



Hellingly Rugby Football Club C.I.C

Lower Horsebridge Recreation Ground, Hailsham, East Sussex BN27 4DJ

CLUB RULES

1. NAME

The name of the Club shall be Hellingly Rugby Football Club C.I.C (herein after referred to as the "Club")

2. AIMS

The aims of the Club shall be to:

- Provide a club situate at Lower Horsebridge Recreation Ground.
- Provide facilities for and promote the playing of the game of Rugby Union Football within the local community for adult men and women and children.
- Develop teams at adult and junior levels.
- Provide sufficient rugby pitches and training areas to a good standard at all times where possible.
- Provide a clubhouse premises to include clubroom, bar, toilet facilities, players and referees changing accommodation with shower/washroom facilities and storage for Club equipment and stock.
- Provide a designated car parking area.
- Play at the highest-level possible whilst maintaining the integrity of the Club.
- Give players the best coaching available and encourage players to realise their full potential.
- Provide children with a safe and caring environment in which to learn the game.
- Organise recreational and social events for the benefit of its members.
- Ensure a duty of care to all members of the Club, foster the best possible relationship at all times, with other clubs, members of the public and all other interest parties.
- Ensure affiliation is maintained to appropriate bodies in pursuance of the Club's aims, including but not limited to:
 1. Rugby Football Union (RFU),
 2. Sussex Rugby Football Union (Sussex RFU),
 3. Sussex Society of Rugby Union Referees.
- Provide any other necessities for the efficient running of the Club.

3. COLOURS

The Club colours shall be Black and Amber.

4. MEMBERSHIP

- a. Each applicant for membership shall communicate his/her full name, address and occupation (if applicable) to the Club Secretary in writing. The Club Management Committee shall consider each application and approval shall be at the discretion of the Management Committee. A person may not be given membership or as a candidate for membership to any membership privileges without an interval of at least two days from their membership application or nomination and their membership being granted. Those becoming a member without nomination or application cannot have membership privileges for at least two days between them becoming members and being admitted to the club.
- b. Temporary membership of the Club will be open to anyone, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other belief, provided they are signed in by a Club Member in the Visitors Book provided (See paragraph 10.b) The temporary member may only be signed in twice in any calendar month.
- c. A person shall not be entitled to any privileges of the Club until two days have passed since his application for membership was submitted, whether or not he is admitted as a member before those two days have lapsed.
- d. The Club shall have different classes of membership and subscription on a non-discriminatory and fair basis. The Club shall keep subscriptions at levels that will not pose a significant obstacle to people participating. The Management Committee shall determine cost of membership at an AGM.
- e. *Description of Members*
Membership of the Club will be for a period of one year – renewable annually (except in the case of Life Members) on the first day of September.
Membership categories shall be as follows:
 - o Life Members,
 - o Full Playing Members
 - o Full Non-playing Members
 - o Student Playing Members
 - o Family Members
 - o Social (Associate) Members
 - o Mini and Junior Members
- f. *Voting Rights*
Honourary Life members, Honourary Members, Full Playing members and Full Non-playing Members shall have the privilege of casting one vote at all Annual General meetings.

Junior members under eighteen years of age on the first day of September in any year cannot vote.

Student members shall be required to furnish proof of their current full-time education and shall have the privilege of casting one vote at all Annual General meetings.

Family members shall be defined as wives or husbands or partners and children less than sixteen years of age but only one family member shall have the privilege of casting one vote at all Annual General meetings.

g. *Termination of Membership*

The Club Management Committee shall be empowered to expel, suspend for a specific period, or refuse the annual renewal of any Club member who offends against the Rules of the Club or whose conduct (in the opinion of the Management Committee) shall render him/her unfit to continue being a member 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 Management Committee, at the same time as informing the member of the nature of the complaint against him/her. No termination of membership shall be valid without the member's opportunity to appear before the Management Committee. There will be a right of appeal within seven days of any disciplinary judgement and the Management Committee shall consider any appeal within fourteen days of any such appeal being lodged.

5. SUBSCRIPTIONS

On commencement of membership, and then annually at the start of each season every member shall pay to the Honourary Treasurer the appropriate annual subscription as per the current membership schedule as agreed at the Annual General Meeting (AGM). All annual subscriptions are due on the first day of September every year.

On the thirtieth day of September every year all members who have failed to pay the appropriate annual subscription shall be deemed to be in arrears. The Secretary shall 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 Management Committee to terminate the offender membership after a short period of grace, not to exceed twenty-one days, has elapsed. The Committee may also decide to make additional levies on match fees, if the offender is a player, in an attempt to recover the debt.

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

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

6. ADMINISTRATION OF THE CLUB

- a. The administration of the Club and its affairs shall be entrusted by the Board of Directors to the Management Committee, supported by a number of subsidiary committees convened from time to time.

The Management Committee shall consist of:

- o President
- o Chairperson
- o Vice Chair
- o Secretary
- o Treasurer
- o Fixtures Secretary
- o Director of Rugby

- b. Committee business will include major matters brought to the attention of the Management Committee by the Club subsidiary committees and/or annotated on the meeting agenda.

