

LEIGH RUGBY FOOTBALL CLUB CONSTITUTION

1 Terms and aims

- i The full constitutional name of the club shall be “Leigh Rugby Football Club” (Leigh RFC).
- ii The playing colours of the club shall be a combination of red and black.
- iii The objects of the club shall be to ensure the 1st XV and any other teams associated with the Leigh RFC consistently achieve the highest possible competitive standards, to engage and develop players of all standards and experience, and to promote a welcome and enjoyable social atmosphere for players and supporters.
- iv The main activities of the club shall include, but not necessarily be exclusive to, competing in where and when appropriate Kent County Rugby Football Union leagues and cup competitions, rugby training, fitness and conditioning training, and the organisation of regular social events for members and their guests.
- v The Officers of the Club shall have the power to resolve any dispute with regard to interpretation of any part(s) of this constitution as they see fit, and deal with any matters for which no provision is made within this Constitution on an ad hoc basis.

2 Committee

- i All activities of the club, sporting or otherwise, shall be overseen by a Committee consisting of, at the very least, President, Chairman, Treasurer, Club Secretary, and either a Club Coach or Club Captain.
- ii The President, Chairman, Treasurer and Club Secretary shall also be the “Officers of the Club.”
- iii The Committee may, at their discretion, introduce or remove additional posts to help oversee the running of the club.
- iv All Committee positions shall be held for one year from 1st September to 31st August (the 'Committee Year'). However, an outgoing Committee member shall be eligible for re-election should they remain a member of the club.
- v All members of the Committee must be elected to their respective positions by a simple majority vote of members at the club's Annual General Meeting (AGM) during the months of May, June or July. In the event of a tie the sitting Chairman shall have a casting vote.
- vi At least one fortnight's notice of the AGM must be given to the club's members by the Committee. The AGM shall be advertised at a minimum by e-mail and the Leigh RFC web site at www.leighrfc.co.uk.

- vii Members may be nominated, or nominate themselves, for any position once the AGM has been publicised (including during the AGM itself), and will be allowed to stand for election in the event of the nomination being seconded by another member.
- viii Once elected, new members of the Committee shall be known as “Chairman-elect”, “Treasurer-elect” etc., and will be expected to shadow their respective sitting members of the Committee for the remainder of the Committee Year.
- ix The Committee may fill any vacancy not filled during the AGM at a later date in accordance with an appointment procedure approved by the AGM.
- x New members of the Committee shall formally assume their posts on the first day of the new Committee Year, unless agreed otherwise with the outgoing committee member, and will be expected to assume responsibility for the club from this day onwards.
- xi The Committee shall meet at least once every month during a playing season (September – April inclusive), and at least once every two months during out of season months (namely May, June & July), such meetings to be held on the second Tuesday of the month.
- xii Minutes of each meeting of the Committee should be taken by the Club Secretary, and are available to all members upon request.
- xiii If, in the opinion of the Committee, a Committee member is not satisfactorily fulfilling his/her responsibilities to the club, a simple majority of Committee members may issue him/her a formal warning.
- xiv If, in the opinion of the Committee, a committee member is not satisfactorily fulfilling his/her responsibilities to the club after a formal warning has been issued, a simple majority of Committee members may invite him/her to resign his post.
- xv The Committee members are ultimately accountable to the full membership of the club. Should a written request bearing the signatures of 10 or one-fifth of the club’s registered members (whichever is the greater) be handed to the Chairman, then he shall be obliged to call and publicise (using the same procedure as for the AGM) an Emergency General Meeting (EGM) within two weeks, where a vote of no confidence in the Committee member(s) in question shall be proposed. If the proposal is seconded, the motion shall be carried. The Committee member(s) in question shall be given the right of reply to the EGM. The Committee member(s) in question shall be asked to leave the room while a vote is conducted. If the motion is passed, the Committee member(s) in question shall be invited to resign.
- xvi Should a Committee member resign, or be invited to resign, the Committee shall make arrangements for the replacement of that Committee member as they see fit. In the meantime the Officers of the Club shall be responsible for assuming the role of the absent Committee member.
- xvii In the event of an Officer of the Club resigning, or being invited to resign, one other shall be responsible for assuming this role until a replacement can be formally elected. The President, Chairman, Treasurer or Club Secretary (whoever remains)

shall be required to call and publicise and EGM in the manner described above, where a replacement will be elected in the same manner as is the AGM.

