

**PROFESSIONAL GAME BOARD (PGB)  
MINIMUM STANDARDS CRITERIA  
FOR SEASON 2012/13**

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## **Section 1 – Introduction**

### **Rationale**

- 1.1 The Minimum Standards Criteria (the Criteria) are focused on achieving improved standards in three main areas:
- Playing facilities – with a view to ensuring the best facilities in those areas which can affect performance and/or player safety and welfare
  - Customer experience – with a view to giving supporters a better experience and allowing Clubs to drive increased revenues
  - Media facilities – with a view to providing a better visual product for TV and media, thereby achieving increased revenues for distribution to the Clubs.
- 1.2 This document sets out the Criteria for the 2012/13 season and will be reviewed by the Task Group on an annual basis.
- 1.3 For the 2012/13 season, there are six categories of Criteria which relate to the Principal Home Ground, Standby Ground and Temporary Ground, as applicable which are set out in Section 4 of this document.

### **Criteria materiality**

- 1.4 The Criteria have been graded into three categories to reflect the materiality of each. This identifies the relative importance of each criteria and the possible sanctions for non compliance.

#### ***'A' criteria***

- 1.5 'A' criteria are mandatory criteria for which non compliance by a Club by 31 March 2012 or at any time thereafter, or non compliance at a spot check audit during the 2012/13 season, will result in a sanction by the PGB with options including, but not limited to:
- a requirement to remedy the Criteria failure within a specified timeframe
  - a sanction in accordance with the principles of paragraph 1.8
  - a points deduction for the 2012/13 season.

They might also result in a decision by the RFU not to promote a Club winning the Championship to the Premiership for the 2012/13 season.

#### ***'B' criteria***

- 1.6 'B' criteria are mandatory criteria for which non compliance by a Club by 31 March 2012 or at any time thereafter, or non compliance at a spot check audit during the 2012/13 season, may result in sanction by the PGB, with options including:
- a requirement to remedy the Criteria failure within a specified timeframe
  - a sanction in accordance with the principles of paragraph 1.8
  - a points deduction for the 2012/13 season.

They might also result in a decision by the RFU not to promote a Club winning the Championship to the Premiership for the 2012/13 season.

***'C' criteria***

- 1.7 'C' criteria are mandatory criteria for which non compliance by 31 March 2012 or at any time thereafter for the 2012/13 season, may result in:
- a requirement to remedy the Criteria failure within a specified timeframe
  - a caution
  - a sanction in accordance with the principles of paragraph 1.8.
- 1.8 Any breaches of the Criteria will be considered by the PGB and the extent of any sanction imposed will be judged proportionately, based on the sanction options for each Criteria level ('A', 'B' or 'C') set out above and in accordance with the following principles:
- the severity of the breach (marginal, partial or outright failure)
  - the action taken by the Club, or proposed to be taken, to remedy the breach (based on the Club providing documented evidence of such actions/proposed actions, including a detailed timeframe for completion)
  - the level of risk or health and safety implications for players, staff or spectators
  - the cost of remedying the breach.
- 1.9 For each of the Criteria detailed in Section 4, a sanction has been outlined reflective of the sanction options and principles set out above. In terms of the recommended sanction and the sanction subsequently imposed, the following key principles will be taken into account:
- Any action to remedy may result in a reduced sanction below the recommended level outlined, as determined by the PGB
  - An ongoing or repeat breach may result in an increased sanction above the recommended level outlined, as determined by the PGB
  - A sanction may be suspended if, for example, there are ongoing building works being undertaken. These breaches will be subject to audit during the following season.
- 1.10 Following the notification of breaches within the audit report, Clubs will have the opportunity to provide a written response to the audit report. This will be the only opportunity to provide additional information in relation to any breaches.

- 1.11 At all stages of the audit process, it is the responsibility of each Club to actively demonstrate compliance with the Criteria and satisfy the audit requirements, whether through documented evidence, practical verification at the time of audit or the subsequent submission of verifying information by the annual audit date of 31 March. Clubs are also required to advise all relevant Club personnel (Medical, Community Development etc) of the existence of these Criteria and to communicate the findings of the audit reports to these staff, including details of breaches and the need for remedial or follow up action.

## **Section 2 – Definitions**

2.1 The definitions referred to in this document are defined below:

***'the 2007 Agreement'***

The Agreement dated 16 October 2007 and made between the RFU, PRL and the Premiership clubs.

***'Championship'***

The rugby football union league immediately below the Premiership.

***'Championship club'***

Those clubs competing in the rugby football union Championship.

***'Clinical Governance Lead'***

A suitably qualified and experienced clinician responsible for all matters of clinical governance.

***'Club'***

All rugby football Clubs who seek to play in the Premiership for the 2012/13 season.

***'Competitor'***

A third party who sells insurance or finance-related products or services in conflict with Aviva.

***'Competitor Brand'***

Any insurance or finance-related brand in conflict with Aviva.

***'Criteria'***

The standards and requirements which Clubs must attain and which are described in Section 4 of this document.

***'Disabled Space'***

The space and/or seat(s) required to accommodate one disabled spectator in a wheelchair together with one carer.

***'ERC'***

European Rugby Cup Limited; the tournament organiser for the Heineken Cup and Amlin Challenge Cup competitions.

***'ERC Participation Agreement'***

The participation agreement signed, or to be signed, by all Clubs wishing to take part in the Heineken Cup or Amlin Challenge Cup competitions.

***'First Aider'***

A person who holds the standard certificate of first aid issued by the voluntary aid societies to people working as first aiders under the Health and Safety (First Aid) Regulations 1981.

***‘Green Guide’***

The Guide to Safety at Sports Grounds (Green Guide) is an advisory document with regards to safety at sports grounds. The Guide has no statutory force but many of its recommendations will be given force of law at individual grounds by their inclusion in safety certificates issued under the Safety of Sports Ground Act 1975 or the Fire Safety and Safety of Places of Sport Act 1987.

***‘Horizontal level of Lux’***

The average illuminance (ie the amount of light that falls onto a solid surface) in the horizontal plane. Lux is the SI unit of illuminance.

***‘Independent Auditor’***

The independent body appointed by PGB to report on the status of the Clubs in relation to the Minimum Standards Criteria.

***‘Individual Accessible Area’***

Spectator areas of the ground that are subject to separation, either by physical barriers or stewarding. Spectators should have access to toilet and refreshment provision without having to cross barriers or seek special permission to use such facilities.

***‘Lead Doctor’***

The nominated medic at each Club who is ultimately responsible for the clinical care of all players on both matchdays and non matchdays.

***‘Matchday Capacity’***

The spectator capacity provided for a rugby match day. For example, this may differ from the total capacity if stands or sections of the ground are not used for matches.

***‘Permitted Period’***

The period of a maximum of two full seasons.

***‘Premier Rugby Limited’, also known as ‘PRL’***

The representative body of the 12 Clubs competing in the Premiership from time to time, whose registered office is Lion House, Red Lion Street, London, WC1R 4GB (Company Registration Number 3096937).

***‘Premiership’***

The tournament comprising the 12 Premiership clubs.

***‘Premiership clubs’***

The 12 Clubs who are, at the relevant time, playing in the Premiership.

***‘Primacy of Tenure’***

Primacy of Tenure shall be deemed to be satisfied where a Club demonstrates that it can: -

- i) schedule its home matches in 2012/13 (other than those at (iii) and (iv) below) on any Friday, Saturday, Sunday and any bank or public holiday during the season, in all such cases with a kick-off time between 12 noon and 8.00pm and on any other day during the season with a kick off time between 6pm and 8pm.

- ii) meet the requirements of PRL's broadcast partner (namely, to be able to allow the broadcast of its home games in 2012/13) on receipt of the requisite notice from the broadcast partner, being 6 weeks notice for matches no later than 3 months before the end of season or 4 weeks notice for matches within 3 months of the end of the season; and
- iii) play its home match (if applicable) in Round 22 of the 2012/13 Premiership at any kick-off time on the afternoons of both Saturday and Sunday of the last weekend of the season in order to ensure simultaneous kick off times for all Round 22 matches; and
- iv) play its home matches in the end of season play offs, being any Premiership Semi-Final on Fridays, Saturdays and Sundays in May 2012 and at kick-off times between 12pm and 8pm.

***'Principal Home Ground'***

The ground at which the Club will play all 1<sup>st</sup> XV home games in the 2012/13 season, save as envisaged by these standards in the case of the Temporary Ground and/or the Standby Ground.

***'The Professional Game Board' also known as "PGB"***

The Board appointed pursuant to the 2007 Agreement.

***'Public Toilets'***

Toilet provision for males and females that is open on a match day, in good working order and accessible to general spectators.

***'Rugby Football Union'***

The National Governing Body responsible for Rugby Union in England and whose registered office is at Rugby House, Twickenham Stadium, 200 Whitton Road, Twickenham TW2 7BA.

***'Rugby Training Session'***

Any training session that involves high impact contact between players, including but not limited to, lineout sessions, scrummaging sessions, defence sessions etc.

***'Stand'***

A structure providing viewing accommodation for spectators.

