

# **FARNBOROUGH RUGBY UNION FOOTBALL CLUB LIMITED**

## **TILE BARN CLOSE, FARNBOROUGH, HAMPSHIRE. GU14 8LS**

*The governing documents for Farnborough Rugby Union Football Club Limited under Company Law are the Memorandum of Association and the Articles of Association as filed at Companies House. In addition to the Memorandum of Association and the Articles of Association the following rules apply.*

### **CLUB CONSTITUTION**

#### **1. NAME**

The name of the Club shall be:

FARNBOROUGH RUGBY UNION FOOTBALL CLUB LIMITED (hereinafter referred to as the "Club")

#### **2. AIMS**

The aims of the Club shall be to:

- provide a Club ground situated at Oak Farm playing fields,
- provide facilities for and to promote the playing of the game of Rugby Union Football within the local Community for adult men and women, and children,
- provide a safe and caring, enjoyable, suitably resourced, welcoming environment for all children wishing to learn and play the game of Rugby Union Football,
- develop teams at adult, junior and mini levels,
- provide sufficient rugby pitches and training areas maintained to a good standard at all times,
- provide a clubhouse premises to include clubroom, bar, toilet facilities, players and referees changing accommodation with shower/washroom facilities, storage for Club equipment and stock,
- play at the highest possible level whilst maintaining the integrity of the Club,
- give every player the best coaching available and to encourage all players to reach their full potential,
- promote the teaching and playing of the game of Rugby Union football in accordance with the rules of the RFU Continuum (Under 7 through Under 12 age groups), the RFU Youth Structured Season and IRB Laws of the Game (all age groups),
- ensure that membership is open to all members of the community, including those from under represented sections of the community (ethnic minorities, young or retired people, people with disabilities, etc.),
- support local charity organisations, including in hosting events,
- promote the 'spirit of rugby' which recognizes and rewards effort as much as achievement and encourages enjoyment, teamwork and respecting the efforts of others.
- provide a designated car parking area,
- organise recreational and social events for the benefit of its members,
- ensure the execution of a duty of care to all members of the Club,

- foster the best possible relations, at all times, with other clubs, all members of the general public – including local residents, and any other interested parties,
- ensure that affiliation is maintained to appropriate bodies in pursuance of the Club's aims, including to the Rugby Football Union (RFU), Hampshire Rugby Football Union (Hampshire RFU), Hampshire Society of Rugby Union Referees, London Irish Rugby Union Football Club (with whom the Club has a formal link),
- adhere to all policies and procedures that are mandated or recommended by the RFU, Hampshire RFU or other appropriate governing bodies,
- adopt the RFU Equality Policy,
- provide any other necessities for the efficient running of the Club.

### **3. COLOURS**

The Club colours shall be alternate light blue and dark blue hooped shirts, dark blue shorts and light blue socks.

### **4. MEMBERSHIP**

Each applicant for Club membership shall communicate his/her full name, address and occupation (if applicable) to the Club Secretary in writing. Each application shall then be considered by the Club Board of Directors (the Executive Committee), and approval shall be at that Committee's sole discretion. Membership of the Club will be open to anyone, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities may occur on a non-discriminatory basis.

The Club shall have different classes of membership and subscription on a non-discriminatory and fair basis. The Club shall aim to keep subscriptions at levels that will not pose a significant obstacle to people participating.

#### *Description of Members*

Membership of the Club shall be for a period of one year – renewable annually (except in the case of Honorary Life Members, Honorary Members and Honorary Bond Members) on the first day of September. Membership categories shall be as follows:

- i. Full Playing Members,
- ii. Student and Apprentice Playing Members,
- iii. Colts Playing Members,
- iv. Full Non-Playing Members,
- v. Social (Associate – Non-Voting) Members,
- vi. Family Playing Members,
- vii. Spouse/Partner Social (Associate) Members (Spouses/Partners (non-voting) of other (paid-up) Members,
- viii. Mini and Junior Playing Members,
- ix. Mini and Junior Family Members.

