



# **RULES OF THE CALDY RUGBY FOOTBALL CLUB**

**Approved (with Minor amendments)**

**By EGM 29<sup>th</sup> August 2019**



## CONTENTS

DEFINITIONS.....	3
MEMBERS ACCEPTANCE OF RULES (Rules 3 & 4) .....	3
FINANCIAL ADMINISTRATION (Rules 5,6 ) .....	3
GENERAL COMMITTEE (Rules 7, 8,9,10 ) .....	4
ELECTION OF OFFICERS (Rules11, 12 ) .....	5
SUB-COMMITTEES (Rule 13) .....	5
13.1                      Senior Rugby Committee .....	5
13.2                      Youth Committee .....	5
13.3                      Minis Committee .....	5
13.4                      Ladies and Girls Committee.....	6
13.5                      Touch Committee.....	6
13.6                      Player Discipline .....	6
ANNUAL GENERAL MEETING (Rule 14) .....	6/7
EXTRA-ORDINARY GENERAL MEETING (Rule 15).....	7
RESIGNATION FROM THE SECTION ( Rule 16).....	7
UNPAID SUBSCRIPTIONS (Rule 17) .....	7
CLUB COLOURS (Rule 18) .....	8
INTERPRETATION OF RULES (Rule 19 & 20) .....	8
DISCIPLINE (Rule 21) .....	8
INSURANCE (Rule 22) .....	8
ETIQUETTE (Rule 23).....	9
CODES OF CONDUCT (Rule 24) .....	9
VISITORS (Rule 25) .....	9
DISSOLUTION (Rule 26) .....	9

## CALDY RUGBY FOOTBALL CLUB RULES

### DEFINITIONS.

All references to Committees, Officers, Committee members' etc refers to the Section Committees etc and not to Committees, Meetings or Officers of the Caldyc Club, unless stated as such.

1. The name of the Club shall be CALDY Rugby Football Club (Caldy RFC) and consist of Senior, Junior, Mini ,Touch and Ladies and Girls Section . There are no restrictions to any section of the Club such as creed, Ethnic or social background, gender, Sexual orientation or ability.
2. The Caldyc RFC shall be a Section of the Caldyc Sports Club Ltd. Members of the Caldyc Sports Club Ltd who wish also to become Members of the Caldyc RFC must declare this on applying to join the Caldyc Sports Club Ltd. Such members, when elected, shall be deemed Members of Caldyc RFC when their election has been confirmed by The Secretary of the Caldyc Sports Club Ltd. to the Secretary of Caldyc RFC, save that the Main Committee have full power to refuse any applications to the Section. For the avoidance of doubt, reference to "the Club" shall be a reference to Caldyc RFC.

### MEMBERS ACCEPTANCE OF RULES

3. Members of the Club Shall by virtue of their membership accept and subscribe to the Rules of the Club. A copy of these Rules will be provided to each Member and a copy will be displayed in the Clubhouse and posted on the Club's website
4. The Club shall play under the current laws and regulations of the Rugby Football Union (RFU). The sections will subscribe to both the RFU & Cheshire RFU, membership of the latter being exercised through maintaining active representation.

### ADMINISTRATION

5. **The Management of the Club shall be the responsibility of the Main committee. The main committee delegates powers to the Sub Committees who will be responsible for producing budgets based on the income and expenditure which relates directly to their respective sections and submit them to the Main committee for approval.**  
**The Main committee will**-appoint Members of the Club to carry out tasks that are required for the successful functioning of the Club.
6. **The Sub Committees can only release funds that are approved and within their agreed budget and the release of Sub Committee funds will require the approval of two of the officers of the relevant Committee**

## MAIN COMMITTEE

### 7 The Main Committee shall consist of

President  
Chairman  
Secretary  
Treasurer  
Cheshire Representative  
Membership Secretary  
Chairman of Minis  
Chairman of Youth  
Chairman of Ladies and Girls  
Chairman of Touch  
Club Safeguarding Officer  
Events Manager  
Senior Rugby Representative

The Quorum for meetings of the Committee shall be Five of which not less than two must be Officers.