***'Salary Cap'***

The regulations set by PRL from time to time, covering the recording of financial and contractual payments to players and other third parties with a view to controlling the industry costs.

***'Standby Ground'***

The ground to which a Club wishes to relocate within the Territory in the 2012/13 season in order to satisfy Primacy of Tenure requirements for a particular match/matches (if such requirements are not satisfied at the Principal Home Ground) prior to returning to its Principal Home Ground. The prior approval of PGB is required in respect of each such occasion, in accordance with the Premiership Regulations.

***‘Task Group’***

The group identified in the 2007 Agreement.

***‘Televised’***

Matches that are shown live or subject to outside broadcast where broadcasters require designated space for equipment and vehicles.

***‘Temporary Ground’***

A ground to which a Club wishes to relocate as a temporary measure in 2012/13 for any reason other than to satisfy Primacy of Tenure requirements and which has been approved by PGB. A list of pre-approved grounds is held by the RFU Company Secretary and Legal Officer and is available on request.

***‘Territory’***

The area within a 30 mile radius of the location of a Club’s Principal Home Ground.

***‘Total Licensed Capacity’***

The spectator areas of the ground for which a Safety Certificate is obtained from the local authority or which are subject to local authority approval, including any approvals for temporary spectator accommodation.

***‘Uniformity’***

The evenness of light across a surface, expressed by the ratio of the lowest illuminance level to the highest in both vertical and horizontal planes (U1) and the ratio of the lowest illuminance level to the average in both the vertical and horizontal planes (U2).

***‘Vertical level of Lux’***

The average illuminance (ie the amount of light that falls onto a solid surface) in the vertical plane. Lux is the SI unit of illuminance.

## **Section 3 – The Audit Process**

### **Introduction**

- 3.1 This Section describes the audit process and timing for existing Premiership clubs and for Championship clubs.
- 3.2 All Premiership clubs and those Championship clubs that request an audit in writing to the RFU by 1 March 2012 to determine their eligibility for promotion to the Premiership, will be subject to an annual audit on or around 31 March 2012. For Premiership clubs, this annual audit will cover those Criteria identified in Section 4 as being audited by 'annual' audit. Spot check audits will also take place throughout the 2012/13 season for those Criteria identified in Section 4 as being audited by 'spot check' audit.
- 3.3 For Championship clubs, the annual audit will cover all the Criteria (both those identified as being audited by annual audit and spot checks) through a non matchday and matchday audit on or around 31 March 2012.

### ***Existing Premiership clubs***

- 3.4 The audit process is as follows:
  - i) The Minimum Standards Criteria will be circulated to all Premiership clubs by 1 June 2011 unless an extension is agreed by PGB.
  - ii) All Clubs are required to notify the RFU Company Secretary and Legal Officer by 1 September 2011, of the Principal Home Ground (and Standby Ground, if appropriate) or Temporary Ground (if then known) at which they intend to play home games in the 2012/13 season. Please note that, for the avoidance of doubt, the Principal Home Ground of Premiership clubs cannot be changed during any season, but if a Club wishes to change its Principal Home Ground outside the season for the season(s) thereafter it must obtain the prior approval of the PGB.
  - iii) If a Club wishes to relocate to a Temporary Ground in the 2012/13 season prior to returning to its Principal Home Ground, the relocation may be permitted notwithstanding the Club not having Primacy of Tenure at the Temporary Ground provided it is for the sole purpose of substantial ground developments at its current or future Principal Home Ground and the following requirements are satisfied:
    - such a move is given the prior approval of PGB. The Club must (in addition to the below Criteria) provide evidence to the satisfaction of PGB of the planning permissions, construction contracts, and financing arrangements for the developments and the arrangements for match scheduling at the Temporary Ground agreed with the owner of the Temporary Ground. For the avoidance of doubt, Clubs will not be permitted to move to a Temporary Ground at any point during the playing season without the prior approval of PGB.
    - the Temporary Ground meets the 'A' and 'B' Criteria in accordance with paragraphs 1.5, 1.6 and 1.8 above, with the exception of Primacy of Tenure. Any failure of the Temporary Ground to meet the 'C' Criteria may render the Club subject to sanction in accordance with paragraphs 1.7-1.8 above.

- such a permission shall enable a move to the Temporary Ground for the Permitted Period.
- the Club must return to the Principal Home Ground by no later than the end of the Permitted Period.

In such circumstances, the Primacy of Tenure criteria will, during the Permitted Period, be assessed against the Club's Principal Home Ground notwithstanding any ground developments in progress.

- iv) If a Club wishes to relocate to a Temporary Ground in the 2012/13 season prior to returning to its Principal Home Ground for any reason other than substantial ground developments then the relocation may be permitted notwithstanding the Club not having Primacy of Tenure at the Temporary Ground provided:
  - such a move is given the prior approval of PGB. The Club must (in addition to the below Criteria) provide evidence to the satisfaction of PGB of the playing schedule at the Temporary Ground agreed with the owner of the Temporary Ground.
  - the Temporary Ground meets the 'A' and 'B' Criteria in accordance with paragraphs 1.5, 1.6 and 1.8 above, with the exception of Primacy of Tenure.
  - any failure of the Temporary Ground to meet the 'C' Criteria may render the Club subject to sanction in accordance with paragraphs 1.7 and 1.8 above.
- v) The Principal Home Ground and the Standby Ground (if applicable), or Temporary Ground as notified to the RFU Company Secretary and Legal Officer will be subject to audit.
- vi) The independent auditors will submit a detailed report to the PGB on compliance with the Criteria as soon as reasonably possible following the audit.
- vii) The PGB will consider the independent auditors report at the first PGB meeting after receipt of the independent audit report but will make no public comment thereon throughout the entire Audit Process.
- viii) The PGB decision process that follows the audits is outlined in paragraph 3.6 below.

### ***Championship clubs***

3.5 The audit process is as follows:

- i) The Minimum Standards Criteria will be circulated to all Championship clubs by 1 June 2011, unless an extension is agreed by PGB.
- ii) All Clubs are required to notify the RFU Company Secretary and Legal Officer by 1 September 2011, of the Principal Home Ground (and Standby Ground, if appropriate) or Temporary Ground at which they intend to play home games in the 2012/13 season. Please note the criteria in relation to changing Principal Home Grounds and relocating to Temporary Grounds (with which a

Championship club promoted to the Premiership for the 2012/13 season must comply) are set out in 3.2 above.

- iii) A Club may only change its notified Principal Home Ground and/or Standby Ground at which it intends to play home games in the 2012/13 season with the prior written approval of the RFU and no change can be made after the final independent audit referred to in (xi) below.
- iv) The Principal Home Ground and the Standby Ground (if applicable), or Temporary Ground as notified to the RFU will be subject to audit.
- v) Clubs are advised to ensure that all new stand or ground developments take account of the Criteria set out in this documentation and that details of such developments should be submitted to the RFU for approval.
- vi) Preliminary Minimum Standards Criteria questionnaires will be sent out to all Championship clubs in September 2011 by the RFU and the PGB.
- vii) Preliminary Minimum Standards Criteria questionnaires must be returned by Championship clubs by 15 November 2011 and be completed based on the Club's management and facilities in place as at 31 October 2011. The purpose of this is to identify shortfalls in meeting the Criteria and to advise Clubs on such issues.
- viii) The PGB's independent auditors will submit an interim report to the PGB and the RFU on the outcome of this exercise. The interim report will include a summary of Championship club submissions and correspondence. Neither the PGB nor the RFU shall make a public statement whatsoever throughout this or any other part of the Audit Process.
- ix) Where deemed necessary by the PGB, the Independent Auditor may undertake an interim audit visit to any Championship club to confirm the information submitted in the Preliminary Minimum Standards Criteria questionnaire. Any interim audit visits will be at the discretion of the RFU.
- x) The RFU will liaise with the Championship clubs seeking promotion to the Premiership to discuss any areas of concern identified in the interim audit report prepared by the independent auditors. Championship clubs must keep both the RFU and independent auditors aware of progress in working towards the Criteria.
- xi) The PGB may commission a final independent audit which will take place at all Championship clubs capable of achieving Premiership status. This independent audit will include a match day audit on the nearest home match to 31 March 2012, as feasible.
- xii) The independent auditors will submit a detailed report to the RFU and the PGB on compliance with the Criteria as soon as reasonably possible following the audit.
- xiii) The PGB will consider the independent auditors report at the first meeting after receipt of the independent audit report but will make no public comment thereon throughout the entire Audit process.

- xiv) The PGB meeting to consider the independent auditors' report will dovetail with the RFU Board of Directors meeting to consider the report. The RFU Board of Directors will decide if the Criteria have been complied with by the Club seeking promotion to the Premiership. The RFU will make no public comment thereon throughout the entire Audit Process.
- xv) Only once the audit process has been completed and a final decision made will the RFU and/or PGB make a public statement detailing the outcome of the independent audit.

