

COLWYN BAY RUGBY FOOTBALL CLUB – RULES

1 NAME

The Club shall be called Colwyn Bay Rugby Football Club (hereinafter called “the Club”).

2 AFFILIATION

The Club shall be affiliated to the Welsh Rugby Union, the North Wales Rugby Union and the Welsh Women’s Rugby Union and play under the laws and regulations of the International Rugby Board.

3 AIMS AND OBJECTIVES

- 3.1 The aim and objective is to provide for the playing of Rugby Football in the Colwyn Bay area, offering coaching and competitive opportunities for all.
- 3.2 For the general furtherance and development of Rugby Football and all matters ancillary to and connected with, in the interests of the game and of all members of the Club.
- 3.3 The aims and objectives of the Club are to be consistent with the furthering of equal opportunities for all groups in Rugby Football.

4 MEMBERSHIP

- 4.1 The Club shall consist of the officers and the members.
- 4.2 Membership of the Club shall be open, and not unreasonably restricted on the grounds of sex, race or of political, religious or other opinions, to any person in the area who is prepared to accept and support the objectives of the Club.
- 4.3 In accepting membership, a person agrees to abide by the Club rules and rulings of the Executive Committee (hereinafter called “the Committee”).
- 4.4 There shall be the following categories of membership:
 - a) Full Members
 - b) Family Members
 - c) Social Members
 - d) Youth Members
 - e) Junior Members
 - f) Gold Members
 - g) Life Members
- 4.5
 - a) Full membership is open to all persons duly elected over the age of 19 on 1 September. All players over the age of 19 must be Full Members.
 - b) Family Membership is open to duly elected parents, guardians and their children under the age of 16 on 1 September.

- c) Social Membership is open to all persons duly elected over the age of 18.
- d) Youth Membership is open to all persons duly elected between the ages of 16 on 1 September and 19 on 31 August in any subscription year.
- e) Junior Membership is open to all persons duly elected under the age of 16 on 31 August in any subscription year.
- f) Gold Members are those Full Members who have paid membership fees for life.
- g) Life Members are Full Members for life who have been duly appointed by the Committee for their outstanding service to the Club.

4.6 All nominees for membership of the Club shall be proposed and seconded by Full Members of the Club upon an official membership proposal form properly completed. No new playing members shall be elected until the Club he has previously played with has been notified of his application. The applications for new membership shall be displayed on the notice board in the Club house for one week before consideration. No nominees shall be admitted to membership or the use of the Club premises until:-

- a) the proposal for their membership has been approved by a simple majority of the Committee,
- b) he or she has paid the membership fee and
- c) a minimum period of two days has elapsed from receipt of such proposal by the Secretary and the admission of such nominee to membership of the Club.

- 4.7
- a) The Club may admit to the premises persons, other than members or their guests, provided that such persons are attending functions or entertainment organised by prior arrangement with the Club. They shall be admitted at such terms and at such charges as may be determined from time to time by the Committee,
 - b) There shall be admitted to the premises of the Club –
 - i) committee members of the various official rugby associates who have pre-arranged with the Club to hold committee meetings at the Club premises, and
 - ii) members of visiting teams and their officials involved in sporting activities at the Club premises
 and on the day of such visits and pre-arranged meetings such persons may use the facilities of the Club
 - c) Club guests, if accompanied by members, shall be entitled to use the Club facilities Members introducing guests shall enter their own name and that of their guests in the visitors' book at the time of introduction to the Club and with the exception of guests from a visiting Club and referees No Club guest shall be entitled to use the facilities of the Club on more than six occasions in any one year. Any member whose guest does not conduct himself in a manner in keeping with the good name of the Club shall be deemed to be the perpetrator of any such misbehaviour by that guest and Rule 12 shall apply. The Committee, at its own discretion, shall reserve the right to refuse admission.

5 MEMBERSHIP FEES

- 5.1 Membership fees shall be stipulated by the Committee and reviewed annually.
- 5.2 Annual membership fees fall due on 1 September of each year and are payable to the Club Treasurer.
- 5.3 The Committee may decide upon other charges or subscriptions at its discretion.
- 5.4 Any member whose subscription is not paid by 1 October will be subject to a financial penalty determined annually and loss of all Club privileges if it is still unpaid by 30 November. Any new member joining later than 1 May shall pay a proportional subscription based on the remaining period of that year as calculated in months.

