Grade Players playing out of their Age Grade	Age Grade	Contact: Joe Walsh D&W Compliance Manager Approval Form	RFU Information
Safeguarding	17-year-old players can play adult rugby Firstly the club will need to be registered to allow player selection.	Age Grade	Contact: Julie Fisher D&W Safeguarding Team	RFU Information Club Registration Video Player Registration Video
Safeguarding	Club Clustering	Age Grade	Contact: Julie Fisher D&W Safeguarding Team Age Grade Cluster Registration Form	RFU Information
Tag Rugby	Kids First Tag Rugby	Age Grade		RFU Information
Training Courses	1. Coaching Courses 2. Referee Courses 3. Player Welfare Courses 4. Safeguarding Courses 5. GMS	Clubs – All Levels	To book a Training Course Contact: Dave Wookey D&W Data Officer	
Touring	Visiting another club within England.	Seniors	No Action Required	
Touring	Another club from within England visiting your club.	Seniors	No Action Required	
Touring	Visiting a club in another Union (including Wales, Scotland & Ireland)	Seniors	Contact: Gerald Burden D&W General Secretary Complete RFU Outgoing Tour Form Time table set out in the D&W Touring notes	RFU Regulation 10 – Tours, Cross-union Matches
Touring	Your club hosting a club from another Union (including Wales, Scotland & Ireland)	Seniors	Contact: Gerald Burden D&W General Secretary complete RFU Incoming Tour Form Time table set out in the D&W Touring notes	RFU Regulation 10 – Tours, Cross-union Matches
Touring	Visiting another club within England.	Age Grade	Contact: Julie Fisher D&W Safeguarding Team	Information for Planning your Age Grade Tour available on the D&W website
Touring	Another club from within England visiting your club.	Age Grade	Contact: Julie Fisher D&W Safeguarding Team	Information for Planning your Age Grade Tour available on the D&W website

Touring	Visiting a club in another Union (including Wales, Scotland & Ireland)	Age Grade	<p>Contact: Gerald Burden D&W General Secretary who will contact the D&W Safeguarding Team on your behalf.</p> <p>Complete RFU Outgoing Tour Form</p> <p>Time table set out in the D&W Touring notes</p>	Information for Planning your Age Grade Tour available on the D&W website
Touring	Your club hosting a club from another Union (including Wales, Scotland & Ireland)	Age Grade	<p>Contact: Gerald Burden D&W General Secretary who will contact the D&W Safeguarding Team on your behalf.</p> <p>Complete RFU Incoming Tour Form</p> <p>Time table set out in the D&W Touring notes</p>	Information for Planning your Age Grade Tour available on the D&W website
Walking Rugby	All things Walking Rugby	Over 18's	Contact: Emily James Walking Rugby Lead	D&W Website
Wheelchair Rugby	Volunteers wanted		Contact: admin@dwrugby.co.uk	