The Chairman shall have a second and casting vote of an equality of voting at any meeting, including General Meetings of the Club.

8. The Main Committee shall appoint the President, Cheshire Representative, the Membership Secretary, and the Child Protection Officer annually.
9. The Committee is empowered to honour appropriate people with the title of Vice President, and to appoint people to Life Membership of the Club  
Members are nominated for Vice Presidency in recognition of **outstanding service** to Caldyp Rugby Football Club.  
Members are nominated for Life Membership in recognition of their **significant contribution** towards Caldyp Rugby Football Club, the local community or Rugby in general.
10. The Main Committee is empowered to terminate membership subject to Rule 24 Headed Misdemeanours.

## ELECTION OF OFFICERS

11. All members of the Main Committee (except the President) shall resign at the close of the Annual General Meeting (AGM) in every year and the Meeting shall elect Officers for the succeeding year. Retiring Officers of the Committee shall be eligible for re-election. Elections shall be decided by a majority of those voting at the AGM. Postal votes from bonafide paid up Members will be accepted, providing the Secretary receives them not later than the last post on the day before the AGM. If no Secretary shall be elected, the retiring Secretary shall continue in office for the time being.
12. All nominations for Officers of the Main Committee will be handed to the Secretary and shall be in writing signed by the nominee, proposer and seconder both being Members of the Club. Such nominations shall be submitted to the Secretary fourteen days prior to the date of the AGM.

## SUB-COMMITTEES

13. Any Committee of any Sub-Committee or Panel of the Club has the power to co-opt other Members to assist them, but such Members will not have voting rights, other than on that Sub Committee. There will be the following Sub-Committees of the Main Committee, as appropriate, with terms of reference as stated:

### 13.1 Senior Rugby Committee

The Senior Rugby Committee shall consist of

The Senior Rugby Chairman

Senior Rugby Secretary

Director of Rugby

Financial Officer

Commercial Manager.

It can co-opt additional members as required

The Senior Rugby Committee shall be responsible for the management of the Senior Rugby Budget and all funds relating to the management and operation of Senior Rugby, **these are the income from Commercial sponsors, RFU travel allowances, 1<sup>st</sup> XV gate money and Senior Subscriptions.** It will be responsible for producing a playing budget for the season for approval. Managing the commercial operation. It will be responsible for appointing a Director of Rugby and other individuals as required who will be responsible for the management and operation of all playing aspects of the Club.

### 13.2 Youth Committee

Consisting of a Chairman proposed by Members associated with the Youth Section and ratified by the Main Committee and others as required. To be responsible for all activities of boys aged over 12 and less than 19 years old, subject to overall direction from the Club Main Committee. They should be aware when those players involved in contact Rugby with Adults (and seek the relevant permission). In particular accounting to the Treasurer, monthly, for all financial matters and provide a set of annual accounts to coincide with the Annual Accounts of the Main Committee. If no name is forthcoming then the Main Committee shall nominate a Member to the

position.

### **13.3 Minis Committee**

Consisting of a Chairman proposed by Members associated with the Minis Section and ratified by the Main Committee and others as required. To be responsible for all activities of players aged over 6 and less than 12 years old, subject to overall direction from the Club Main Committee. In particular accounting to the Treasurer, monthly, for all financial matters and provide a set of annual accounts to coincide with the Annual Accounts of the Main Committee. If no name is forthcoming then the Main Committee shall nominate a Member to the position.

### **13.4 Ladies and Girls Committee**

Consisting of a Chairman proposed by members of the Section associated with the ladies and Girls Section and ratified by the Committee. To be responsible for all activities of players within the ladies/ girl's game. They should be aware when those players involved in contact Rugby with Adults (and seek the relevant permission) In particular accounting to the treasurer for all financial matters. If no name is forthcoming then the committee shall nominate a member to the position.