6 OFFICERS OF THE CLUB

- 6.1 The Officers of the Club shall be the Chairman, Secretary and Treasurer.
- 6.2 The Officers shall hold office for a calendar year, being elected annually at the Club Annual General Meeting (hereinafter called “the AGM”). All Officers shall retire annually, but shall be eligible for re-appointment.
- 6.3 The Committee may appoint any casual vacancy occurring.

7 EXECUTIVE COMMITTEE

- 7.1 The management of the Club shall be vested in the Committee.
- 7.2 The Committee shall act for the members. Liabilities incurred shall fall upon the membership (provided the Committee acts in accordance with the Club Rules and with honesty and good faith).
- 7.3 The Committee shall comprise the Officers, The President, Vice Chairman, five elected members, one elected member of the Junior committee, one member elected by the Junior Members in accordance with Rule 9.6 and the Trustees.
- 7.4 Meetings of the Committee shall be convened by the Secretary and shall occur once per month. The Chairman may call a meeting when she/he considers it necessary or upon written request by at least five members of the Committee.
- 7.5 The quorum necessary for the transaction of business at Committee shall be five members present and eligible to vote.
- 7.6 Every question at a meeting of the Committee shall be determined by a majority of the members present and voting, every member having one vote. In the event of equality of votes, the chair of the meeting shall have a casting vote.
- 7.7 The interpretation of the Club Rules shall be vested in the Committee, who shall decide all questions relating to the Club.

- 7.8 The Committee shall be responsible for considering any application for membership and shall decide if the application should be accepted. This decision shall be in accordance with the equal opportunities policy specified in Rules 3.3 and 4.2.
- 7.9 The Committee may employ professional officers at its discretion and may delegate all or part of its duties to a sub-committee or sub-committees.

8 FINANCE

- 8.1 The Club is non-profit making, any surplus income or gains must be reinvested in the Club and does not permit any distribution of club assets, in cash or in kind to members or third parties. This does not prevent donations by the Club to Charities or to other Clubs that are registered as Community amateur sports clubs.
- 8.2 The Club Treasurer is responsible for the finances of the Club.
- 8.3 The financial year of the Club ends on 31 December.
- 8.4 Proper accounts shall be kept of all sums of money received and paid out by the Club.
- 8.5 An audited statement of account, up to and including this date, shall be presented at the AGM of the Club.
- 8.6 The funds of the Club shall be lodged at a bank or building society and an account in the name of the Club and all cheques, drafts, etc drawn on these accounts shall be signed by any two Officers of the Club.

9 ANNUAL GENERAL MEETING AND OTHER MEETINGS

- 9.1 The Annual General Meeting (AGM) of the Club shall be held in every year during the month of June when the annual report of the Committee and the audited statement of accounts up to the end of the financial year shall be presented.
- 9.2 The Secretary shall give fourteen days notice of the date of the AGM to all members.
- 9.3 The AGM shall elect the Committee
- 9.4 All nominations for the President, Vice Chairman, Officers and membership of the Committee shall be handed to the Secretary in writing, signed by the nominee, proposer and seconder or made on the list provided for the purpose on the Club notice board. Such nominations shall be submitted four days prior to the date of the AGM. Every candidate for office shall be proposed and seconded by members entitled to vote. His or her membership fee must have been paid and he/she must have been a member for the previous six months and similar conditions apply to his/her proposer or seconder.

- 9.5 All Full Members and Family Members over the age of 18 shall be entitled to vote at general meetings of the Club and shall have equal voting rights save that the Chairman shall have a casting or second vote in the event of equality.
- 9.6 Junior Members shall not have the right to vote at meetings, but are entitled to elect from amongst themselves one representative who shall have the right to vote as a full member of the Executive Committee of the Club and at general meetings of the Club.
- 9.7 Details of any matter for discussion at an AGM extra to the agenda shall be submitted in writing signed by the proposer and seconder to the Secretary four days prior to the AGM.
- 9.8 An extraordinary general meeting (EGM) of the Club shall be called by the Secretary of the Club on an application to him in writing signed by a minimum of ten members of the Club, eligible to vote at general meetings, indicating for what purpose a meeting is required.

10 PRESIDENT

The President shall be proposed at the AGM and shall be elected by a simple majority of members eligible to vote and shall serve for no more than 3 years. A president may be re-elected for subsequent terms of office. The President shall be entitled to attend Committee meetings and shall be entitled to vote.