**PGB decisions**

3.6 Following consideration of the recommendation of the Task Group on the independent audit reports, the PGB decision process will be as follows:

- i) The PGB will determine whether Premiership clubs have achieved the Criteria herein contained and will inform any existing Premiership club if they have failed to meet any of the A, B or C Criteria, together with the sanction(s) and/or action(s) which the PGB proposes to take in accordance with the relevant paragraphs in 1.5 – 1.8 above.
- ii) The PGB recognises that three Clubs currently playing in the Premiership namely London Wasps, Saracens and London Irish may not currently meet the Criteria relating to Primacy of Tenure and that no sanction will be taken by the PGB in relation to this save for any action pursuant to paragraph 3.7 (ii) below.

3.7 Following consideration of the independent audit report by the PGB, the RFU decision process will be as follows:

- i) For the Club that wins the Championship, if the RFU is satisfied that the 'A' and 'B' Criteria have been met or addressed to the satisfaction of the RFU in accordance with paragraphs 1.5 and 1.6 above, then that Club will automatically be entitled to promotion to the Premiership for 2012/13. For the avoidance of doubt, the Club that finishes bottom of the Premiership shall be relegated.
- ii) If the 'A' Criteria relating to Primacy of Tenure have not been met or addressed to the satisfaction of the RFU by the Club that wins the Championship and the Club that finishes bottom of the Premiership also fails to satisfy the 'A' criteria relating to Primacy of Tenure, but the RFU is satisfied that the other 'A' and 'B' Criteria have been met or addressed by the Championship club to the satisfaction of the RFU in accordance with paragraphs 1.5 and 1.6 above, then the Club that wins the Championship will take part in a playoff with the bottom Club in the Premiership. This play off will be played on a two-legged basis with each Club playing at home once. The winner of such play off, being decided by the aggregate score over the two legs shall be entitled to remain in or be promoted to the Premiership (as the case may be). In the event of a drawn aggregate score over the two legs the winner shall be decided by:
  - a) an immediate period of extra time between the teams of 10 minutes each way, with a one minute interval, and the winner shall be the team with most points at the end of extra time.

- b) if the scores are still equal then there shall be a place kick competition, as detailed in the Premiership regulations.
- iii) Such play off shall be played in accordance with the Premiership regulations in place at the time.
- iv) For the avoidance of doubt, if a Club wins the Championship but fails the Criteria relating to Primacy of Tenure and the Premiership club that finishes bottom of the Premiership meets the Criteria relating to Primacy of Tenure then there will be no play off nor any promotion and relegation.
- v) Subject to paragraph 3.7 (ii) above, if the RFU is not satisfied that the 'A' Criteria and 'B' Criteria have been met by the Club that wins the Championship, then such Club will not be entitled to be promoted to the Premiership for the 2012/13 season.
- vi) If the RFU is not satisfied that the 'C' Criteria have been met, the Championship club would nevertheless be promoted, but remedial actions agreed with the PGB in accordance with the possible sanctions set out in paragraphs 1.7 and 1.8.

#### **Force Majeure**

- 3.8 The PGB (or the RFU in the specific case of promotion for Championship clubs) may, acting in its absolute discretion, waive the need for a Club to comply with the Criteria contained herein if it is satisfied that the failure to meet any of the Criteria is:
- i) temporary and is caused by an event beyond the reasonable control of the Club; and
  - ii) if the Club could not have prevented it by taking steps which it could reasonably be expected to have taken; and
  - iii) the Club could not have reasonably been expected to take the risk of it into account by insurance or otherwise; and
  - iv) if the events apply to existing premises, plant, equipment or materials to the extent that such premises, plant, equipment or materials are already in use and had received the necessary planning, highways, license and other necessary approvals and certificates and had qualified as part of the Club's entry criteria; and
  - v) the Club notifies the RFU Company Secretary and Legal Officer of the relevant event and consequence as soon as reasonably possible after it occurs; and
  - vi) provides the PGB or the RFU (as the case may be) with any further information requested about the event (or its causes) or the consequence as soon as reasonably possible; and
  - vii) takes any steps (except steps involving significant additional costs) which the PGB or the RFU (as the case may be) reasonably requires in order to rectify the situation; and
  - viii) it is for the Club to demonstrate to the PGB or the RFU (as the case may be) that a matter is a consequence of an event covered by this paragraph 3.8 that

the event and the consequence were neither preventable nor foreseeable and that it has satisfied the conditions as set out in this paragraph 3.8.

- 3.9 For the avoidance of doubt, force majeure does not include failure to apply for planning permission or any intention to comply with any of the criteria.
- 3.10 In the absence of any event and/or scenario as described in paragraph 3.8 above, the PGB or the RFU (as the case may be) will not have the ability to exercise any discretion in relation to the 'A' and 'B' criteria requirements described herein.

#### **The Appeals process**

- 3.11 Any decision taken by the RFU under these Criteria relating to whether a Championship club has or has not been promoted may be appealed by the Premiership club or the Championship club concerned. Such an appeal shall be to an independent panel appointed by the RFU Disciplinary Manager.
- 3.12 Any decision taken by the PGB relating to whether any breach of these Criteria has been committed by a Club participating in the Premiership and any sanction to be imposed on that Club may be appealed by the Club concerned. Such an appeal shall be to an independent panel appointed by the PGB, in consultation with the RFU Disciplinary Manager.
- 3.13 If a Club wishes to appeal a PGB or RFU decision then they must notify the RFU Disciplinary Manager no later than 4pm on the fourteenth date following the letter notifying them of the sanction. Late notices of appeal will not be accepted.
- 3.14 The notice of appeal must state the sanctions which the Club are appealing against together with the grounds of appeal.
- 3.15 New evidence will not be admissible except where the new evidence was not available at the time of the PGB's or RFU's decision.
- 3.16 The decision of the Appeal Panel shall be final and binding upon the parties, and there shall be no further right of appeal from it.
- 3.17 The Club may be required at the sole discretion of the Appeal Panel to pay the costs of the appeal hearing or a fixed contribution towards those costs. These costs shall not include the legal costs of the RFU.

## Section 4 – Minimum Standards Criteria

### 1. Administration and Management

<b>Legal</b>			
<b>No.</b>	<b>Grade/ Audit process</b>	<b>Description</b>	<b>Sanction</b>
AM1	A/ Annual	Each Club must be a limited liability company.	£5,000
<b>Club Development Programme</b>			
<b>No.</b>	<b>Grade/ Audit process</b>	<b>Description</b>	<b>Sanction</b>
AM2	A/ Annual	<p>Each Club must nominate a member of the senior management team or board to have overall responsibility for creating and maintaining a safe environment at the club, and in its wider activities, for children and vulnerable adults.</p> <p>Each Club must also have a documented Safeguarding Policy in place. This Safeguarding Policy must be comparable in detail to the RFU approved Safeguarding Policy.</p>	£7,500
AM3	A/ Spot check	<p>All club staff who have a role working closely with children and/or vulnerable adults must have undergone appropriate, RFU-processed, criminal history checks (currently referred to as CRB) in accordance with current government legislation and RFU regulations and policy.</p> <p>Newly appointed staff must have met this criteria within the first six weeks of employment and cannot be deployed without supervision until confirmation of clearance. Only volunteers with an RFU enhanced CRB clearance should work in an unsupervised role within club community programmes and all other volunteers should be supervised at all times.</p>	£1,000 per breach
AM4	A/ Annual	Each Premiership club must have a Community Development programme and a documented strategy for delivering it. The strategy should cover projects that will impact on Premiership Rugby's four pillars of community activity: grass roots development, health, education and community cohesion. It must identify key aims and objectives for this programme and how it supports Premiership Rugby's strategy to increase the clubs reputation, relationship base, fan and player recruitment,	£2,500

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		<p>along with incremental revenue growth.</p> <p>This document must be submitted to Premiership Rugby's head of community by 1 September in each year.</p>	
AM5	A/ Spot check	<p>All club staff who have a role working closely with children and/or vulnerable adults on the Premiership club's Community Development Programme must be in possession of an appropriate licence and/or NGB qualification within their sports delivery field prior to starting employment.</p> <p>They must also have completed the following courses:</p> <ul style="list-style-type: none"> <li>• Safeguarding and Protecting Young People in Rugby (preferred) or equivalent NSPCC accredited course with a suitable provider (eg sports coach UK Safeguarding and Protecting Children).</li> <li>• Equity in your Coaching</li> <li>• How to coach disabled people in your sport</li> <li>• Appointed person first aid course.</li> </ul> <p>Newly appointed staff must meet these standards within the first six months of employment.</p>	£1,000 per breach
AM6	B/ Annual	<p>All Premiership clubs must record all community activity within the national MARS system detailing progress in implementing Community Development programmes. These inputs must be in a format to be determined by PRL and be provided within the timeframes set out at the start of each season by PRL.</p>	£1,000 per breach
AM7	B/ Annual	<p>All Premiership clubs must submit an annual monitoring and evaluation return to PRL identifying key business performance indicators for community activity. The information required in these returns must be in a format to be determined by PRL and be provided when reasonably requested by PRL.</p>	£1,000 per breach
AM8	B/ Annual	<p>All Premiership clubs must complete an annual return, in a format to be determined and communicated to Clubs by PRL, detailing the names and details of full time and part time staff / coaches employed on the Community Development programme, including details of their relevant qualifications and confirmation of RFU-processed enhanced CRB clearance.</p> <p>This information must be provided by 1 September, in a format to be determined by PRL, together with copies of all documentation, licences, certificates etc supporting such declaration.</p>	£2,500

## **2. Ground Tenure and Ground Moves**

### **Objectives**

The objectives of the Ground Tenure and Ground Moves criteria are to:

- provide the Club and the PGB with freedom to schedule fixtures on dates and times that are of benefit to the commercial value of the Premiership Rugby competition
- allow the Club and PRL to deliver the commercial rights of its sponsors and broadcast partners
- provide grounds for which the Club has the freedom to develop and increase facility standards for the benefit of all its stakeholders.

