

HITCHIN RUGBY CLUB RULES

- 1 The Club shall be known as the Hitchin Rugby Limited.
- 2 Company Structure
 - 2.1 The Club shall be a Charity registered as such with the Charity Commission whose objects ('objects') are the following:

The promotion of community participation in healthy recreation in particular by the provision of facilities for the playing of rugby union, primarily but without limitation for the benefit of the local communities in Hitchin and its surrounding towns and villages.
 - 2.2 The commercial concerns of the club shall be managed by Hitchin RFC Trading Limited, a wholly owned subsidiary of Hitchin Rugby Limited on behalf of the Management Committee and on behalf of the directors of Hitchin RFC Trading Limited.
- 3 The Club colours shall be maroon, black and white with maroon predominating.
- 4 Membership of the Club shall be open to all persons who subscribe to the Club's Objectives, as set out in Rule 2 above, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- 5 Membership shall consist of the following:
 - 5.1 Ordinary Members: that is Playing Members over the age of 18, (Club President, Vice Presidents and Life Members) and elected members of the Mini and Youth Committee as defined in Rule 15.
 - 5.2 Associate members, being those persons seeking to join the Club socially and, at the discretion of the Management Committee acting in the best interests of the Club, members of such other groups as deemed appropriate including but, not limited to, members of other sporting clubs, Rotary Club, Round Table, Lions and CAMRA. Associate members may be granted to access and use of the facilities of Hitchin RFC trading Limited.
 - 5.3 Honorary members, being the partners of Ordinary and Associate members. Honorary members may be granted to access and use of the facilities of Hitchin RFC trading Limited.
 - 5.4 The membership of Hitchin rugby Limited will constitute the membership of Hitchin RFC trading Limited.
- 6 Visitors
 - 6.1 The Directors/Trustees of the Club delegate the responsibility for admission and management of the club membership to the Management Committee.[Do we need to define what and who the Directors are and what and who the Trustees are]
 - 6.2 Decisions of the Management Committee relating to membership must be consistent with the Club's Articles of association.
 - 6.3 Any member may introduce guests to the club provided they have not been excluded from membership by the Management Committee.
 - 6.4 Members and officers of visiting clubs, match officials and spectators may be admitted to the Club's registered premises during organised club events.

7 Joining the club

- 7.1 Any person wishing to join the Club shall apply to the Management Committee for membership. Applications should be made to the Secretary electronically or in writing and should be nominated and seconded by an Ordinary Member. The approval of such applications shall be by simple majority of the Management Committee acting at its discretion, provided that such discretion is exercised in a manner that is entirely consistent with the non-discriminatory terms of Rule 4.
 - 7.2 The Committee of any Section may recommend to the Management Committee a number of members for Ordinary or Associate membership; the total number elected from any section shall be at the absolute discretion of the Management Committee as long as this remains consistent with the Club's articles of association for family membership only the first named may be nominated as a member.
 - 7.3 The total number of members of the Club at any given time may be limited by the Management Committee for reasons of available facilities, health or safety, but always on a non-discriminatory basis and in a manner consistent with the Club's articles of association.
 - 7.4 The total number of Associate members at any given time shall not exceed 50% of the total membership.
- 8 Ordinary members, including elected members of the Mini and Youth Committee as detailed in Rule 15 shall be entitled to one vote each at a general meeting ("Voting Members"). All other members are entitled to receive notice and attend general meetings but shall not be entitled to vote ("Non-voting Members").

- 9 The President and past presidents shall meet annually and nominate the next president to the Management Committee for ratification at the annual general meeting. The term of office of the president will not normally exceed five years. The President and past presidents shall also consider nominations for life members and present these to the Management Committee for ratification at the annual general meeting.
- 10 The Directors/Trustees of the Club delegate the day to running of the club to **The Management Committee** consisting of the President, Chair, Vice Chair, Secretary, Treasurer, Club Captain, Chair of the Playing Committee, Chair of Women's Rugby, Chair of the Business Committee, Chair of the Bar Committee, Chair of the Mini and Youth Committee and a Hertfordshire RFU representative. The quorum for a management committee shall be four. The Management Committee shall be elected at the AGM and shall meet at least every 2 months during the year. The actions of the Management Committee must be consistent with the Club's Articles of Association and remain subject to the oversight of the Directors/Trustees.
- 11 The First XV Captain shall be the Club Captain.
- 12 Election of Club Officials
 - 12.1 The Women's Rugby Committee members are elected by the Women's Section, the appointment of its Chair is ratified at the AGM.
 - 12.2 The Mini and Youth Committee members are elected by the Mini and Youth Section members. The appointment of its Chair is ratified at the AGM.
 - 12.3 The Bar Committee consisting of a Chair, Steward, Assistant Steward, and three other ordinary members is elected at the AGM. In addition, it shall consist of the Treasurer, Lettings Officer, and nominated representatives of the Women's and Mini and Youth sections.
 - 12.4 The Chairs of other sub-committees are elected at the AGM.
- 13 At the first Management Committee meeting after the AGM, the Management Committee will appoint sub-committees under the Chairs elected at the AGM.