### **13.5- Touch Rugby committee**

Consisting of a Chairman proposed by members of the section associated with the playing of Touch Rugby and ratified by the committee. To be responsible for all activities of players within the section. They should be aware when those players involved in contact Rugby with Adults (and seek the relevant permission) Further more they should carry out a risk assessment for those children partaking in social Touch rugby and that there are mentors or coaches to look after their interests In particular accounting to the Treasurer for all financial matters within the section. If no name is forthcoming then the committee shall nominate a member to the position.

### **13.6 Player Discipline**

For which purpose a Panel shall be appointed comprising the Director of Rugby, the President and they shall select a third person. The Panel will convene as quickly as practicable to adjudicate on the evidence presented before it and pass a ruling commensurate with the offence. The player shall accept the decision of the Panel in accordance with the Rules of the Club.

## **ANNUAL GENERAL MEETING (AGM)**

14. The Club's AGM will be split into two Administration AGM to be held before 15<sup>th</sup> June to take the Chairman's and all chairmen of the Sub sections reports and answer questions on the Season and elect officers for the coming Season It will be-presided over by the Chairman of the Club or in the absence of a Chairman , the President, or in the absence of both of these such other Officer of the Club as the Meeting shall agree. The Chairman of the Meeting shall have a second or casting vote in the event of an equality of Members voting on any matter. The Quorum for the Meeting shall be ten Members. A Financial AGM will be held in the first week in September to approve the accounts for all sections.

- 14.1 Details of any motion for discussion at the AGM, apart from items on the agenda prepared by the Secretary, shall be submitted in writing to the Secretary at least 10 days prior to the Meeting.

- 14.2 The Secretary shall display on the Club notice board all nominations and all motions and matters for discussion, together with the names of the proposer and seconder, who must both be Members. Posting such matters on the Club's website shall be deemed as sufficient notice.
- 14.3 Any nominations, motion or matter for discussion shall be void unless the nominee, proposer and seconder attend the said Meeting, provided always that the Chairman shall have unfettered discretion for good cause shown to excuse the attendance of any nominee, proposer or seconder.
- 14.4 Should no nomination or valid nomination be received in accordance with the preceding rules, the Chairman may declare a vacancy or vacancies for a particular office or membership of the Main Committee and the AGM or Extra-Ordinary General Meeting (see Rule 16) may therefore proceed to fill such vacancy or vacancies, notwithstanding Rules 15.2 and 15.3.
- 14.5 The Main Committee may fill any vacancies subsequent to the AGM or Extra-Ordinary General Meeting (see Rule 16) unless it has been expressly resolved by a General Meeting not to fill such vacancies.
- 14.6 Annual subscriptions shall be approved at the AGM on a motion proposing the rates and/or classes of membership from the Main Committee. Subscriptions shall be due on 1 September of each year and may be paid directly to the Club's chosen Bank or to the Treasurer for the time being.
- 14.7 At every Financial AGM an Income and Expenditure account shall be made up to **30 June** and signed by the Treasurer; copy of which shall be made available to Members attending the Meeting.

#### **EXTRA-ORDINARY GENERAL MEETING (EGM)**

15. An EGM shall be called upon written application to the Secretary signed by not less than ten Members. The Quorum for the Meeting shall be twelve Members and a minimum notice period of 21 days shall be required from receipt of a written request by the Secretary.

#### **RESIGNATION FROM THE SECTION**

16. Members wishing to withdraw from the Club shall notify the Secretary in writing previous to 1 September, otherwise they shall be deemed to remain Members and be liable for their subscription for the ensuing season.

#### **UNPAID SUBSCRIPTIONS**

17. Any Member whose subscriptions remain unpaid by 31 December in any year shall by this rule cease to be a Member of the Club. The Member whose membership has so ceased, shall be deemed as owing the Club his subscription for the year in question and **they** will not be re-elected to the Club at a future date until the debt has been paid. And will also be required to pay an Administrative Charge as determined by the Main Committee.