<b>Ground Details</b>			
<b>No.</b>	<b>Grade/ Audit process</b>	<b>Description</b>	<b>Sanction</b>
G1	A/ Annual	Each Club must satisfy the Primacy of Tenure requirements either at its Principal Home Ground or, where applicable, at its Principal Home Ground together with its Standby Ground.	To be determined by the PGB
G2	A/ Annual	Each Club must have signed, by no later than 31 March 2012, a legally binding agreement to occupy the Principal Home Ground (and if applicable the Standby Ground) for the season 2012/13. The only pre-condition to such agreement(s) may be in respect of promotion.	To be determined by the PGB

### 3. Facilities

Ground Plan			
No.	Grade/ Audit process	Description	Sanction
F1	B/ Annual	<p>At the time of independent audit each Club must provide a single site map of the Principal Home Ground and Standby Ground, if applicable, clearly showing where the following list of facilities shall be located during the 2012/13 season:</p> <ul style="list-style-type: none"> <li>• public toilets</li> <li>• refreshment provision</li> <li>• disabled provision</li> <li>• control room</li> <li>• scoreboards</li> <li>• media facilities</li> <li>• first aid room.</li> </ul>	£1,000
Spectator Accommodation			
No.	Grade/ Audit process	Description	Sanction
F2	A/ Annual	<p>Each Club's Principal Home Ground, Standby Ground or Temporary Ground must provide a minimum Total Licensed Capacity of 10,000. This must be comprised of seated and terraced standing areas.</p> <p><i>Note. For ground developments to increase capacity, where the ground has previously provided a minimum Total Licensed Capacity of 10,000, the PGB may grant approval to temporarily reduce the capacity levels for a period of not more than one calendar year. For approval to be granted, evidence of detailed planning permission <u>and</u> of a signed construction contract with start and end dates must be provided and approved by the PGB.</i></p>	To be determined by the PGB
F3	A/ Annual	The minimum Total Licensed Capacity must include a minimum of 4,200 seats.	£5,000
F4	A/ Annual	The minimum Total Licensed Capacity must include a minimum number of covered spaces of 3,400 (seats or standing).	£5,000

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F5	A/ Annual	All Stands installed after 31 March 2006, whether permanent or temporary, must be covered.	£5,000
<b>Public Toilets</b>			
<b>No.</b>	<b>Grade/ Audit process</b>	<b>Description</b>	<b>Sanction</b>
F6	B/ Spot check	<p>Every ground must provide male and female Public Toilets that are accessible to spectators in every Individual Accessible Area or Stand.</p> <p>Each Individual Accessible Area of the ground must be served in correct proportion to the Club's average match attendance for the 2010/11 season (average match attendance for Clubs will be based on PRL Aviva Premiership Rugby average attendance statistics) based upon the guidelines presented below. These requirements will be assessed on the basis of a 80:20 male:female ratio.</p> <p>Males:</p> <ul style="list-style-type: none"> <li>• 1 urinal per 70 males (trough urinals calculated on basis of not less than 600mm per person)</li> <li>• 1 wc for every 600 males (but not less than 2 per toilet area)</li> <li>• 1 wash basin for every 300 males (but not less than 2 per toilet area).</li> </ul> <p>Females:</p> <ul style="list-style-type: none"> <li>• 1 wc for every 35 females but not less than 2 per toilet area</li> <li>• 1 wash basin for every 70 females but not less than 2 per toilet area.</li> </ul> <p><i>Note. Where a ground is not segregated into Individual Accessible Areas, these guidelines will be assessed on the total Public Toilet provision within the ground.</i></p>	£5,000
<b>Pitch and Playing Area</b>			
<b>No.</b>	<b>Grade/ Audit process</b>	<b>Description</b>	<b>Sanction</b>
F7	A/ Spot check	All perimeter boards within 5 metres of the field of play must be padded.	£7,500
F8	A/ Annual	Slopes in any direction shall not exceed 1:80 along the line of play and 1:40 across the line of play.	£5,000

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F9	A/ Annual	A suitably qualified and/or experienced groundsman (or grounds contractor), as determined by the independent auditor, must be employed on a full time basis, to be responsible for the maintenance of the playing surface to a satisfactory standard.	£5,000
<b>Floodlighting</b>			
<b>No.</b>	<b>Grade/ Audit process</b>	<b>Description</b>	<b>Sanction</b>
F10	C/ Annual	<p>From 31 March 2012, each Club must provide floodlighting with a minimum average Horizontal level of 800 Lux, a minimum average Vertical level of 500 Lux<sup>1</sup> and Uniformity of 0.7. These levels are to be achieved at pitch level and must be obtained from permanent lighting fixtures.</p> <p><i>Note. Uniformity refers to the evenness of the light. A high level is necessary so that the human eye and cameras do not constantly have to adapt between areas of relative light and dark. Uniformity is measured as the ratio between the minimum lux level at any point on the calculation grid and the average lux level.</i></p> <p><sup>1</sup> The minimum average Vertical floodlighting level of 500 Lux may be subject to television agreements currently being negotiated.</p>	
<b>Public Address System</b>			
<b>No.</b>	<b>Grade/ Audit process</b>	<b>Description</b>	<b>Sanction</b>
F11	A/ Spot check	A Public Address (PA) system must be provided and be audible in all parts of the ground.	£5,000
F12	A/ Annual	<p>The PA System must:</p> <ul style="list-style-type: none"> <li>• be independently tested by an appropriately qualified technician on an annual basis and a copy of the most recent test certificate produced as part of the independent audit.</li> <li>• have an override facility so that an operator (as agreed in contingency plans) can override the system from the control room in order to broadcast emergency messages.</li> <li>• have an override facility operated by trained personnel and have clearly documented guidance for operation.</li> <li>• have a fully operational back up system in case of power failure. The back up system must be tested before each home game and full records retained. The system must be such to enable it to continue to function at full load in</li> </ul>	£5,000

		<p>an emergency for up to 3 hours.</p> <p><i>Note. For the avoidance of doubt, loud hailers will not be deemed sufficient as the first level of back up to the main PA system but should be utilised in the event of the failure of the back up provisions.</i></p>	
F13	A/ Spot check	Loud hailers must be provided as additional support to the back up system in F12.	£5,000
<b>Control Room</b>			
<b>No.</b>	<b>Grade/ Audit process</b>	<b>Description</b>	<b>Sanction</b>
F14	A/ Annual	<p>A control room must be provided in accordance with the recommendations of the Green Guide and subject to local authority approval.</p> <p>The control room must:</p> <ul style="list-style-type: none"> <li>• provide a full view of the ground.</li> <li>• have internal and external communication links (i.e. radio and landline) to both the PA and medical room.</li> </ul>	£5,000
F15	A/ Spot check	The Control Room must contain all relevant safety documentation and equipment, including, a plan of the ground, a copy of the Safety Procedures Manual, a copy of the Local Authority Safety Certificate, radio and telephone links, plus CCTV and turnstile monitoring equipment where these are in place.	£5,000
<b>Disabled Facilities</b>			
<b>No.</b>	<b>Grade/ Audit process</b>	<b>Description</b>	<b>Sanction</b>
F16	A/ Annual	A minimum of 40 designated covered spectator spaces for disabled people, including those in wheelchairs, must be provided, where one Disabled Space constitutes space for one disabled person and one carer/helper. For the avoidance of doubt, space within corporate hospitality areas is not accepted as designated provision.	£5,000
F17	B/ Annual	For every 10 disabled spectators there must be at least 2 toilets for people with disabilities, with the level of provision based on the maximum attendance by disabled people at any one game in the season of audit. This provision must be accessible to the appropriate areas where disabled spectators are located. For avoidance of doubt this includes public and corporate hospitality provision.	£2,500