11 TRUSTEES

- 11.1 There shall be at least three and no more than four Trustees of the Club who shall be appointed by the Committee. The property of the Club (other than cash which will be under the control of the Treasurer) shall be vested in the Trustees who shall be admitted to all the meetings of the Committee and may take part in the proceedings with the power to vote. The Trustees shall be indemnified against risk and expense out of the Club's property. The Trustees shall hold office until death or resignation or until removed from office by the unanimous decision of the three other Trustees.
- 11.2 If at any time the Club in general meetings shall pass a resolution authorising the Committee to borrow money, the Committee shall thereupon be empowered to borrow for the purposes of the Club such amount of money, either at one time or from time to time, and at such a rate of interest and in such form and manner and upon such security as shall be specified in such resolution and thereupon the Trustees shall at the discretion of the Committee make all such dispositions of the Club's property or any part thereof and enter into such agreements in relation thereto as the Committee may deem proper for giving security for such loans and interest. All members of the Club whether voting on such resolution or not and all persons becoming members of the Club after passing of such resolution shall be deemed to have assented to the same as if they had voted in favour of such a resolution.

12 DISCIPLINE AND APPEALS

- 12.1(a) Any member whose conduct may be considered prejudicial to the best interests of the Club shall, at the written request of the Secretary, be invited to attend before a sub-committee of the Committee comprising no more than six members, not including the Chairman or Vice Chairman, to explain or defend his or her conduct. Such Discliplinary Panel may once the member concerned has had an opportunity to be heard have power to expel such a member from the Club by a simple majority of the members present or to take such action as may be deemed necessary with regard to, such member in their absolute discretion.
- 12.1(b) If such conduct is alleged against a Junior Member or a member who is involved in running the Junior Section whether as a Junior Committee member, coach of a junior team or a member who generally helps with the junior section (all together described hereafter as a member of the Junior Section) then the sub-committee shall comprise out of its members two thirds who are members of the Junior committee.
- 12.2(a) There shall be the right of appeal to an appeal committee comprising the Chairman, Vice Chairman and no more than four members of the Committee who must not have been members of the sub-committee who took the disciplinary action appealed against.
- 12.2(b) If such an appeal is by a member of the Junior Section as defined in clause 12.1(b) above, the appeal committee shall comprise the Chairman of the Club, Vice-Chairman of the Club and no more than four members of the Junior Committee who must not have been members of the sub-committee who took the disciplinary action appealed against.
- 12.3 The meeting referred to in paragraph 12.1 should normally take place within 14 days of the happening of the conduct complained of and at the end of the meeting the member shall be informed of the decision made. If the said member is aggrieved by the decision he/she may appeal to the appeal committee referred to within 14 days in writing to the Secretary who shall convene the appeal committee within 14 days of receiving the member's appeal. The member concerned will be entitled to be heard at the appeal committee meeting and shall be informed of the appeal committee decision at the conclusion of the appeal committee meeting.

13 DISSOLUTION PROCEDURES

- 13.1 The Club may be wound up on a resolution of the members eligible to vote in general meetings of the Club, passed by a two-thirds majority at a special meeting convened for that purpose, upon the request of two-thirds of the members of the Club eligible to vote in general meetings. At least 14 days notice of the meeting shall have been sent to all members of the Club.
- 13.2 In the event of the passing of a resolution to wind up the Club, the members of the Club eligible to vote in general meetings shall appoint a representative committee which shall be empowered to distribute the assets, including cash and investment in hand, to Clubs having similar objectives as their own.

- 13.3 In the event of the Club ceasing to exist, and following the discharge of all debts and liabilities, any assets at the time of dissolution shall become the property of the Welsh Rugby Union. No members shall obtain any assets from the Club.

14 AMENDMENT TO RULES

The Committee may by a majority amend, delete or add to these rules from time to time provided that such amendment, deletion or addition to these rules is sent in writing by the Secretary to the relevant] Licensing Authorities and the local Police within seven days of the decision of the Committee in that respect. No rule amendment, deletion or addition shall be considered by the Committee unless such proposed Rule amendment, deletion or addition shall have been circulated to all members of the Committee at least four days prior to the meeting at which it is, at the discretion of the Chairmen in Agenda item

15 INTOXICATING LIQUOR

No intoxicating liquor shall be supplied to any person under the age of 18 years.