3 Membership

- i Membership of the club shall be open to all wishing to play, train or participate in organised club social events.
- ii The Committee may revoke with immediate effect or refuse the renewal of the membership of any person.
- iii Any member may leave the club at any time by indicating their intent to any member of the Committee, either in writing or verbally. Any membership fees paid in advance and in respect of any remaining period of the playing season will not be refunded. Any monies still outstanding such as annual membership or match fees, or in respect of a social event shall be settled in full by the leaving member.
- iv Players whose membership fee remains outstanding as of the 31st December each year, or another date agreed by the Committee, shall be asked to give reasons why they are unable to pay their fees. The Committee will then agree a payment plan with that player in order that the fees are settled in full before the end of the current Committee year has terminated.
- v The Committee shall determine the cost of membership annually. Reference Appendix A.

4 Roles and responsibilities

- i The government and management of the club shall be in accordance with the roles and responsibilities of the club officers and the requirements for individual committee meetings as set out in Appendix B.
- ii This constitution will be reviewed annually, at the club's AGM, and may be amended at this meeting subject to a two-thirds majority of the members present. Amendments must be ratified by the Committee. Proposed amendments to this constitution must be handed in writing to the Chairman at least one month prior to the AGM.

Signature of President:

Date:

Print Name: MARK DOHERTY

Signature of Chairman:

Date:

Print Name: DAVID THORPE

Signature of Club Secretary:

Date:

Print Name: DEBBIE CLARKSON

Signature of Treasurer:

Date:

Print Name: ANDREW WORDSWORTH

APPENDIX A – FEES SCHEDULE

Annual Club Membership

<i>TYPE</i>	<i>AMOUNT</i>
Playing Member (Monthly by Direct Debit)	£15.00
Playing Member - Full-time student or receiving state unemployment benefit (Annual)	£35.00
Social Member (Annual)	£35.00

Match Fees (Playing Members only)

Included in Annual Club Membership

APPENDIX B – ROLES, RESPONSIBILITIES & COMMITTEES

Club Officers

<i>Role</i>	<i>Profile</i>	<i>Elect</i>
<p>President (Mark Doherty)</p>	<p>To be accountable to the members of the club for ensuring the committee develops and progresses the club in line with its founding principles and ethos.</p> <p>Key Duties</p> <ul style="list-style-type: none"> • To provide guidance and direction relating to all club procedures and policies impacting the welfare of club members and the club's future growth and development. • To evangelise the club, its principles and ethos to encourage members and non-members to actively participate in playing and social activities. <p>Remuneration</p> <ul style="list-style-type: none"> • Reasonable travel and other associated expenses as directed by the Club Committee. 	<p>Elected annually through AGM.</p>
<p>Chairman (David Thorpe)</p>	<p>To be accountable to the members of the club for ensuring the administration, management and development of all aspects of the club are within its stated objectives and policies.</p> <p>Key Duties</p> <ul style="list-style-type: none"> • To provide guidance and direction concerning any legal and/or statutory issues affecting the club and its general day-to-day management. • To provide recommendation on club procedures and policies relating to the welfare of all members. • To secure external funding through development agencies such as the RFU, Sport England and the Lottery Sports Fun. • To agree sponsorship opportunities with the commercial business sector. • To provide leadership and insight regarding the development of all aspects of the club and evangelise its subsequent growth and success. <p>Remuneration</p> <ul style="list-style-type: none"> • Reasonable travel and other associated expenses as directed by the Club 	<p>Elected annually through AGM.</p>