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F18	B/ Annual	For all Stands incorporating refreshment provision installed after 31 March 2006, specially adapted refreshment provision, such as refreshment outlets with lowered counters or dedicated servers for areas of disabled spectators, must be made available. There must be provision within each Individual Accessible Area of the ground where disabled spectators are located.	£2,500
<b>Media Facilities</b>			
<b>No.</b>	<b>Grade/ Audit process</b>	<b>Description</b>	<b>Sanction</b>
F19	A/ Annual	Each Club must provide a press box that is undercover in the main or principal Stand.	£5,000
F20	A/ Annual	The press box must be able to accommodate 30 media representatives, each with a working area no narrower than 600mm.	£5,000
F21	B/ Annual	The press box must have lighting provision for night events.	£2,500
F22	B/ Annual	The press box must have a full view of the pitch.	£2,500
F23	B/ Annual	The press box must be located between the 22 metre lines.	£2,500
F24	B/ Annual	All seats located within the press box must have firmly affixed flat working surfaces.	£2,500
F25	B/ Annual	Telephone and ISDN points, or an appropriate wireless connection, must be provided on request.	£2,500
F26	B/ Annual	In addition to standard provision to accommodate 30 media representatives within the press box, Clubs must demonstrate that they can accommodate an additional 20 media representatives within the ground, for example for Heineken Cup matches.	£2,500
F27	B/ Annual	A separate media room must be provided for use by members of the media before and after the match and where post match press conferences can be staged.	£2,500

<b>Changing Rooms</b>			
<b>No.</b>	<b>Grade/ Audit process</b>	<b>Description</b>	<b>Sanction</b>
F28	A/ Annual	Each Club must provide two secure team changing rooms (home and away).	£5,000
F29	A/ Annual	The away team changing room must provide a minimum changing space of 30 m <sup>2</sup> (22 players plus three coaching/medical staff x 1.2 m <sup>2</sup> ).	£5,000
F30	B/ Annual	Each changing room must be served by at least two urinals or WC's, two wash hand basins and a minimum of six shower fittings.  Where this provision is not located within the changing room, toilets must be within the immediate vicinity of the changing room. For the avoidance of doubt, baths are not considered a substitute for shower provision.	£1,000
F31	A/ Annual	Match Officials must have a separate and secure changing room of a minimum of 6 sqm to accommodate a minimum of five match officials.	£5,000
F32	B/ Annual	The Match Officials room must be served by at least one WC and one urinal or WC, one wash hand basin and a minimum of two shower fittings.  Where this provision is not located within the changing room, toilets and showers must be located within the immediate vicinity of the officials' room.	£1,000
F33	A/ Annual	For all newly constructed grounds and Stands incorporating Match Officials provision completed after 31 March 2006, there must be a separate, secure changing room to provide for five officials with a minimum of 2.5sqm per official i.e. total area of 12.5sqm.	£7,500
<b>Scoreboards, Time Clocks and Big Screen</b>			
<b>No.</b>	<b>Grade/ Audit process</b>	<b>Description</b>	<b>Sanction</b>
F34	B/ Annual	Each Club must provide scoreboard(s) that are visible from all spectator seats.	£2,500
F35	B/ Annual	Each Club must provide scoreboard (s) that shows the names of the two teams.	£2,500
F36	B/ Annual	Each Club must make provision within the ground for the location of two Countdown Clocks to be used for each Premiership match in appropriate positions in full view of all spectators, as determined by PRL. The provision of a power	£2,500

		source and an appropriate location for operators in full view of the referee, must also be provided, as determined by PRL.	
F37	B/ Annual	Subject to appropriate risk assessment and any necessary Local Safety Group Authority, each Club must make provision within the ground for the location of the Giant Screen in an appropriate position in full view of spectators, whenever reasonably required by PRL. Provision of a power source and provision of appropriate location for operators, as determined by PRL, must also be provided.	£2,500
<b>Car Parking</b>			
<b>No.</b>	<b>Grade/ Audit process</b>	<b>Description</b>	<b>Sanction</b>
F38	A/ Spot check	Each Club must provide clear access routes and reserved emergency parking for the police, ambulance and fire services, within the curtilage of the ground.	£7,500
F39	B/ Annual	Each Club must provide or procure car parking provision for VIPs, sponsors, media, match officials and the disabled.	£1,000
F40	B/ Annual	Each Club must provide or procure team coach parking provision or provide an adequate drop off/collection point.	£1,000
<b>Television Facilities</b>			
<b>No.</b>	<b>Grade/ Audit process</b>	<b>Description</b>	<b>Sanction</b>
F41	B/ Annual	For Televised games, provision must be made for broadcast vehicles in the form of a compound.	£2,500
F42	B/ Annual	Each Club's Principal Home Ground, Standby Ground or Temporary Ground must contain provision for a television gantry which must: <ul style="list-style-type: none"> <li>• be located on the side of the pitch that does not face into the sun</li> <li>• cross the centre line of the pitch at some point</li> <li>• provide an unrestricted view of the whole of the playing field and the opposite Stand (it must not be too low or too high)</li> <li>• support a minimum of 8 people and 3 cameras</li> </ul>	£2,500

## 4. Medical and Safety

### Objectives

4.1 The objective of the Medical and Safety Criteria is to:

- Ensure all Clubs provide a professionally qualified support team and services providing safety and medical care for players at senior, 'A' League and Academy levels and ensure safe facilities and services for the benefit of players, officials and spectators.

<b>Medical facilities and personnel for players and trauma care equipment</b>			
<b>No.</b>	<b>Grade/ Audit process</b>	<b>Description</b>	<b>Sanction</b>
M1	A/ Spot check	<p>Each Club must have the following equipment present and in full working order on all match days to include 'A' League and Academy games and at all senior, 'A' and Club Academy Rugby Training Sessions.</p> <p>For the avoidance of doubt, all other games and training sessions including, but not limited to, Elite Player Development Centre training sessions, are excluded from this requirement.</p> <p>The list of equipment is as follows:</p> <ul style="list-style-type: none"> <li>• Long (Spinal) Board or Split long board (EXL Scoop) and Trained Stretcher Bearers - a Long (Spinal) Board or Split long board (EXL Scoop) with Head Immobiliser and appropriately trained stretcher bearers (those trained by the Club medical staff to adequately and safely, under the direction of the Club medical staff, transfer a player onto the stretcher and remove him from the field of play).</li> <li>• Cervical Stiff Neck Collar(s) - an assortment of collars will be available to fit every player within the Club (extrication collar) or 2 adjustable collars. Soft neck collars are not suitable.</li> <li>• Splints (For immobilisation of the upper and lower limbs).</li> <li>• Stethoscope and Sphygmomanometer</li> <li>• Airways (selection of ALL of the below must be present)                             <ul style="list-style-type: none"> <li>- Oropharyngeal airway (assorted sizes)</li> <li>- Nasopharyngeal airway (assorted sizes)</li> <li>- Pocket mask with one way valve</li> <li>- Bag valve mask</li> </ul> </li> <li>• Emergency Cricothyotomy Device and needle Cricothyroidotomy equipment</li> </ul>	£7,500

		<ul style="list-style-type: none"> <li>• Oxygen - to include variable flow rate oxygen, bag valve mask, non re-breathing mask, and purpose made carrier</li> <li>• Entonox with patient self administration system in purpose made carrier</li> <li>• Portable Suction (can be hand held or powered).</li> <li>• Suture Kits and Equipment – must be disposable sets or sterilised to current national standards.</li> <li>• Penlight torch</li> <li>• IV giving sets             <ul style="list-style-type: none"> <li>- 1l crystalloid (not 5% dextrose)</li> <li>- IV Cannulae (14G-22G)</li> </ul> </li> <li>• Cardiac Defibrillator – this must be either a manual defibrillator or ideally an AED with a manual override and monitor</li> <li>• Nebuliser mask and tubing</li> <li>• Crutches.</li> </ul> <p>An inventory of all equipment must be kept and signed on a weekly basis by the Clinical Governance Lead and made available for verification at the time of independent audit.</p>	
M2	A/ Spot check	<p>Each Club must have the following emergency drug box available pitch side on all match days to include 'A' League and Academy games and at all senior, 'A' and Club Academy Rugby Training Sessions.</p> <p>For the avoidance of doubt, all other games and training sessions, including but not limited to, Elite Player Development Centre training sessions are excluded from this requirement.</p> <ul style="list-style-type: none"> <li>• Adrenaline 1mg 1:10,000 pre-filled syringes x 4</li> <li>• Adrenaline 500mcg 1:1000 pre-filled syringes x 1 or epi-pen</li> <li>• Atropine 1mg or 3mg pre-filled syringe x 1</li> <li>• Amiodarone 300mg pre-filled syringe x 1</li> <li>• Dextrose 10% 500ml bag x 1</li> <li>• Hydrocortisone 100mg ampoules x 2</li> <li>• Chlorpheniramine 10mg ampoules x 1</li> <li>• Water for injection 10ml ampoules x 5</li> <li>• Suitable selection of IV antibiotics</li> <li>• Suitable IV anti-emetic x 1</li> <li>• Suitable IV analgesia x 2</li> <li>• Diazepam 5mg rectal tube x 1</li> <li>• Diazemuls 10mg ampoule x 1</li> <li>• Salbutamol inhaler x1</li> <li>• Salbutamol 5mg nebules x 4</li> <li>• Atrovent 500mcg nebules x 2</li> <li>• Green/blue/orange needles</li> <li>• 1ml, 2ml, 5ml, 10ml syringes.</li> </ul> <p><b>All drugs must be in date at all times.</b></p>	£7,500