Honorary Life Members, Honorary Members, Honorary Bond Members, Full Playing Members, Full Non-Playing Members and one of the adults in a Family Playing membership (see below) shall have the privilege of casting one vote at all General Meetings.

A limit on the number of Life Members shall be imposed – this shall be one hundred. Upon the death or

resignation of a Life Member the vacancy shall not be filled without the approval of the Club Executive Committee.

A Family Playing annual membership shall encompass a husband and wife, or two partners, and a maximum of two children under eighteen years of age on 1<sup>st</sup> September. One of the adults shall have the rights of a Full Playing or Non-Playing Member, and the other adult nominated in a family membership shall each have the rights of a Social (Associate) Member.

Junior members shall be under eighteen years of age on the first day of September in any year. Student and Apprentice Members shall be above year 11 (in education terms) and in full-time education or apprenticeship, e.g., at the Farnborough 6<sup>th</sup> Form College, University/College, and be required to furnish proof of their current full-time education or apprenticeship.

Membership of the M&Js Section is open to all children between the ages of 5 and 18 as at the first day of September in any year. It is the intention of the Club to run squads in each of the following age groups:

- Minis: Under 6, Under 7 and Under 8,
- Midis: Under 9, Under 10, Under 11 and Under 12,
- Juniors: Under 13, Under 14, Under 15, Under 16, Under 17.

[Colts come under the senior side of the Club.]

A Mini and Junior Family annual membership shall encompass a husband and wife, or two partners, and a maximum of two children under eighteen years of age on 1<sup>st</sup> September. One of the adults nominated in a Mini and Junior Family Membership shall have the rights of a Social (Associate) Member.

#### *Termination of Membership*

The Club Executive Committee shall be empowered to expel, suspend for a specified period, or refuse the annual renewal of membership of any Club member who offends against the Memorandum of Association and the Articles of Association, or the Constitution, of the Club or whose conduct (in the opinion of the Executive Committee) shall render him/her unfit to continue in membership of the Club.

The following actions shall take place before such termination of membership is effective. The Secretary shall give the member seven days written notice to attend a meeting of the Executive Committee, at the same time informing the member of the complaint made against him/her. No termination of membership shall be valid without the member's opportunity to appear before the Executive Committee.

Any member shall cease to be a member of the Club whenever a minimum of two-thirds of the Executive Committee members attending that hearing shall so decide.

There will be a right of appeal following any disciplinary action. The appeal must be made within 7 days of any disciplinary judgment and the Club Executive Committee should consider any appeal within 14 days of it being lodged.

## **5. SUBSCRIPTIONS**

On commencement of membership, and then annually at the start of each season, every member shall pay to the Treasurer the appropriate annual subscription as follows:

- a) Subscription rates
  - i) Chairman, Director of Rugby, 1<sup>st</sup> Vice-Chairman and 2<sup>nd</sup> Vice-Chairman, President and Vice President shall make a discretionary annual donation of money to the Club funds – the sum shall not be prescribed,
  - ii) Honorary Life Members made a payment of thirty pounds to the Club funds on election to Club membership in 1978, and shall make no further payments in subscription for their life-time, but can make a discretionary annual donation of money to the Club funds – the sum shall not be prescribed,

- iii) Honorary Members were elected to the position in recognition of their having made a major contribution to the Club over a period of time, and shall make no further payments in subscription for their life-time, but can make a discretionary annual donation of money to the Club funds – the sum shall not be prescribed,
- iv) Honorary Bond Members were elected to the position in recognition of their having donated to the Club the significant amounts of money they originally loaned to the Club for the clubhouse extension that included the lounge bar, and shall make no further payments in subscription for their life-time, but can make a discretionary annual donation of money to the Club funds – the sum shall not be prescribed.

The following shall pay subscriptions at the rate prescribed by the previous Annual General Meeting (AGM) (or a Financial General Meeting (FGM) held shortly after the previous AGM):

- i. Full Playing Members,
- ii. Student and Apprentice Playing Members,
- iii. Colts Playing Members,
- iv. Full Non-Playing Members,
- v. Social (Associate – Non-Voting) Members,
- vi. Family Playing Members,
- vii. Spouse/Partner Social (Associate) Members (Spouses/Partners (non-voting) of other (paid-up) Members,
- viii. Mini and Junior Playing Members,
- ix. Mini and Junior Family Members.