	Committee.	
Club Secretary (Debbie Clarkson)	<p>To be responsible for undertaking official club administration and communication duties.</p> <p>Key Duties</p> <ul style="list-style-type: none"> • To represent the club and its views at any RFU, Kent RFU or Mid Kent and East Sussex Junior League annual general meetings, providing feedback to the Committee. • To represent the club and its views at any local meetings to which the club is affiliated to providing feedback to the Committee. • To undertake official club correspondence as instructed by the Committee. • To provide official club profile statements and contact details as and when required. • To correspond with the Kent RFU to ensure the club's memberships are maintained as required, and to ensure all relevant subscriptions and annual insurances are paid on time. • To organise and minute monthly Club Committee meetings, the club AGM and other such significant club meetings. <p>Remuneration</p> <ul style="list-style-type: none"> • Reasonable travel and other associated expenses as directed by the Club Committee. 	Elected annually through AGM.
Treasurer (Andrew Wordsworth)	<p>To be responsible for the management of the club's finances.</p> <p>Key Duties</p> <ul style="list-style-type: none"> • To collect any monies owed to the club and to ensure the same is properly deposited in the club's bank account. • To keep up-to-date records of all financial transactions. • Report to the Committee on the financial position of the club every month. • Prepare and present accounts for the end-of-season financial report (typically each AGM). <p>Remuneration</p>	Elected annually through AGM.

	<ul style="list-style-type: none"> Reasonable travel and other associated expenses as directed by the Club Committee. 	
<p>Club Coach (Jack Rogers)</p>	<p>To be responsible for the continued success and performance of all teams in line with clause 1iii of this constitution.</p> <p>Key Duties</p> <ul style="list-style-type: none"> To be proactive in developing the standard of rugby at the club and ensure the club can retain senior players and attracts new talent through recruitment. To ensure an effective coaching system is provided and maintained. To ensure the playing and selection policy of the club is supported at all times. To provide guidance and recommendations on new and existing RFU coaching guidelines and the laws of the game which may affect the club. To represent players' issues and suggestions in the Committee. To ensure all players act as true ambassadors of the club on match days whether fixtures be away or at home or at club social events. To be the official voice of the club on playing matters with the Press. To ensure players can benefit from personal conditioning support and effective injury management. To ensure the club has the necessary kit and equipment to support teams during training and match days. To create and lead an effective coaching and welfare team to support the delivery of these key duties. Such support to include access to suitably qualified coaches and specialists, team captains and vice captains, physio, player welfare and disciplinary officer. <p>Remuneration</p> <ul style="list-style-type: none"> Reasonable travel and other associated expenses as directed by the Club Committee. 	<p>Elected annually through AGM</p>

Supporting Roles (accountable direct to the Club Committee)

The following may be invited to Club Committee or any sub-committee meetings.

Role	Profile	Elect
Social Manager (Mark Doggett)	<p>To be the lead contact for all social activities connected with the club, specifically</p> <ul style="list-style-type: none"> • Christmas Party • Summer BBQ • Easter Tour • Ad hoc fund raising events as instructed by the Club Committee <p>Remuneration Reasonable travel and other associated expenses as directed by the Club Committee.</p>	Elected by Committee following application.
Fixture Secretary (Duncan Alldis)	<p>To ensure fixtures for all playing teams within the club are confirmed and establish a structured fixture list for the whole season as appropriate.</p> <p>Actual Duties Involved</p> <ul style="list-style-type: none"> • Produce and dispatch club fixtures via the website and club notice board. • Receive and co-ordinate fixture request from the league and other clubs, and manage requests for fixtures on Fixture Exchange. • Maintain referee assignments with the Kent referees society well in advance of home games. This will also extend to ensuring any invoices for fees are passed to the Treasurer for prompt payment. • Maintain a record of contact details of other local clubs who can provide pitch use should the club pitch not be available (e.g. Edenbridge, Sevenoaks, TJs) <p>Remuneration</p> <ul style="list-style-type: none"> • Reasonable travel and other associated expenses as directed by the Club Committee. 	Elected by Committee following application.
Marketing (Duncan Alldis)	<p>To ensure the club is represented positively in the local press and is able to gain maximum exposure for any good news stories, successes and developments.</p> <p>Actual Duties Involved</p> <ul style="list-style-type: none"> • Maintain club's website and online references. 	Elected by Committee following application.