Any position not filled at the AGM can be filled by a member nominated by the Management Committee.
- 14 The club's playing and business organisation shall be managed by two committees.
 - 14.1 The **Playing Committee** to comprise: Chair of the Playing Committee, Club Captain, Chair of the Selection Committee, Club Coach, Club Coaching Coordinator, a representative of the Mini and Youth Committee, Fixture Secretary, Team Secretary, Development Teams' Manager, Women's Captain and an additional representative of the women's section, and captains of other senior teams. The committee shall meet at least every two months during the season.
 - 14.2 The **Business Committee** to comprise: Chair of the Business Committee, Assistant Treasurer, Clubhouse Manager, Sponsorship Officer, Publicity Officer, Chair of the Social Committee, Catering Officer, Lettings Officer, VP Liaison Officer, a representative of the Bar Committee and a representative of the Mini and Youth Committee. The committee shall meet at least every 2 months during the season.
 - 14.3 The Business Committee shall execute the management of Hitchin RFC Trading Limited, a wholly owned subsidiary of Hitchin Rugby Limited on behalf of the Management Committee and directors of Hitchin RFC Trading Limited.

15. The club's sub-committees shall comprise:

15.1 **Selection Committee** is a sub-committee of the Playing Committee. It is made up of the Chair of Selection Committee, Club Captain, Captains of teams, Coach, Team Secretary and Development Teams Manager.

15.2 **Social Committee** is a sub-committee of the Business Committee – It is made up of the Chair of Social Committee and at least one representative from each section of the club.

15.3 **Mini and Youth Committee** is a sub-committee of the Management Committee. – It is made up of the Chair of Mini and Youth Section, Vice Chair of Youth Section, Vice Chair of Mini Section, Mini and Youth Treasurer, Secretary/Membership Secretary, Recruitment and Schools Liaison Officer, Schools Liaison Officer 1, Schools Liaison Officer 2, Rugby Development Officer, Mini Rugby Liaison Officer, Safeguarding Officer, Mini and Youth Social Secretary/Fund Raising Officer, Mini and Youth Sponsorship Co-ordinator, Coaching Administration Officer, Fixtures Secretary Mini Section, Fixtures Secretary Youth Section, Mini and Youth Press Officer.

15.4 **Women's Committee** is a sub-committee of the Management Committee. It is made up of the-Chair of Women's Rugby , Captain, Vice-Captain, Secretary, Fixture Secretary and Social Secretary.

15.5 Each committee and sub-committee may co-opt additional members.

16 The Bar Committee is a sub-committee of the Business Committee

16.1 The duty of the **Bar Committee** is the management of all aspects of the club bar in accordance with the goals set out by the Management Committee. The Bar Committee will address profit levels, price control, security, stock checks, equipment, rotas, etc., in an effort to achieve these goals. The Bar Committee shall meet monthly during the season and the quorum shall be four.

16.2 The hours during which licensed activities take place shall be in accordance with the Club Premises Certificate. In particular, the standard hours during which the club bar may be open for the supply of alcohol in accordance with the hours stipulated in the club licence.16.3 The Chair of the Bar Committee is delegated the responsibility to authorise the sale of intoxicating liquor to non-members on the occasion of social functions at the club's premises. The total number of such functions shall not exceed 24 in any one year. The sale of intoxicating liquor may also be made to non-members during a beer festival.

17 The duties of the other subcommittees will be:

17.1 **Selection Committee** - To liaise with the Club Coach and Team Captains in selecting sides to fulfil all senior club fixtures and ensure that the maximum number of playing members play each week. The Committee shall meet weekly during the season.

17.2 **Social Committee** -To organise the club's social activities. The social committee shall meet at least every 2 months during the season.

17.3 **Mini and Youth Committee**- Oversee all aspects of Mini and Youth rugby activities. In particular the recruitment of new players, the training and development of new and existing players, the development of mini and youth coaches and the proper safeguarding of Mini and Youth players. The mini and youth committee shall meet monthly during the season.

17.4 **Women's Committee** - Oversee and organise all aspects of Women's rugby. The Women's Committee shall meet at least every 2 months during the season.

17.5 **Sponsorship Committee** - Consider and facilitate all aspects of sponsorship on behalf of the club. The Sponsorship Committee shall meet at least every 2 months.

18 Annual General Meetings

18.1 Hitchin Rugby Limited and Hitchin RFC Trading Limited will hold AGM's on the same day

18.2 The Annual General Meetings shall be held before the end of May.

18.3 At least 21 days' notice of a General Meeting shall be given to all Club Members.

18.4 Nominations for the Management Committee, Business Committee, Playing Committee and other officials to be elected at the AGM shall be proposed and seconded, and made in writing to reach the Secretary at least seven days prior to the General Meeting.