For new senior players joining after 1st January of a given season a reduced rate may be made available at the discretion of the Club Financial Director and as approved by the Club Executive Committee. For new M&Js players joining after 1st January of a given season a reduced rate may be made available at the discretion of the M&Js Registration Secretary and as agreed by the M&Js Section Committee (after obtaining approval from the Club Financial Director).

The rates of annual subscription for Mini and Junior Playing Members will be proposed to the Club Executive Committee by the M&Js Section Committee prior to each Club AGM (or if relevant FGM). These rates will then be agreed by the Club AGM (or if relevant FGM) and the promulgated to M&Js Section members through the M&Js Section AGM (that must be held after the Club AGM (or if relevant FGM)).

There will be three rates of M&Js Section subscription, with reduced rates for siblings of an existing current member in the M&Js Section. Part of the subscription covers social (associate) membership of the main Club (these monies being paid to the main Club by the M&Js Section).

b) When due

All annual subscriptions and donations shall be due on 1st September every year. Playing members, only, shall be offered the choice of making a one-off payment or to complete and sign a Bank Standing Order mandate to enable the Club to withdraw the subscription according to a schedule of agreed monthly payments between the start and the mid-point of the playing season. In the case of financial hardship, any playing member is encouraged to discuss and agree other possibilities for scheduled payments with the Financial Director or Treasurer of the Club but the intention must always be payment of the complete sum due by the mid-point of the playing season. For the M&Js related special cases, the M&Js Section Committee will consider the option to waive full or part payment of the subscription where it is considered that the child's family may have reduced means and enforcing payment would prevent the child learning and playing the game.

c) Arrears

On the thirtieth day of September every year all members who have failed to pay the appropriate annual subscription (except for those playing members who have opted to make scheduled payments) shall be deemed to be in arrears. Similarly, any playing member who defaults on scheduled payments, without discussing and agreeing alternative options with the Financial Director or Treasurer, will be deemed to be in arrears.

The Secretary shall then deliver written notice immediately to any such member, allowing seven days in which to pay the outstanding subscription. Failure to do so entitles the Club Executive Committee to terminate the offender's membership after a further short period of "grace", not exceeding twenty one days has elapsed. The Club Executive Committee may also decide to make additional levies to match fees, if the offender is a player, in an attempt to recover the debt. Any playing member who fails to pay match fees after 2 weeks following a match shall similarly be deemed to be in arrears and subject to the same process as described above.

Any members being in arrears with their fees for more than one season shall definitely cease to be a member of the Club.

d) Members Privileges

In addition to enjoying all the benefits and amenities which the Club shall offer, all Club members, with the exception of Social (Associate) Members, Student and Apprentice Playing Members, and Mini and Junior Playing Members, shall have one vote to be cast at any General meeting of the Club.

**6. ADMINISTRATION OF THE CLUB**

The Administration of the Club and its affairs shall be entrusted to the Club Board of Directors and the Executive Committee, supported by a number of subsidiary committees (see below).

The Club's Board of Directors are the Chairman, 1<sup>st</sup> Vice-Chairman (President) and Member without Portfolio.

The Club Executive Committee shall consist of the following members:

- Chairman,
- 1<sup>st</sup> Vice-Chairman (President)
- Member without Portfolio.
- Director of Rugby,
- 2<sup>nd</sup> Vice-Chairman,
- Secretary,
- Financial Director/Treasurer,
- Grounds Manager
- Health and Safety Manager,
- Bar Manager,
- Chairman of Minis and Juniors Section
- Secretary of Minis and Juniors Section
- Technology Officer

(Other Club officials may be co-opted, principally depending on the business to be discussed by the Board of Directors and Club Executive Committee (business which will include major matters brought to the attention of the Club Board of Directors and Executive Committee by the Club General Committee).)