The Club Management Committee shall meet monthly.

The Club subsidiary committee shall consist of the members of the Management Committee plus the following other club officials:

- o Youth Leader
- o Head Coach
- o Club Coaching Co-Ordinator
- o 1st XV Captain
- o 2nd XV Captain
- o Bar Manager
- o Facilities Manager
- o Safeguarding Officer
- o Merchandise Manager
- o Sussex RFU Representative
- o And any other position co-opted to a subsidiary committee.

- c. The other subsidiary committees, reporting to the Management Committee shall be, but not limited to:

- o Finance Committee
- o Grounds Committee
- o Facilities Committee
- o Publicity/Advertising Committee
- o Sponsorship/Grants Committee.

Subsidiary committees shall meet monthly.

- d. *Period of Office*

Members of the Management Committee shall be elected (or if relevant, appointed) at an AGM and their period of office shall be for three years.

Those Members shall be:

The President

The Chairperson
The Secretary
The Treasurer and
The Director of Rugby

Other Members of the Management Committee and the Members of subsidiary committees shall be elected (or if relevant, appointed) at every AGM or an SGM and their period of office shall be one year until the next AGM or SGM.

e. Committee Vacancies

Should any Club Management Committee or subsidiary committee membership posts become vacant at any time, the Management Committee shall be empowered to fill that vacancy and the newly appointed Committee member shall continue in office until the following AGM or SGM and then be eligible for re-election.

f. "Chairing" Meetings

The Chairperson of the Club shall preside over all meetings of the Club Management Committee. In his/her absence the Vice Chair shall preside. In his/her absence then the Secretary will act as Chairperson of the meeting, and rule in the event of any vote "for" and "against" being equal.

g. Powers

The Management Committee shall exercise the widest powers to control the efficient running of the Club's affairs. These powers shall include, but not limited to:

- o The authority to co-opt members to the Management Committee and the Club subsidiary committee duties.
- o Approval of the minutes of Ordinary and Annual General meetings.
- o Expulsion or suspension of members.
- o Convene General Meetings at any time.
- o Create other subsidiary committee to undertake special tasks.
- o Determine the hours during which the Club premises shall be open.
- o Responsibilities over the Club's finances and the power to borrow at its discretion.

7. MEETINGS OF THE CLUB

a. Annual General Meeting

The Annual General Meeting of the Club shall be held during the month of April or May every year and at that meeting the following business shall be transacted:

- o Approval of the minutes of the last AGM.
- o Appointment of President
- o Election of Chairperson and Management Committee
- o Election and appointment of the subsidiary committees.

- o Presentation of the Club's accounts for the last financial year properly signed and audited for approval.
 - o Confirmation of the annual subscriptions for all categories of membership and the match fees for all categories of playing member that will be applicable for the forthcoming season.
 - o Consideration of any other business.
- b. *Election*
Members seeking election to Club committee posts shall ensure that their nomination is duly proposed and seconded.
- c. *Extraordinary General Meetings*
Extraordinary General Meetings (EGM) may be called at any time as requested by either Chairperson of the Club or following written notice from one fifth (or thirty members if less) of the total Club voting membership requiring such a meeting. In both cases the Secretary shall convene the meeting within twenty-one days of receiving such request or notice. The purpose of the meeting and its agenda shall be stated in order that all Club members can be advised seven days before such a meeting specifying the venue, date, time and business to be transacted.
- d. *Quorum*
At all meetings of the Club a quorum shall be formed by the presence of one fifth (or thirty members if less) of the Club's total voting membership.

8. FINANCIAL MATTERS

- a. *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, any member or guest 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.
- b. *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.
- c. *Control of Club Funds*
The Club Management Committee shall exercise control over the Club funds. Responsibilities shall include the oversight of administration of the Club's banking accounts. In this context the Treasurer shall present monthly

statements of activities and annual statements of accounts to the Management Committee meetings along with all aspects of accounts and progress against budgets.

d. Borrowing Powers

The Club Management Committee shall have the power to borrow money for the purposes of the Club, under 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 hereto.

e. Accounts

Full accounts of the financial affairs of the Club shall be, if at all possible, made available to every Club member prior to the convening of, or at the AGM of the Club.

f. Fund Raising

The Club will be responsible for the raising its own finance for the running of the club and will actively attempt to attract sponsorship for financial aid.

g. Building Facility Levy

The Club will be responsible for ensuring that its Building Facility Levy is paid to Hellingly Sports Club monthly or annually as agreed.