16 OPENING HOURS

- 16.1 The Club may be open to members as a maximum each day from 9.00 am to 2.30 am the following day or at such other times as the Committee may decide from time to time
- 16.2. The maximum hours for the sale of alcohol by retail at the Club's premises and the maximum hours for the occurrence of licensable activities at the Club's premises shall be from 10.00 am to 2.00 am the following day. The actual hours of such licensable activities shall be such as the Committee from time to time decide subject to the consent of the Licensing Authority if necessary.

17 JUNIOR COMMITTEE

- 17.1 The interests of the Junior Members of the Club will, subject to these Rules, be vested in the Junior Committee.
- 17.2 The Junior Committee shall comprise the Junior Chairman, Junior Secretary, Junior Treasurer, the Child Protection Officer, Junior Fixtures Secretary, a member of the Executive Committee nominated by the Club Chairman and as many Team Managers as there are Age Groups playing Rugby at the Club and a Junior Member elected in accordance with rule 9.6 above
- 17.3 The Age Groups shall be (age at the 1 September)
- | | |
|---|------------------|
| 1 | Under 8s (minis) |
| 2 | Under 9s |
| 3 | Under 10s |
| 4 | Under 12s |
| 5 | Under 14s |

6 Under 16s

and the Junior Committee may decide to create further age groups as appropriate.

- 17.4 Meetings of the Junior Committee shall be convened by the Junior Secretary and shall occur once per month and shall report in writing to the next monthly meeting of the Executive Committee following any particular Junior Committee Meeting. The Junior Chairman may call a meeting of the Junior Committee when he or she considers it necessary or upon the written request of at least five members of the Junior Committee.
- 17.5 The quorum necessary for the transaction of business at the Junior Committee shall be five members present and eligible to vote.
- 17.6 Every question at a meeting of the Junior Committee shall be determined by a majority of the members present and voting, every member having one vote. In the event of equality of votes the chair of the meeting shall have a casting vote.
- 17.7 The Junior section of the Club shall hold an Annual General Meeting (AGM) of the the Junior section in every year at least 21 days before the Club's AGM when the annual report of the Junior Committee shall be presented and the Committee shall be elected. The Junior Secretary shall give fourteen days notice of the date of the AGM to all members.
- 17.8 All nominations for the Junior Chairman, Junior Secretary, Junior Treasurer, Child Protection Officer, Junior Fixtures Secretary and membership of the Junior Committee (save for the Executive Committee's representative on the Junior Committee) shall be handed to the Secretary in writing signed by the nominee, proposer and seconder or made on the list provided for the purpose on the Club notice board. Such nominations shall be submitted four days prior to the date of the Junior Section AGM. Every candidate for office shall be proposed and seconded by members entitled to vote at the Junior Section AGM. His or her membership fee must have been paid or, as the case may be, his or her child's membership must have been paid and he/she or their child must have been a member for the previous six months and similar conditions apply to his/her proposer or seconder.
- 17.9 All Full Members, Family Members over the age of 18 and the parents or guardians of Junior Members and a Junior Member elected in accordance with rule 9.6, shall be entitled to vote at general meetings of the Junior Section and shall have equal voting rights save that the Chairman shall have a casting or second vote in the event of equality.
- 17.10 Details of any matter for discussion at a Junior Section AGM extra to the Agenda shall be submitted in writing signed by the proposer and seconder to the Junior Secretary four days prior to the Junior AGM.

18 LIST OF OFFICERS AND REGISTER OF MEMBERS

A list of Officers of the Club, together with the Register of names and addresses of the members and a record of the latest payment of their subscriptions shall be kept in the Club House.

19 POWER TO CLOSE

The Committee shall have power to close the ground and Club House to all members on such occasions as the Committee may decide.

20 CLUB COLOURS

The Club colours are to be navy blue and white and navy blue shorts with regulation blue and white stockings and must be worn by all players representing the Club in any match. Any member chosen to play in a match shall upon notice to this effect inform the Team Manager or Captain at once if he/she cannot play.

21 CIRCUMSTANCES NOT PROVIDED FOR

The Committee shall have power to deal with any circumstances which are not provided for in these rules.

22 DISPLAY OF RULES

A copy of these rules shall be displayed on the Club Notice Board.

13th March 2007

Bill Atwill

Chairman