The Club Executive Committee shall meet at least monthly. The Club General Committee, reporting directly to the Club Executive Committee, shall consist of the members of the Club Executive Committee, plus the following other Club officials:

- Captain of the Club (1st XV Captain) (appointed \*),
- Clubhouse Manager,
- Match Secretary,
- Fixture Secretary,
- Team Secretary,
- Club Head Coach (appointed \*\*),
- Club Publicity Officer,
- Club Entertainments Officer,
- Donations/Sponsorship Manager,
- 100 Club Organiser,
- Ladies Contact,
- Membership Secretary,
- Community Officer (Schools and Colleges),
- Community Officer (Liaison with Rushmoor Borough Council),
- Safeguarding Officer,
- Player Recruitment Manager,
- Club Marketing Manager,
- Club Data Protection Officer,
- Assistant Treasurer,
- Hires Manager,
- Kitchen Manager,
- Club Coaching & Referee Co-ordinator.

(\* The Captain of the Club (1st XV Captain), the 1st XV Vice-Captain, and other senior XV Captains, shall be appointed in August each year, i.e., just prior to the commencement of each new season, on the recommendation of the Club Head Coach and ratified by the Executive Committee. \*\*The Club shall only appoint a qualified Club Head Coach, and Assistant Coaches, for the senior XV's with RFU or other Union recognised qualifications. Such qualifications shall be checked and proven by the Executive Committee before an appointment.)

The Club General Committee shall meet every three months.

Other officials of the Club who may be co-opted depending on the business to be discussed by the Club General Committee are:

- 1<sup>st</sup> XV Vice-Captain (see \* above),
- Club Assistant Coaches (see \*\* above),
- Club RFU & HRFU Liaison Officer
- 1st XV Manager,
- 2nd XV Manager,
- Veterans XV Manager,
- Discipline Officer,
- Volunteer Co-ordinator,
- International Tickets Secretary,
- Cleaning Supervisor.

Other subsidiary committees, reporting directly to the Club Executive Committee, as required shall be as follows - the:

- Entertainments Sub-Committee,
- Ladies Rugby Sub-Committee,
- M&Js Section Sub-Committee.

These subsidiary committees shall meet at the frequency each decides. Each of these sub-committees shall prior to the completion of the overall Club budget for a coming financial year submit their budget proposals for approval by the Club Executive Committee. Each of these sub-committees shall also provide the Club Executive Committee with monthly reports of activities, and quarterly and annual reports on financial performance against approved budget (the format to be determined by the Club Financial Director).

The M&Js Section Sub-Committee, reporting directly to the Club Executive Committee, shall consist of the following members:

- M&Js Section Chairman,
- M&Js Section Vice-Chairman/Chairmen,
- M&Js Treasurer,
- M&Js Secretary,
- M&Js Liaison Officer to Main Club,
- Safeguarding Officer (for the Club),
- M&Js Registration Secretary,
- M&Js Social Secretary,
- Minis Fixture Secretary,
- Juniors Fixture Secretary.

The M&Js Section Sub-Committee is responsible for the administration and management of the M&Js Section. It shall manage the M&Js Section finances (in accordance with a budget agreed with the Club Executive Committee and the Financial Director - to whom monthly statements of activities and quarterly and annual statements of accounts shall be presented (see below at section 8).

Each M&Js age group shall be encouraged to have one representative from their age group at meetings of the M&Js Section Sub-Committee to assist in the running of the M&Js Section and communication of the decisions taken to their age groups.

The M&Js Section Sub-Committee shall meet monthly.

There shall also be a Club Disciplinary Committee, which shall report to the directly to the Club Board of Directors and Executive Committee and meet whenever there is case of alleged misconduct to consider. More detail is provided in section 12 below.

A Terms of Reference (TORs) document, listing the responsibilities of all Club committee members and other officials, shall be maintained and kept up to date.

#### *Period of Office*

Members of the Club Board of Directors, Executive Committee and the Club General Committee shall be elected (or, as relevant, appointed<sup>1</sup>) at every AGM, and their period of office shall be for one year until the following AGM.