9. BAR

a. Purchase and Supply of Liquor

The responsibility for the purchase and supply of intoxicating liquor shall be vested in the Bar Manager who shall carry out stock and takings checks weekly and submit the reconciled takings to the Treasurer. Alcohol is only supplied to members on the premises on behalf of or by the club and alcohol purchased for and supplied by the club is done by members of club who are over 18 years of age and are elected to do so by the members. No person at the expense of the club shall receive any commission, percentage or other similar payment in regard to the purchase of alcohol by the club and there are no arrangements for anyone to receive a financial benefit from supplying alcohol, apart from any benefit to the club or to any person indirectly from the supply giving a gain from running the club.

b. Sales of Intoxicating Liquor to Strangers

There may be admitted to the Club persons other than members and their guests who are members of visiting Rugby Union Football and other sports

teams, visiting referees or organisations that, with the agreement of the Club, have organised corporate events at the Club's premises. The total number of persons shall not exceed fifty from any one visiting club or organisation 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

c. *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. It is illegal for adults to purchase intoxicating liquor for consumption by minors.

d. *Bar Hours*
Hours during which intoxicating liquor may be consumed in the Club shall be as follows:

Alcohol sale/supply:

Monday	11:00 – 23:00
Tuesday	08:00 – 23:00
Wednesday	08:00 – 23:00
Thursday	11:00 – 23:00
Friday	11:00 – 00:00
Saturday	08:00 – 00:00
Sunday	10:00 – 23:00

Non-standard timings and seasonal variations:

Christmas Eve	10:00 – 01:00
New Year's Eve	From end of permitted hours to the start of permitted hours the following day.

Hours during which licensed activities (Film, Live Music, Recorded Music and Dance) can take place in the Club shall be as follows:

Friday & Saturday	19:00 – 00:00
Christmas Eve	10:00 – 01:00
New Year's Eve	10:00 - 01:00

However, the Club shall only use that range of hours exceptionally. Normal hours will be of a shorter range and in line with the licensing hours for Sundays and Bank Holidays.

10. GUESTS

a. *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

has been expelled or suspended from Club membership shall be introduced as a guest. No guest can be signed in more than twice in one calendar month.

b. Visitors Book

The member introducing guests shall enter the name and address of such guests, together with his/her name in the Visitors Book supplied for that purpose in the clubhouse. In the case of visiting teams and referees it shall be sufficient to record the name of the visiting team(s) and referee(s) and there shall be no necessity to enter individual names and addresses. In the case of organisations that with the agreement of the Club have organised corporate events it is sufficient to record the name and address of the organisation and there is no necessity to enter individual names and addresses.

c. Visitors Book Maintenance

The maintenance of the Visitors Book shall be the Bar Manager's responsibility.

11. SELECTION OF TEAMS

The relevant team captain or manager shall conduct the selection of teams with the assistance of the appropriate coach and the Director of Rugby.

12. CODE OF CONDUCT

a. General

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 should ensure that in their playing of the game and also in their general behaviour, that 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 criticising the referee; playing under the influence of excessive alcohol or the influence of drugs; making racist or sexual remarks; or behaving in a way likely to cause offence.

b. Responsibility

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

c. Repeat Offenders

The Club will discourage from selection any player who repeatedly infringes this code and in respect of any such player or member may hold an inquiry into alleged breach and suspend or expel from membership any serious offender.

d. Sanctions

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 Sussex RFU or any disciplinary sub-committee of the RFU.

e. Disciplinary Procedure

Any player awarded a red card and sent from the field of play will be required to appear before a Club Disciplinary Board comprising of a Chairman and two members within 72 hours following the match where he/she was dismissed. Any sanction awarded by the Disciplinary Board may be appealed within 14 days always providing that the player can produce new evidence that was not available and/or presented at the original Hearing. Any sanction awarded by the Disciplinary Panel starts from the day the offence took place. A player appearing before a Disciplinary Hearing of Sussex RFU and/or the RFU may choose another person, not necessarily a Club member, to accompany him/her to the Hearing.

13. BYE-LAWS

The Club Management Committee shall have the power to make byelaws for regulating the conduct and affairs of the Club provided the same are consistent with the rules set out hereto. 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 THESE RULES

These Rules shall be prominently displayed in the clubhouse and registered members will receive their own copy.

No alteration, additions to or deletions from these Rules shall be made except by a resolution carried by a majority of the members present at a Club AGM or an SGM called specifically to amend these Rules. Members of the Club with voting rights can propose changes to these Rules. Proposed changes shall be submitted in writing to the Secretary. If the alteration, addition or deletion is carried then the Secretary shall, as soon as possible, and in any case within twenty-eight days of making any alteration, addition or deletion from these Rules give written notice of such alteration, addition or deletion from these Rules to the Membership and the Clerk of the Local Authority of the district in which the Club is situated.

15. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The Club will adhere to any and all guidelines prescribed by the RFU, or any other appropriate Child and Vulnerable Adult welfare guidelines.

The Club shall appoint a Safeguarding Officer, approved by the Management Committee to enforce any and all regulations pertaining to the safeguarding of children and vulnerable adults.

16. DATA PROTECTION

The Club is committed to the principles of data protection as laid out in the Data Protection Act 1998, subordinate and related legislation and codes of practice and other official guidance. This policy 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.

17. DISSOLUTION

Upon dissolution of the Club any remaining assets shall be given or transferred as decided upon by the Club Management Committee. This may, at the Management Committee's discretion, be to another registered community amateur sports club, a registered charity or the RFU.

Signed: _____

Chair

Signed: _____

Honourary Secretary