18.5 Proposals for Any Other Business shall be made in writing to the Secretary no less than 14 days before any general meeting. The notice must be proposed, signed and seconded.

18.6 Only Ordinary Members may put forward a proposition or nomination to a General Meeting.

19 The Club's financial year shall end on the 31st March and a Statement of Accounts shall be presented to the Annual General Meeting.

20 An Extraordinary General Meeting shall be convened by the Secretary when requested to do so by the Management Committee, or by ten or more ordinary members.

21 These rules shall only be altered at a General Meeting. Notice of a rule change must be circulated at least 21 days before any such meeting. The quorum for a General Meeting shall be five members of the Management Committee and ten ordinary members. Proxy votes are counted when determining the presence of a quorum. If a quorum is not present within 30 minutes of an appointed meeting time, or if during a meeting a quorum ceases to be present the meeting shall stand adjourned until such a day and time as the Directors/Trustees shall reconvene. The Directors/Trustees must reconvene the meeting and must give seven days clear notice of the reconvened meeting stating a time, date and place. If a quorum is not present within 15 minutes of the time specified for the start of the meeting the members present in proxy or person at that time shall constitute the quorum for that meeting.

22 The Annual Subscription shall be considered by the Management Committee and agreed at the Annual General Meeting. Subscriptions may differ between Ordinary and Associate members and between groups within each type of membership, but shall be on a non-discriminatory and fair basis, not imposing a significant and unreasonable obstacle to the continued participation of members.

25 The Match Fee shall be considered by the Management Committee and agreed at the Annual General Meeting.

26 Membership

- a. Membership for a club year shall begin from 1st August on which day the subscription shall be due.
- b. A member other than a Life Member shall cease to be a member on 31st July.
- c. A member can appeal to the Management Committee for his membership to continue if he can show extenuating circumstances.

27 Members' Responsibilities

- a. All members of the Club are expected to play and/or support the game of rugby football in accordance with the core values and code of rugby and in accordance with the Club's Articles of Association.
- b. The Management Committee may ask any member who behaves in an improper manner or fails to comply with the club rules, or gives good cause for legitimate concern that his or her conduct or character is likely to bring the Club or rugby into disrepute, to appear before it and explain his or her actions. Following this hearing the Management

Committee may, if they consider it appropriate, suspend the member on a temporary or ultimately permanent basis.

- c. Any member who is facing permanent termination of membership must be provided with 21 days' notice to appear before the Directors/Trustees at the meeting at which a resolution of membership termination is to be proposed. The member or a representative (also being a member) has the right to make representations to any such a Directors'/Trustees' meeting.
 - d. The Club has a no tolerance attitude to the abuse of illegal drugs and banned performance enhancing drugs as designated by the RFU. Any player or club member found using such drugs on or near club premises, or whose performance is affected by them, will be subject of disciplinary sanctions. Any player who is subject of a repeat offence may be banned for life from club membership in accordance with rule 30.2.
- 28 If at any time the Club in General Meeting shall pass a resolution authorising the Management Committee and Directors/Trustees to borrow money, they shall thereupon be empowered to borrow for the purposes of the Club such an amount of money, at such a rate of interest and in such a manner as shall be specified in such a resolution. The Management Committee and Directors/Trustees may issue debentures of the Club, and may by such debentures charge all or any of the property of the Club and funds of the Club with payment of the amount so borrowed and interest thereon. All the Members of the Club whether voting on such resolution or not, and all persons becoming members of the Club after the passing of such a resolution shall be deemed to have assented to the same as if they have voted in favour of the resolution.
- 29 As stated in Rule 2, the Club is a charity and accordingly any surplus income or gains shall be reinvested in the Club and in no circumstances shall the Club's assets, be they in cash or kind, be distributed to members or third parties. This prohibition shall not however prevent donations by the Club to other CASCs or a registered charity.
- 30 Winding Up
- a. If the Management Committee and Directors/Trustees believe that it is in the best interests of the members that the Club shall be wound up, it shall convene a General Meeting as soon as practical and put appropriate resolutions to the meeting appointing an administrator to wind up the Club's affairs, appointing an inspection committee to oversee the administration and directing the disposal of the Club's assets in accordance with Rule 33.22.
 - b. If after payment of all debts and expenses of the Club there remains a surplus of assets over liabilities, such free assets shall be given or transferred to another CASC, a registered charity or to the Rugby Football Union or its successor in title to be applied for approved sporting or charitable purposes.
 - c. The liability of each member is limited to £1, being the amount that each ordinary member undertakes to contribute to the assets of the Club in the event of being wound up while he is a member or within one year he ceases to be a member.