Members of the Ladies Rugby Sub-Committee, the Entertainments Sub-Committee, and the M&Js Section Sub-Committee shall be elected at each of their AGMs and their period of office shall be for one year until the following AGM.

#### *Committee Vacancies*

Should any of the Club Executive Committee and General Committee membership posts become vacant at any time, the Club Executive Committee shall be empowered to fill that vacancy and the newly appointed Committee member shall continue in office until the following AGM, and then be eligible for re-election. A similar process shall be followed for the Ladies Rugby Sub-Committee, the Entertainments Sub-Committee, and the M&Js Section Sub-Committee.

#### *Meetings*

The Club Executive Committee shall meet on the second Thursday of each month and at other such times as they shall decide. The Club General Committee shall meet on the fourth Thursday of every fourth month and at other such times as shall be decided by the Club Executive Committee.

The M&Js Section Committee shall meet on the first Wednesday of each month.

The Ladies Rugby Sub-Committee and the Entertainments Sub-Committee shall meet at a frequency each committee decides.

At these meetings, each Committee member shall have one vote to cast – in the event of the votes “for” and “against” being equal, the member acting as Chairman of the meeting shall have one extra vote to resolve the tie.

All meetings shall be open to attendance by any member of the Club who wishes to attend and observe (with no voting rights).

Agendas of all meetings should be distributed to the relevant committee members and posted on the Club notice board.

Minutes of all meetings will be taken and subsequently distributed to the relevant committee members and posted on the Club notice board.

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<sup>1</sup> Some officials may be appointed rather than be elected. Currently this is the case for the Club Head Coach, Assistant Coaches and playing Captains.

## Committee Quorums

For the Club Executive Committee, the presence of three Committee Members at a meeting shall constitute a “quorum”. For the Club General Committee, the presence of eight Committee Members at a meeting shall constitute a “quorum”. For the M&Js Section Sub-Committee the presence of five Committee Members at a meeting shall constitute a “quorum” (with at least one of the Chairman, Treasurer or Secretary must be present). For the Ladies Rugby Sub-Committee and the Entertainments Sub-Committee the presence of 40% of the number of Committee members at a meeting shall constitute a “quorum”.

### *“Chairing” Meetings*

The Chairman shall preside over all meetings of the Club Executive Committee and the Club General Committee. In his absence, the 1<sup>st</sup> Vice Chairman shall preside. In his absence then a member will be chosen by those present to act as Chairman of the meeting, and the rule in the event of any votes “for” and “against” being equal, as described in ‘Committee Quorums’ above, shall apply.

### *Powers*

The Club Executive Committee shall exercise the widest powers to control the efficient running of the Club’s affairs. These powers shall include:

- the authority to co-opt members to Club Executive Committee and Club General Committee duties,
- expulsion or suspension of members,
- convene General Meetings at any time,
- create other subsidiary committees to undertake special tasks,
- determine the hours during which the Club premises shall be open,
- responsibilities over the Clubs finances and the power to borrow at it’s discretion.

## **7. MEETINGS OF THE CLUB**

### *Annual General Meeting*

The Annual General Meeting (AGM) of the Club shall be held during the month of June or early July every year and at that meeting the following business shall be transacted:

- approval of the minutes of the previous AGM,
- appointment of President, Vice Presidents and Honorary Members,
- election of Chairman, Director of Rugby, 1<sup>st</sup> Vice Chairman and 2<sup>nd</sup> Vice-Chairman,
- election of other members of the Club Board of Directors/Executive Committee,
- election (or, as relevant, appointment<sup>2</sup>) of other members of the Club General Committee, and other officials of the Club,
- appointment of the Club Accountant and Auditor,

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<sup>2</sup> See section 6 above – Administration of the Club.

- presentation of statement of the Club's accounts for the current financial year for approval, following the accounts of the Club having been examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more appropriately qualified auditor or auditors, and signed, and presentation of the budget for the following season. (Accounts and budgets must be presented in the formats and under the headings and sub-headings as agreed by the Club Executive Committee.) If signed accounts and/or the budget for the upcoming year are not ready at the commencement of AGM then an FGM shall be arranged for members to attend and this is to be no later than the beginning of September (following the AGM),
- confirmation of the annual subscriptions for **all** categories of member, and the match fees for **all** categories of playing member, that shall be applicable for the forthcoming season (unless to be dealt with at an FGM to be no later than the beginning of September (following the AGM)),
- consideration of any other business, the content of which shall have been forwarded in writing to the Secretary at least fourteen days prior to the meeting.

