Festival Hosting Guidance

Guidance for hosting County Festivals

Festival Ethos

- Fun, inclusive, and non-competitive.
- Participation and development focused.
- Delivered in a positive environment.
- Barbarians teams encouraged – don't leave anyone at home who wants to play.

Responsibilities of the Organiser

- Responsible for overall delivery of the day including pitch setup.
- Responsible for ensuring all necessary Risk Assessments are completed in good time.
- Ensure safe pitch spacing and boundaries.
- Plan fixtures, timings and format.
- Communicate clearly with all teams.
- Avoid clashes with other age groups.
- Clear up after the event.

Facilities Available

- Pitch space (subject to agreement).
- Clubhouse and facilities.
- Equipment coordination required with other teams.

Catering and Fundraising

- Use clubhouse for food and drink.
- Fundraising allowed (BBQs, face painting, cakes, raffles, tombola's).
- County will provide a small financial contribution to assist towards costs. The financial assistance will be paid the week after the event (County Office will be in touch to sort out payment).

Regulations and Playing Conditions

- Follow RFU Regulation 15.
- Half game rule must be followed.

Team Management and Safety

- Teams must be supervised.
- Each team must bring first aid provision.

Communication and Planning

- Share all key details with teams.
- Provide updates to County Rugby if applicable.
- If County are providing medals, please ensure numbers are submitted no later than two weeks ahead of the festival date to allow the order to be placed.
- If in doubt, ask questions – don't leave planning until the last minute.
- As host team it is **YOUR** responsibility to organise and manage the whole event.
- **County festivals must not be chargeable per team.**
- You can charge an entry on the day, however this **must not be more than £5 per family.**

Festival Organiser Checklist

Task	Complete
Confirm pitches and date	☐
Notify County – Medals numbers	☐
Invite and confirm teams	☐
Risk Assessments completed	☐
Ensure first aid provision	☐
Manage the event on the day	☐

Leave site clean and tidy ☐