		An inventory of all drugs and their expiry dates must be kept and signed on a weekly basis by the Clinical Governance Lead and made available for verification at the time of independent audit.	
M3	A/ Annual	<p>Each Club must provide a medical treatment room for players at its Principal Home Ground (and Standby Ground if applicable) and any other ground hosting 'A' League or Academy games or training sessions.</p> <p>The minimum physical requirements for a medical treatment room are:</p> <ul style="list-style-type: none"> <li>• access available to both teams</li> <li>• access for a stretcher from the pitch and to an external exit accessible by ambulance</li> <li>• a door width of 1.2m, wide enough to allow passage of a stretcher and bearers</li> <li>• floors to be non slip, impervious and washable</li> <li>• wall linings and worktops to be easily cleaned, to comply with hygiene and infection control requirements</li> <li>• a sink with hot and cold running water</li> <li>• direct or nearby access to a WC</li> <li>• adequate lighting and heating</li> <li>• access to a telephone</li> <li>• Broadband connection.</li> </ul>	£5,000
M4	B/ Spot check	<p>The minimum equipment requirements of the players medical treatment room at the Principal Home Ground (and Standby Ground if applicable) and any other ground hosting 'A' League or Academy games or training sessions are:</p> <ul style="list-style-type: none"> <li>• drinking water and disposable cups</li> <li>• soap and paper towels</li> <li>• adequate arrangements for the safe and proper disposal of clinical waste and sharps e.g. needles</li> <li>• contain at least two examination couches with waterproof protection, clean pillows and blankets</li> <li>• contain at least one lockable cabinet for medicines, and adequate storage facilities for other equipment</li> <li>• a chair.</li> </ul>	£1,000

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		The room must be cleaned regularly in accordance with national guidelines and health and safety regulations.	
M5	A/ Annual	For all grounds and Stands incorporating medical treatment provision for players installed after 31 March 2006 at the Principal Home Ground (and Standby Ground if applicable), the medical treatment room must be a minimum of 25 sqm and be available to both teams. If Clubs choose to provide a home club and away club medical room then each room must be a minimum of 15 sqm and both rooms must be fully equipped and fitted out as indicated in this criteria document.	£7,500
M6	A/ Spot check	Each Club must also make provision for dedicated doping control provision on match days at its Principal Home Ground (and Standby Ground if applicable). This provision must be separate to the medical room and comprise access to a private room with a desk, chairs, hand basin and WC. The WC can be adjacent but must have direct access to the doping control room.	£5,000
M7	A/ Annual	For all grounds and Stands incorporating doping control provision installed after 31 March 2008 at the Principal Home Ground (and Standby Ground if applicable), dedicated match day doping control provision (not necessarily dedicated on non-match days) must be provided, to include: <ul style="list-style-type: none"> <li>• waiting area suitably equipped with chairs and storage provision</li> <li>• administration area, including wash basin</li> <li>• sample collection area, containing at least one WC.</li> </ul>	£7,500
<b>Medical personnel for players</b>			
No.	Grade/ Audit process	Description	Sanction
M8	A/ Annual	<p><b>Clinical Governance Lead</b></p> <p>Each club must nominate a suitably qualified and experienced clinician as their Clinical Governance Lead.</p> <p>The Clinical Governance Lead must submit an annual return detailing the names of all medical personnel employed by the club (Lead Doctor, match day doctors, physiotherapists, and other medical personnel as defined in M11), including details of their relevant professional qualifications, professional registration, PI cover, CPD certification, hepatitis B immunity and PSITCC attendance (if applicable). All supporting evidence must be made</p>	£7,500

		<p>available at the time of independent audit.</p> <p>Clinical Governance includes encompassing established concepts e.g. commitment to high standards, evidence based practice, personal and team development, and risk management. It pulls these together into a formal framework that enables the organisation to measure performance, audit compliance and manage risk effectively.</p> <p>The Clinical Governance Lead must risk assess any venues not covered by these criteria with regard to medical provision and services.</p>	
M9	A/ Spot check	<p><b>a) Qualification of Lead Doctor</b></p> <p>Each Club must provide a suitably qualified Lead Doctor who must demonstrate that he/she is registered with the General Medical Council (GMC), is in possession of a post-graduate Diploma or MSc in sport and exercise medicine, can demonstrate that he/she has undertaken the necessary CPD specific to sport and exercise medicine suitable to meet the requirements of SEM / FSEM appraisal as determined by them meeting the demands of their professional body and possesses appropriate professional indemnity insurance stating the exact nature of the doctor's role</p> <p>Note – professional indemnity insurers must be informed of the exact nature of the doctor's role.</p> <p>Compliance will be based on review of:</p> <p>Evidence of being listed on the GMC list of registered medical practitioners with a licence to practise</p> <p>Certificate of Post-graduate Diploma or MSc in sport and exercise medicine</p> <p>Hard copy of all CPD certificates for the past 12 months or evidence of SEM / FSEM appraisal where such documents have been scrutinised</p> <p>Current Professional Indemnity Certificate and evidence that the insurer has been informed of the exact nature of the doctor's role.</p> <p><b>b) Qualification of Match Day Doctor(s)</b></p> <p>Each Club must identify suitably qualified Match Day Doctors. To be considered suitably qualified the Match Day Doctor must demonstrate that he/she is registered with the General Medical Council (GMC), that he/she has met the requirements set by the RFU Pitch Side Immediate Trauma Care Course (PSITCC) steering group and possesses appropriate professional indemnity insurance</p>	£7,500

		<p>stating the exact nature of the doctor’s role.</p> <p>Compliance will be based on review of:</p> <p>Evidence of being listed on the GMC list of registered medical practitioners with a licence to practise</p> <p>Current PSITCC Certificate</p> <p>Current Professional Indemnity Certificate and evidence that the insurer has been informed of the exact nature of the doctor’s role.</p> <p><b>c) Appraisal</b></p> <p>All matchday doctors attending to players on match day and non match days must demonstrate that they have been satisfactorily appraised each year as part of their principal employment role (e.g. National Health Service work).</p> <p>Compliance will be based on:</p> <p>Review of hard copy of their most recent appraisal document.</p>	
M10	A/ Spot check	<p><b>a) Qualification of physiotherapists</b></p> <p>All Clubs must provide suitably qualified physiotherapist(s) to attend to players on both match days and non match days. To be considered suitably qualified, a physiotherapist must demonstrate that he/she is a Physiotherapist registered with the Health Professions Council, can demonstrate that he/she has undertaken the necessary CPD specific to sport and exercise medicine to meet the demands of their professional body and possesses appropriate indemnity insurance stating the exact nature of the physiotherapist’s role.</p> <p>Compliance will be based on review of:</p> <p>Current HPC Certificate</p> <p>Hard copy of all CPD certificates for the past 12 months</p> <p>Current Professional Indemnity Certificate</p> <p><b>b) Appraisal of physiotherapists</b></p> <p>All physiotherapists must demonstrate that they have been appraised each year against their job description. Evidence of such satisfactory appraisal must be available at the time of audit.</p> <p>Compliance will be based on review of:</p> <p>A hard copy of their most recent appraisal document.</p>	£7,500

M11	A/ Spot check	<p><b>a) Qualification of other medical personnel</b></p> <p>All other medical personnel employed or retained, (which for the avoidance of doubt shall include osteopaths, chiropractors, sports rehabilitation specialists and masseurs), operating within any competition must demonstrate registration with their appropriate professional body, together with evidence of appropriate professional indemnity insurance and demonstrate that he/she has undertaken the necessary CPD specific to their speciality.</p> <p>Compliance will be based on review of:</p> <p>Current Professional registration Certificate</p> <p>Hard copy of all CPD certificates for the past 12 months</p> <p>Current Professional Indemnity Certificate.</p> <p><b>b) Appraisal of other medical personnel</b></p> <p>All medical team personnel must demonstrate that they have been appraised each year against their job description. Evidence of such satisfactory appraisal must be available at the time of audit.</p> <p>Compliance will be based on a review of:</p> <p>A hard copy of their most recent appraisal.</p>	£7,500
M12	A/ Spot check	<p>All medical personnel, as defined above, must demonstrate ongoing immunity (or in the case of non-responders freedom from infection) to hepatitis B and must produce dated evidence.</p> <p>Compliance will be based on:</p> <p>Dated evidence showing a blood test result demonstrating an anti HBs level of &gt;10 international units per ml and full details of vaccination history including booster vaccination, or</p> <p>A dated statement from an occupational service stating no further vaccinations are required.</p> <p>In the case of non responders to vaccination, there must be details of their vaccination history and the most recent dated evidence of freedom from Hepatitis B infection.</p> <p>For newly appointed staff who cannot demonstrate ongoing immunity or in a case of non responders, evidence must be provided that the appropriate measures have been undertaken to meet this standard.</p>	£7,500
M13	A/ Spot check	<p>All doctors, physiotherapists and rehabilitation staff attending to players on the field of play and during training sessions must be able to demonstrate that they have met the requirements set by the RFU Pitch Side Immediate</p>	£7,500