#### *Election*

Members seeking election to the Club Committee posts shall ensure that their nomination, duly proposed and seconded in writing, shall have been received by the Hon. Secretary at least fourteen days prior to the AGM. A request for nominations shall be posted on the Club notice board at least one month prior to the AGM.

#### *Extraordinary General Meetings*

Extraordinary General Meetings (EGMs) may be held at any time as requested by the Chairman and/or the Director of Rugby, or written notice from one fifth (or thirty members if less) of the total Club voting membership requiring such a meeting – in both cases the meeting shall be convened by the Hon. Secretary within twenty-one days of such request or notice.

The purpose of the meeting and its agenda shall be stated in order that all Club members can be advised in writing seven days before such a meeting specifying the venue, time and business to be transacted.

#### *General Meeting Quorums*

At all General meetings of the Club, a quorum shall be formed by the presence of one tenth (or twenty members if less) of the total Club voting membership.

#### *M&Js Section AGM*

The M&Js Section AGM shall be held during the month of June or early July every year, and always after the Club AGM. At that meeting the business shall include the election of members of the M&Js Section Committee.

## **8. FINANCIAL MATTERS**

#### *Commission*

No person shall at any time be entitled to receive at the expense of the Club or any Club member, any commission, percentage or similar proceeds from the purchase of intoxicating liquor by the Club. Nor shall any person derive any pecuniary benefit from the supply of intoxicating liquor by, or on behalf of, the Club to members and guests apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the Club.

#### *Application of Profit*

No money or property of the Club or any gain arising from the carrying on of the Club shall be applied otherwise than for the benefit of the Club as a whole or for some charitable or benevolent purpose or purposes decided by resolution of a General Meeting of the Club. Club money shall not be loaned to individual members of the Club in any circumstances.

### *Control of Club Funds*

Control over the Club funds shall be exercised by the Club Executive Committee.

Responsibilities shall include the oversight of administration of the Club's banking accounts.

In this context, the 100 Club organizer, and the Treasurer from the M&Js Section Committee, shall present monthly statements of activities and quarterly and annual statements of accounts to the Financial Director, for review at the appropriate Club Executive Committee meetings along with all other aspects of accounts and progress against budgets.

### *Borrowing Powers*

The Club Executive Committee shall have power to borrow money for the purposes of the Club, upon such terms as it shall think fit, and may appoint any of its members to give such security as shall be specified in the resolution and to enter into such agreements as shall be necessary in relation thereto.

### *Accounts*

Full accounts of the financial affairs of the Club, following the accounts of the Club having been examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more one or more appropriately qualified auditor or auditors, and signed, and the budget for the following year, shall if at all possible be made available to every Club member prior to the convening of, and at, the AGM of the Club. If the signed accounts, and/or the budget for the following year, are not available at the AGM then they are to be made available to every Club member prior to or at a Financial General Meeting to be held by the beginning of September (following the AGM).

Accounts (and budgets) shall be presented in the format and under the headings promulgated by the Financial Director. Under the financial management system in place for the Club there shall be nominated persons responsible for each of the main accounting headings for the initial monitoring of progress of accounts against agreed budgets and reporting on progress to the Financial Director.

## **9. BAR**

### *Purchase and Supply of Liquor*

The entire responsibility for the purchase and supply of intoxicating liquor shall be vested in the Bar Manager and the Financial Director/Treasurer who shall answer directly to the Club Executive Committee.

### *Sales of Intoxicating Liquors to strangers*

There may be admitted to the Club's registered premises persons other than members or their guests who are members and guests of visiting Rugby Union Football and other sports teams, visiting Referees, or organizations that with the agreement of the Club have organized corporate events at the Club's premises. The total number of such persons shall not exceed one hundred from any one visiting club or organization, and intoxicating liquor may be sold to them by the Club or on behalf of the Club for consumption on the Club premises but not elsewhere.