	<ul style="list-style-type: none"> • Build and maintain relationships with local media contacts. • Produce and distribute press releases of any club event as relevant. <p>Remuneration</p> <p>Reasonable travel and other associated expenses as directed by the Club Committee.</p>	
<p>Membership Secretary (Debbie Clarkson)</p>	<p>To be responsible for the management of the club's membership program.</p> <p>Key Duties</p> <ul style="list-style-type: none"> • Maintain records of all members of the club on RugbyFirst.com including annual subscription payments, and to administrate the issue of new and renewed memberships. • Act as club contact point for all 'Go Play' and 'Play On' initiatives run by the RFU. <p>Remuneration</p> <p>Reasonable travel and other associated expenses as directed by the Club Committee.</p>	<p>Covered by Secretary.</p>

Honorary Appointments

<i>Role</i>	<i>Profile</i>	<i>Elect</i>
Vice President (Life term)	<p>To be awarded in recognition of any action, contribution or ongoing activity which in the opinion of the Club Committee has significantly enhanced the club and to the benefit of the whole member community. For example, significant financial investment or donation, relentless commitment to the club.</p> <p>In the first year of the membership programme (i.e. 2004/5), it is agreed Life Membership applications will be offered a Vice President appointment in recognition of the financial investment and intended commitment to the club.</p>	Nominated and elected by club members, ratified by the Club committee and awarded at the club's annual dinner.

Committees

Committee	Purpose	Members
Club Committee	<p>To be responsible for the administration, management and development of all aspects of the club and such activities are within its stated objectives and policies.</p> <p>Actual Duties Involved</p> <ul style="list-style-type: none"> • To meet at least once a month (second Tuesday) during a playing season and to take decisions concerning the general running of the club. • To be responsible for the day to day organisation of the club. • To discuss, agree and execute the club development plan, annual business plan and budgets. • To discuss, agree and enforce all club procedures and policies relating to the welfare of all members – e.g. Health & Safety, Risk Assessment. • To discuss, agree and oversee all playing and team development activities. • To monitor and control the costs and budgets for the club. • To undertake other areas of club governance as and when required. 	<p>Chairman</p> <p>President</p> <p>Treasurer</p> <p>Club Secretary</p> <p>Club Coach</p> <p>Club Captain</p> <p>Fixture Secretary</p>
Team Selection	To be responsible for selecting the 1 st XV squad (and other future team XV squads) for each subsequent match fixture.	<p>Club Coach</p> <p>Club Captain</p>
Social	<p>Acting as a sub-committee accountable to the Club Committee, to be responsible for organising and co-ordinating a programme of fundraising social evenings (e.g. race nights, quiz nights, discos etc) and ensuring that they are success in terms of enjoyment, raising the club's profile in the community and generating additional new funds for the club.</p> <p>Actual Duties Involved</p> <ul style="list-style-type: none"> • To co-ordinate and hold idea generation sessions with club members to discover new social event fundraising opportunities. 	Led by Social Secretary and with invitation extended to any member of the club who wishes to participate.

	<ul style="list-style-type: none">• To shortlist, develop and subsequently propose to the Club Committee a programme of events including costs and anticipated funds to be raised for each event.• To ensure all social events are well planned, co-ordinated and concluded in a cost effective and efficient manner.• To manage all constructive feedback and ensure future event co-ordinators are able to take benefit of the same.	
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