



Reference Provision Policy

1. Purpose

This policy sets out how Basingstoke Rugby Club provides references for volunteers, staff, coaches, and members of the committee. It ensures consistency, fairness, and protection for both the club and the individual requesting a reference.

2. Scope

This policy applies to:

- Current and former volunteers
- Current and former paid staff
- Coaches, team managers, and age-grade leads
- Committee members
- Individuals who have held an official role within the club

It does not apply to general character references between private individuals.

3. Types of References Provided

3.1 Factual (Employment-Style) Reference

The club may provide a factual reference confirming:

- Role held
- Dates of involvement
- Key responsibilities
- Training or qualifications completed through the club

- Safeguarding or DBS status (confirmation only — not details)

No opinions or performance ratings will be included.

3.2 Character Reference

The club may provide a character reference only if:

- The individual held a recognised role
- The referee has direct working knowledge of the individual
- The reference relates to volunteering, coaching, or community roles

Character references will be honest, balanced, and based on observed behaviour.

4. Who Can Provide References

4.1 Authorised Referees

Only the following may issue references on behalf of Basingstoke RFC:

- Chair
- Secretary
- Director of Rugby
- Safeguarding Officer (for youth-related roles only)
- Team Head Coach (for coaching-specific references)

Committee members or volunteers must not issue references using the club's name unless authorised.

4.2 Personal References

Individuals may give personal references in a private capacity, but must not:

- Use club letterhead
- Use club email addresses
- Present their opinion as the club's official position

5. Verification Requirements

Before issuing a reference, the referee must:

- Confirm the individual's role and dates of involvement
- Check any relevant training records
- Verify DBS status with the Safeguarding Officer (where applicable)

- Ensure information is accurate and evidence-based

If records are incomplete, the reference will state only what can be verified.

6. Refusal of Reference Requests

The club may decline to provide a reference if:

- The individual did not hold an official role
- There is insufficient knowledge to provide a fair reference
- The request relates to matters outside the club's remit
- The individual left the club under safeguarding or disciplinary investigation
- The referee feels unable to provide an honest and balanced statement

Where a reference is refused, the club will confirm this politely in writing.

7. Safeguarding Considerations

For youth-related roles:

- Only the Safeguarding Officer may comment on safeguarding-specific responsibilities
- No details of concerns, investigations, or disclosures will be shared
- The club will follow RFU and statutory guidance at all times

8. Confidentiality and Data Protection

All references will comply with UK GDPR.

The club will:

- Share only necessary and relevant information
- Keep reference requests confidential
- Store reference copies securely for 12 months
- Not disclose internal club matters or personal data without consent

9. Template and Format

References will be issued:

- On official club letterhead

- Via an authorised club email address
- With the referee's name, role, and contact details
- With a clear statement that the reference is confidential and for the intended recipient only
- In exceptional circumstances and with agreement of the Committee more detailed and specific individual references may be allowed.

10. Review

This policy will be reviewed annually by the committee or sooner if RFU guidance changes.

Signed: LMottram

Name: Laurence Mottram

Position: Chair of Governance

Date: 09th October 2026

For further information about Basingstoke RFC Policies and guidance please visit our full document area at <https://www.basingstokerfc.com/information/club-documents>