### *Minors*

No intoxicating liquor may be sold to persons under the age of eighteen years and no persons under that age may consume intoxicating liquor on the premises.

### *Bar Hours*

The permitted hours for the supply of intoxicating liquor shall be 0700 hours to 0200 hours the next morning. However, the Club shall only use that range of hours exceptionally; normally hours will be over a shorter range of hours, and in line with the licensing requirements for Sundays and Bank Holidays.

## **10. GUESTS**

### *Introduction of Guests*

Any Club member shall be entitled to introduce guests to the Club provided that no person whose application for Club membership has been declined or who has been expelled or suspended from Club membership shall be introduced as a guest. No guest can be signed in more than twice in any one month, and after two months must be nominated to, and if successful become, a member of the Club.

### *Visitors Book*

The member introducing guests shall enter the name and address of such guests, together with his/her own name, in the visitors' book supplied for that purpose and kept in the clubhouse.

In the case of visiting teams or referees, it shall be sufficient to record the name of the team and Rugby Club or Referees Society and there shall be no necessity to enter individual names and addresses. In the case of organizations that with the agreement of the Club have organized corporate events at the Club's premises, it shall be sufficient to record the name of the organization and there shall be no necessity to enter individual names and addresses.

### *Visitors Book Maintenance*

The maintenance of the visitors' book shall be the Secretary's responsibility.

## **11. SELECTION OF TEAMS**

The selection of senior Club teams shall be the sole function of a selection committee which shall consist of:

- Director of Rugby,
- Club Head Coach,
- Club Assistant Coaches,
- Club Captain (1st XV Captain),
- 1st XV Vice-Captain,
- Playing Captains of the (Other) Teams (including Veterans),
- Team Managers,
- Team Secretary.

The Team Secretary shall act as secretary for the selection committee. The selection of each team shall be the responsibility of the Director of Rugby, Club Head Coach, Club Captain (1st XV Captain) or 1st XV Vice-Captain or the Playing Captain of the team concerned, and the relevant Team Manager. The Selection Committee shall have power to elect its own Chairman and to co-opt further non-voting members at its discretion.

The selection of M&Js teams shall be the sole function of an M&Js selection committee (the membership of which shall be determined by the M&Js Section Committee).

## **12. CODE OF CONDUCT**

The Club shall adhere to the Hampshire RFU Regulation 13 – Code of Conduct – The Spirit of Rugby. In particular the following applies.

All members of the Club are expected to play, or support the playing of, the game of rugby football in accordance with the spirit of good sportsmanship and fair play.

In particular, members and staff should ensure that in their playing and supporting of the game, and also in their general behaviour, they at no time indulge in actions which could blemish the good name of the Club or bring the reputation of the game into disrepute, including: insulting opponents; making offensive remarks or gestures to the referee/touch judges or opposition supporters; deliberately feigning injury; taking property belonging to opponents or their club; publicly criticizing the referee; playing under the influence of excessive alcohol or the influence of drugs; making racist or sexist remarks; or behaving in any way likely to cause offence.

This Code of Conduct, and any subsidiary documents that may be produced, shall apply to all coaches, officials, volunteers working with young people, playing and non-playing members, staff and spectators. Any breach of this Code of Conduct, and any subsidiary documents that may be produced, shall result in appropriate disciplinary action being taken by the Club disciplinary sub-committee.

Members should understand that the Club could be held responsible/answerable to the RFU and/or the Hampshire RFU for the actions of its members in respect of any misconduct.

The Club will discourage from selection any player who repeatedly infringes this code. In respect of any playing or non-playing member who infringes this code the Club may hold an inquiry, subject to the Club's disciplinary procedures, into the alleged breach and suspend or expel from membership any serious offender. In respect of any member of staff who infringes this code the Club may hold an inquiry, subject to the Club's disciplinary procedures, into the alleged breach and suspend or dismiss from employment any serious offender.