		<p>Trauma Care Course (PSITCC) steering group for the 2012/13 season. For the avoidance of doubt, the year for the purposes of the PSITCC starts on September 1 2012 and runs until August 30 2013. The criteria will be met by successfully completing a full PSITCC course in season 1 and then re-accreditation/re-certification courses in subsequent seasons. Exemptions may be given by the PGB Medical Advisory Group to PSITCC full course instructors, full course instructor candidates and those who have completed equivalent Royal College of Surgeons Edinburgh approved courses in a specific season.</p> <p>Newly appointed staff who do not meet the above criteria cannot attend to players on the field of play or during training sessions until:</p> <ol style="list-style-type: none"> <li>1. they have successfully completed a full PSITCC course or</li> <li>2. they have been formally granted a temporary exemption by the PGB Medical Advisory Group. This exemption will only be granted until the next available full PSITCC course. Exemption requests should be made to hazelpenfold@rfu.com</li> </ol> <p>For the avoidance of doubt any doctor or physiotherapist who does not meet these standards, will not be permitted to act as a doctor or physiotherapist at any match under the control of the PGB.</p> <p>Compliance will be based on:          Current PSITCC Certificate or formal letter of exemption          Log of attending personnel for each game</p> <p>Note: All results must be made available for verification at the time of independent audit.</p>	
M14	A/ Spot check	<p>All Clubs will ensure that any player who has suffered concussion in any match or training session shall be managed according to the RFU/PRL Concussion Management Programme. Baseline CogSport testing must be undertaken annually on all senior and academy players pre season (pre September 1) and post injury CogSport re-testing must form part of the return to play protocol.</p> <p>Compliance will be based on:</p> <p>Hard Copy of all Senior and Academy players (identified by RFU registration number) showing date of valid baseline and dates of any post concussion re-tests made available for verification at the time of independent audit.</p> <p>Verification will be by reference to the CogSport master database.</p>	£7,500

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M15	A/ Spot check	<p>All medical personnel at Clubs must demonstrate that their medical records satisfy the standards of medical record keeping set by their professional body.</p> <p>Compliance will be based on:</p> <p>Review and comparison with the defined standard of a random sample of medical records.</p>	£7,500
M16	B/ Annual	<p>All Clubs must demonstrate that their baseline and consent forms are returned by 1 September 2011 and that their medical and conditioning teams complete and return as appropriate the injury and training/conditioning forms as required by the Injury and Training Audit within six weeks of the week being reported.</p> <p>Compliance will be based on assessing the standards listed below with a report from the Injury and Training audit project team:</p> <p>The return of player baseline and consent forms by 1 September 2011.</p> <p>Return of all injury report forms, weekly master forms and the match and training report forms within six weeks of the week being reported.</p>	£1,000
M17	A/ Annual	<p>All Clubs will ensure that all catastrophic injuries, potential catastrophic injuries and deaths occurring during or within 6 hours of the game finishing are reported within 24hrs to the RFU Injury Surveillance Administrator.</p> <p>They must report all injuries that occur whilst playing rugby or taking part in organised squad rugby training sessions that fit either of the following definitions:</p> <ol style="list-style-type: none"> <li>1. An individual who sustains or is suspected of sustaining an injury which results in their being admitted to a hospital intensive care unit, high dependency unit, specialist spinal injuries or head injury unit.</li> <li>2. Deaths occurring during or within 6 hours of the game finishing.</li> </ol> <p>Compliance will be based on:</p> <p>Assessing the standards listed above with a report from the RFU Injury Surveillance Administrator.</p>	£7,500
M18	A/ Spot check	<p>All Clubs must demonstrate that they have at least two (2) coaching, medical or management staff employed by the Club, trained and accredited as a UK Sport Anti-Doping Tutor, or equivalent as determined by the RFU Anti Doping Group, to deliver anti-doping education and information to players and support staff by 1 September in each year.</p>	£7,500

		<p>Compliance will be based on:</p> <p>Clubs providing evidence that two (2) of their coaching, medical or management staff have attended and completed the UK Sport Anti-Doping Accredited Tutor course and subsequent re-accreditation courses or equivalent as facilitated by the RFU Anti Doping Group. Evidence of attendance and completion of this course and completion of on line accreditation regularly must be made available for verification at the time of independent audit.</p>	
M19	A/ Spot check	<p>Medicines management</p> <p>Each Club must have a medicine management policy which complies with national legislation ensuring that medicines are handled according to the requirements of the Medicines Act 1968, the Misuse of Drugs Act 1971 and the Misuse of Drugs Regulations 2001, and the Health &amp; Social Care Act 2008</p> <p>To comply with these, each Club must have in place written policies and procedures covering all aspect of medicines handling, these being:</p> <ul style="list-style-type: none"> <li>• Ordering &amp; Re-Ordering of Medicines</li> <li>• Receipt of Orders for Medicines</li> <li>• Secure Storage of Medicines</li> <li>• Prescribing, Issuing and Administering Medicines</li> <li>• Tracking &amp; Audit of Medicines</li> <li>• Incident Recording and Reporting</li> <li>• Safe Disposal and Return of Medicines</li> <li>• Adverse Drug Reaction Reporting</li> </ul> <p>In Clubs where Controlled Drugs are handled, separate written Standard Operating Procedures covering all aspects of their handling are mandatory.</p>	£7,500

<b>Medical facilities and personnel for spectators</b>			
<b>Spectator first aid provision</b>			
<b>No.</b>	<b>Grade/ Audit process</b>	<b>Description</b>	<b>Sanction</b>
M20	A/ Annual	<p>Each Principal Home Ground (and Standby Ground if applicable) must have first aid provision in line with both the local authority requirements and the Guide to Safety at Sports Grounds. This must be no less than 13 sqm (except for newly constructed grounds and Stands completed after 31 March 2006 where it must be a minimum of 15 sqm) and must provide sufficient room to store all the appropriate equipment and materials (including blankets, pillows, stretchers, buckets, bowls, trolleys and screens.) If the Total Licensed Capacity exceeds 15,000 a first aid room of a minimum 25 sqm must be provided.</p> <p>This must be in addition to the medical room for players, and must complement the facilities provided by the ambulance service in attendance on match days.</p>	£5,000
M21	A/ Spot check	<p>Management must ensure that a defibrillator is provided at all matches. If the management itself does not have defibrillators permanently on site, it must ensure that they are supplied by the medical and/or first aid provider. It is desirable that, where doctors and paramedics are deployed, a manual defibrillator should be provided. Automatic and semi-automatic defibrillators should also be available for suitably trained staff.</p>	£7,500
M22	B/ Annual	<p>The first aid room must have:</p> <ul style="list-style-type: none"> <li>• heating, lighting, ventilation and electric sockets (and provision for emergency lighting).</li> <li>• a sink plus facilities for hand washing</li> <li>• hot/cold water supplies plus drinking water</li> <li>• a worktop</li> <li>• a medical couch or bed</li> <li>• telephone lines allowing internal and external communication. The external line must be a direct line i.e. not routed via a switchboard</li> <li>• toilet facilities, accessible to wheelchair users. Where not provided within the first aid room, provision within the immediate vicinity of the first aid room is acceptable.</li> </ul>	£1,000

<b>Medical personnel for spectators</b>			
<b>No.</b>	<b>Grade/ Audit process</b>	<b>Description</b>	<b>Sanction</b>
M23	A/ Spot check	<p>At every match where the number of spectators is expected to exceed 2000, a crowd doctor who is trained and experienced in pre-hospital immediate care must be present and available to deal with any medical emergency at the ground. For the avoidance of doubt the crowd doctor's first duty must be to the crowd. The crowd doctor must be aware of:</p> <p>a) the location and staffing arrangements of the first aid room and details of the ambulance cover</p> <p>b) the local emergency plans for dealing with major incidents and how these relate to contingency plans for the ground.</p> <p>The whereabouts of the crowd doctor must be known to all first aid and other ambulance staff and they must be able to make immediate contact with him or her.</p> <p>The crowd doctor attending each match must be able to demonstrate that they are suitably qualified or experienced to undertake their role on match days. The crowd doctor must have attended the following courses to demonstrate training in immediate care:</p> <ul style="list-style-type: none"> <li>• Faculty of Pre-Hospital Care Crowd Doctors Course in the 2005/06 season (or later)</li> <li>• Crowd Doctors who have satisfactorily completed the Faculty of Pre-Hospital Care Crowd Doctors Course before the 2005-06 season must have satisfactorily completed the one day Pre-Hospital Care Crowd Doctor Refresher and Skills Update Course subsequently.</li> </ul> <p>Medical practitioners who work in all of the fields of Emergency Care, Pre-Hospital Care, Paediatric Emergency Care and Major Incident Medical Management can apply to the PGB Medical sub group for exemption from the above criteria for a specified period of time.</p> <p>Exemption requests should be made to hazelpenfold@rfu.com</p> <p>Compliance will be based on: A declaration signed by the chief executive showing compliance with this criteria</p>	£7,500