All playing Members whose subscriptions are not paid by 31<sup>st</sup> November of any season shall have their names posted up in the Clubhouse until full payment is made. After 31 December no Member shall be chosen for any of the teams unless his subscription for the current season has been paid. Guest Players may be invited/selected to play for the Club without being liable for subscriptions for a limited number of games in any one season as determined by the Main Committee. This rule is not intended to allow potential members a period of grace before becoming liable for subscriptions. New Members elected after 31 December in a season will be liable for half of the appropriate annual subscription. If any Member has started to pay Their subscriptions, they will be allowed to maintain their membership provided they complete the payment in accordance to an agreed schedule.

## **CLUB COLOURS**

18. The Club colours shall be sable, claret, gold and silver jersey and socks with black shorts. Sides fielded by the Club must ordinarily wear these colours in a pattern approved by the Main Committee.

## **INTERPRETATION OF RULES**

19. Any difference of opinion, which may arise, as to the interpretation of the Rules shall be decided by the Main Committee, unless it occurs at a General Meeting when the decision shall be made by the Chairman thereof. Any such decision shall be recorded in the Minutes and shall be accepted as the true meaning of the Rules, until otherwise interpreted at a General Meeting, due notice having been given. These Rules shall take precedence over all sections of the Club.
20. No Rule shall be altered or rescinded without the consent of two-thirds of a General Meeting.

## **DISCIPLINE**

### **21 MISDEMEANOURS**

It shall be the duty of the Main Committee that, if at any time they shall be of the opinion that the interests of the Club so require, inviting by letter a Member to withdraw from the membership of the Club within the time specified in the letter. If in Default of such withdrawal to submit the question of his expulsion to a Special Meeting of the Main Committee, to be held within fourteen days of the time specified in the letter. All subscriptions paid will be forfeited. Any subscriptions outstanding, at the time of exclusion, together with the current subscriptions must be paid before re admittance.

At such a Special Meeting, the Member whose expulsion is under consideration shall be permitted to offer his explanation of his conduct orally or in writing. If thereupon two thirds of the Members present shall vote for his expulsion, they shall cease to be a Member of the Club. The voting at such a Meeting shall be by voting paper. The Secretary of the Club shall refer details of any Member's expulsion to the Caldys Club Committee for their consideration in regard to membership of the Caldys Club.

## **INSURANCE**

### **22 Players Insurance**

The Club insures players in accordance with the RFU guidelines.

To qualify for RFU Compulsory Insurance cover under the Club policy the player must have paid his subscription in accordance with the Section Rules. i.e. Payment or part payment to be started before the 30th October and be completed by the 31st December.

#### **22.1 Additional Insurance**

If the player is not satisfied with the Insurance cover offered by the Club, then it is his responsibility to secure additional Insurance cover to meet his needs.

#### **22.2 Coaches**

All sole, or primary coaching, positions shall be approved in writing by the relevant Sub Committee prior to appointment. All coaches must have satisfactorily completed the appropriate RFU Coaching Award Course together with safeguarding, First Aid and compliance Standards. This confirmation is a Club requirement to ensure best practice is maintained, player safety is ensured and to meet the provisions of the RFU Insurance cover.

## **ETIQUETTE**

23. Members are reminded that it is their responsibility and duty as a representative of the Caldyc RFC to behave in a manner that does not bring discredit on the Club by their behaviour as a player or spectator. Any Member behaving in a manner likely, in the opinion of the Main Committee, to bring discredit on the Club will be called before a Special Meeting under Rule 21.

## **CODES OF CONDUCT**

24. All players, Coaches and Members shall subscribe to the Clubs Codes of Conduct including the Clubs Child Protection Policy as declared from time to time. The Code will be provided to all Members and displayed in the Clubhouse.

## **VISITORS**

- 25 All persons visiting the Club for the purposes of attending or playing shall be deemed Temporary Member and subject to the Rules of the Club at the time.

## **DISSOLUTION**

26. If the Club is dissolved in any way All surplus monies will be returned to funding bodies or used for the benefit of sport in the Area