Any action taken by the Club in respect of the above shall be without prejudice to any sanctions imposed on the Club or any of its members by the disciplinary sub-committee of the RFU and/or the Hampshire RFU.

The Club Disciplinary Committee shall consist of the Chairman, Director of Rugby, the 1<sup>st</sup> or 2<sup>nd</sup> Vice Chairman of the Club, the Club Discipline Officer, and the Secretary. Members of this Committee shall deal with alleged misconduct by playing and non-playing members, and staff. Anyone sent off (given a red card) by the referee during a game of rugby football may be given an automatic four (4) week suspension from playing.

### **13. BYELAWS**

The Club Executive Committee shall have power to make byelaws for regulating the conduct and affairs of the Club provided the same are not inconsistent with the rules set out in this Club Constitution. Such byelaws shall be posted in some conspicuous part of the Club premises and shall be binding on all members.

### **14. NOTIFICATION AND MODIFICATION OF THE CONSTITUTION**

This Constitution shall be prominently displayed in the clubhouse, and individual members may receive their own copy if requested.

No alteration, additions to or deletions from this Constitution shall be made except by a resolution carried by a majority of the members present at a Club Executive Committee meeting. Members of the Club with voting rights can propose changes to this Constitution; proposed changes shall be submitted in writing to the Secretary.

The Secretary shall, if relevant, as soon as possible and in any case within twenty-eight days of the making of any alteration or addition to, and/or deletion from, this Constitution, give written notice of such alteration, addition and/or deletion from this Constitution to the Chief Officer of Police and to the Clerk of the Local Authority of the district in which the Club is situated.

### **15. DISSOLUTION**

If upon the winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be paid to or distributed to another registered community amateur sports club for rugby union, to the RFU for use in community related rugby union initiatives, or to a charitable organisation.

## **16. CHILD WELFARE**

The Club will adhere to any Child Welfare guidelines prescribed by the RFU, or other appropriate Child Welfare guidelines.

The Club shall have a volunteer Safeguarding Officer, who shall be appointed from the M&Js Section Committee under the remit of that Committee and approved by the Club Executive Committee. Where volunteers are available the Club shall also have a deputy Safeguarding Officer.

At least two members of the Club, one of whom shall be a qualified RFU coach, shall have attended formal child welfare training.

The Club shall have a Child Welfare Policy document which is displayed on the Club notice board and is freely available to all parents and children. Copies of the document shall be distributed to M&Js Section members at registration.

All coaches, helpers and Club officials that have contact with children as part of Club activities shall be CRB (Criminal Records Bureau) checked. Disclosure forms shall be submitted through the RFU.

## **17. DATA PROTECTION**

The Club is committed to the principles and practices of data protection as laid out in the General Data Protection Regulation (GDPR) (which replaced the Data Protection Act 1998 from 25<sup>th</sup> May 2018), and subordinate and related legislation and codes of practice and other official guidance. This will be achieved through appropriate management, and the strict application of criteria and controls. All persons having access to any personal material will follow good data protection practice and must handle personal data responsibly. More detail can be found in the Club's Data Protection (Privacy) Policy and Notice (under GDPR) V1.0 issued 4th May 2018 – which is on the Club website.

## **18. M&JS COACHING**

Each M&Js Section age group shall be run by one or more RFU Qualified coaches. Qualification shall be by attendance at an approved, and appropriate to the age group, RFU Coaching course. The M&Js Section shall fund the training courses for volunteer M&Js coaches.

## **19. M&JS INSURANCE**

The M&Js Section coaches shall be covered by Public Liability Insurance by the Club arranged through the RFU.

## **20. M&JS FIRST AID**

The M&Js Section shall for each age group have a minimum of one person (coach, manager or volunteer – preferably CRB checked) holding a current relevant first aid qualification in attendance at all training sessions and matches.

This document was last updated on 8<sup>th</sup> February 2024. It was approved by the Board of Directors and the Executive Committee on the same day.

Signed:

Date: 8<sup>th</sup> February 2024

Chris Collett  
Chairman, Farnborough Rugby Union Football Club Limited