**PGB MINIMUM STANDARDS CRITERIA – SEASON 2012/13**

		<p>Review of the match day crowd doctor provision by the match day auditor.</p> <p>A list of all Crowd Doctors used by the Club and Certificates demonstrating appropriate training for all Crowd Doctors used.</p> <p>Note: All certificates must be made available for verification at the time of independent audit.</p>	
M24	A/ Spot check	<p>No match must have fewer than two First Aiders. At grounds with standing and seated accommodation there must be at least one First Aider per 1,000 for up to 20,000 anticipated spectators and thereafter one per 2,000 anticipated spectators.</p> <p>At all-seated grounds there must be one First Aider per 1,000 spectators up to 10,000 and thereafter one per 2,000 anticipated spectators.</p>	£5,000
M25	A/ Spot check	<p>All first aid and medical staff likely to be on duty must be briefed on their role in the major incident plan. All first aiders must sign a pre-match log confirming that they are qualified to perform their match day duties, and are aware of the major incident plan and their associated role. A copy of the major incident plan must be kept in the first aid room.</p> <p>A signed register of all first aid and medical staff should be maintained showing they are aware of the major incident plan and confirming their qualifications.</p> <p>Note. Cadets and trainees should sign that they will not treat any person whilst on duty at the ground.</p>	£1,000
<b>Ambulance provision (players and spectators)</b>			
No.	Grade/ Audit process	Description	Sanction
M26	A/ Spot check	<p>For all senior, 'A' League and Academy games <b>with an expected crowd of more than 5,000 people</b>, two paramedic ambulances and crews must be in attendance, one assigned to the players and one assigned to the crowd, unless Clubs can satisfactorily demonstrate that they have arrangements with their local Ambulance Service NHS Trust that an emergency ambulance can be despatched appropriately following a call to enable the "resident" ambulance and crew to leave with the emergency. The ambulance and paramedic crew may be provided by a statutory ambulance authority, a competent private source or the voluntary sector.</p> <p>If Clubs can satisfactorily demonstrate that they have such arrangements with the local NHS Trust, the provision of</p>	£7,500

		<p>one ambulance will be sufficient.</p> <p>For senior, 'A' League and Academy games <b>with an expected crowd of less than 5000 people</b>, there must be at least one accident and emergency ambulance staffed with a paramedic crew. This ambulance and crew can be utilised to provide emergency cover for <b>both</b> the players and the crowd.</p> <p>Compliance will be based on:</p> <p>A declaration signed by the Chief Executive showing compliance with this criterion.</p> <p>Written evidence provided by the local Ambulance Service NHS Trust or approved service provider regarding the commitment to despatch a replacement ambulance immediately upon request.</p> <p>Review of the match day ambulance and paramedic crew provision by the match day auditor.</p>	
<b>Stewarding</b>			
No.	Grade/ Audit process	Description	Sanction
M27	B/ Annual	Each Club must demonstrate adequate stewarding arrangements for all home games, in accordance with both the local authority requirements and the Guide to Safety at Sports Grounds.	£2,500
M28	B/ Annual	Each Club must demonstrate that all stewards have achieved or be working towards the Level 2 qualification within the relevant qualifications framework. Where Clubs do not use these formal qualifications and produce tailored courses there must be evidence of approval by the local authority.	£2,500
M29	B/ Annual	<p>Each Club must demonstrate that all new stewards have commenced training and assessment to the standards noted in M30 and are employed or contracted by management to act in accordance with the general recommendations of the Guide and where appropriate the specific requirements of the safety certificate.</p> <p>Compliance will be based upon the production of stewards training records at the time of independent audit.</p>	£2,500

<b>Health and Safety</b>			
<b>No.</b>	<b>Grade/ Audit process</b>	<b>Description</b>	<b>Sanction</b>
M30	A/ Annual	Clubs must demonstrate that they have a Health and Safety Policy <sup>1</sup> , concerning the organisation and arrangements for health and safety at work.	£7,500
M31	A/ Annual	<p>Every Club must demonstrate that they have in place a written safety policy for spectators. This policy must:</p> <ul style="list-style-type: none"> <li>• explain the management's safety objectives and the means of achieving them</li> <li>• be agreed by the management and disseminated and explained to all members of staff, contract staff, part time and voluntary workers</li> <li>• be reviewed by management on an annual basis and revised as necessary</li> </ul> <p>Compliance will be based upon meeting all of the above elements outlined and provision of the safety policy for inspection.</p>	£7,500
M32	A/ Annual	Each Club must demonstrate that it has a current local authority Safety Certificate.	£7,500
M33	A/ Annual	<p>Each Club must carry out a risk assessment regarding the minimum distances between the Pitch Perimeter Barrier and the field of play to address safety issues.</p> <p><i>Note. Clubs will be required to produce evidence that the risk assessment has been undertaken.</i></p>	£7,500
M34	A/ Annual	<p>Each Club must demonstrate that legionella testing is being undertaken and recorded in line with the Health &amp; Safety Executive: Control of Legionella: Code of Practice and must maintain records of such tests.</p> <p>Compliance will be based on production of an agreed legionella testing schedule, signed off by the Club's Health and Safety Officer and the production of test records that show testing has been carried out in accordance with the agreed schedule.</p>	£7,500

## 5. Commercial and Contractual

Sponsors			
No.	Grade/ Audit process	Description	Sanction
CC1	A/ Annual	<p>No Club can have a shirt/main sponsor who is a Competitor Brand to the Premiership's title sponsor (Aviva) <u>and</u> that is the same sponsor as another Club's shirt/main sponsor. A defined list of Competitor Brands and other Clubs shirt/main sponsors can be provided by PRL to all Clubs on request.</p> <p>Championship clubs seeking promotion must provide a written undertaking at the time of audit which states that they will comply with Criteria CC2 by the start of the 2012/13 season.</p> <p><i>Note. Where a Club has a shirt/main sponsor who is a Competitor Brand to the Premiership's title sponsor (Aviva) <u>and</u> that is the same sponsor as another Club's shirt/main sponsor the date on which the sponsorship contracts were signed will determine which Club is not compliant.</i></p>	To be determined by PGB on recommendation of PRL
CC2	A/ Annual	<p>No fourth Club can have a shirt/main sponsor that is a brand of a Competitor of the Premiership's title sponsor (Aviva) and which is already the shirt/main sponsor of three other Clubs.</p> <p><i>Note. In the event that four Clubs have a shirt/main sponsor that is a brand of a Competitor of the Premiership's title sponsor (Aviva) the date on which the sponsorship contracts were signed will determine which Club is not compliant.</i></p>	To be determined by PGB on recommendation of PRL
CC3	A/ Spot check	Unless a dispensation has been given in writing by PRL, each Club must enable sponsors logos to be either painted or turf imaged onto their pitch.	£5,000
PRL Salary Cap			
No.	Grade/ Audit process	Description	Sanction
CC4	A/ Annual	<p>The Club seeking promotion from the Championship must have complied with the PRL Salary Cap regulations in the season in which promotion is earned.</p> <p>An independent financial audit by the PRL Salary Cap Auditors in relation to Salary Cap compliance may be required.</p>	To be determined by the PGB

<b>Playing and Contractual Commitments</b>			
<b>No.</b>	<b>Grade/ Audit process</b>	<b>Description</b>	<b>Sanction</b>
CC5	A/ Annual	<p>Each Club must continue to participate or on joining the Premiership shall agree to participate (as applicable) in the following competitions (or any equivalent successor) in the 2012/13 season:</p> <ul style="list-style-type: none"> <li>• Aviva Premiership Rugby</li> <li>• Heineken Cup</li> <li>• Amlin Challenge Cup</li> <li>• LV= Anglo Welsh Cup</li> <li>• JP Morgan Asset Management Premiership Rugby 7's Series</li> <li>• A League (unless approved by PGB).</li> </ul>	To be determined by the PGB
CC6	A/ Annual	<p>Each Club must confirm that it has complied with and will continue to comply with or on joining the Premiership undertake to comply with the following: [copies of these documents will be available from PRL on request]</p> <ul style="list-style-type: none"> <li>• PRL Shareholders' Agreement</li> <li>• PRL Salary Cap regulations</li> <li>• Appropriate player Insurance Cover</li> <li>• RFU Regulations and Rules</li> <li>• IRB Regulations and Rules</li> <li>• all approved Competition Regulations</li> <li>• all PRL sponsorship agreements</li> <li>• all PRL television and media agreements</li> <li>• the PRL Code of Conduct</li> <li>• the PRL Commercial Agreementthe Club's RFU Academy Licence agreement (if applicable)</li> <li>• the ERC Participation Agreement(s)</li> <li>• Deed of Adherence to the 2007 Agreement.</li> </ul>	To be determined by the PGB

## **6. Club Representation**

<b>Club Representation</b>		
<b>No.</b>	<b>Grade/ Audit process</b>	<b>Description</b>
CR1	A/ Annual	<p>The Club chief executive must provide written confirmation on behalf of the Club that:</p> <ul style="list-style-type: none"><li>• the information provided is to his/her knowledge accurate, complete and up to date</li><li>• he/she is authorised by the Club to provide the information and make any representations in respect of the Minimum Standards Criteria on behalf of the Club; this must be evidenced by a minute from the board of directors of the Club (certified to be true by the Club's company secretary) that clearly confirms the same</li><li>• he/she knows of no other information relevant to the process that has not been provided.</li></ul>