



ELMBRIDGE EAGLES RUGBY CLUB

CONSTITUTION

1. Name

The club will be called *Elmbridge Eagles Rugby Club* and will be affiliated to the *London Junior League, the London Mens League and the Rugby Football League (RFL)*. The Primary purpose of the Club is to act in the best interests of Rugby League, Rugby League being the primary sport and function of the Club.

2. Aims and objectives

The aims and objectives of the Club will be:

- To provide facilities for and promote participation in the amateur sport of Rugby League in the Surrey and surrounding area.
- To offer coaching and competitive opportunities in Rugby League.
- To promote the club within the local community and in Rugby League.
- To manage the club house and grounds Elmbridge Eagles Rugby Club Oaken Lane Claygate Surrey KT10 9BZ (Or any temporary facilities that may be required by the Club from time to time).
- To ensure a duty of care to all members of the Club.
- To provide all its services in a way that is fair to everyone.

3. Membership

Membership of the Club shall be open to anyone interested in rugby league on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. [However, membership may be limited according to available facilities on a non-discriminatory basis.]

The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

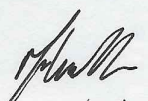
The Management Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or the sport of rugby league into disrepute. External guidance from the governing bodies for the sport will be obtained, should such a situation arise prior to suspension or termination of any Club members.

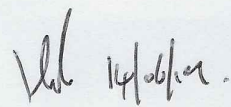
Membership should consist of named management and members of the club.

All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and all codes of practice that the Club has adopted.

Members will be enrolled in only 'one' of the following categories:

- Full member – any player over the age of 16 and not eligible to play junior rugby.
- Associate member – All named management volunteers with named roles at the Club and parent/parents/carers of Junior members.
- Guest member – A visitor, family member or Guest of a Club member. Guest members will have no voting rights.
- Junior member – Anyone under the age of 16. These members do


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not have voting rights. However, their named parent or guardian on their registration documents will be made an associate member. Families having more than one child with membership at the Club, will be allowed the same number of voting rights as the number of children registered. (E.g. For clarity, should there be 4 junior players registered, 4 voting right would be allowed).

- Honorary Life member – These will be members who have made a significant contribution to the club, over a number of years (i.e. 5 years). Nominations for these members will be submitted before the Annual General Meeting by the current Management Committee, with members voting on who receives this membership. Current Full, Junior or Associate members who are accepted as honorary life members are still required to pay their full membership, as this will be required for insurance purposes.

4. Membership fees

Membership fees will be set annually and agreed by the Management Committee or determined at the Annual General Meeting.

Fees will be paid: Juniors and Associate members – Annually. Full members – Annual registration fee and individual match fee.

If a family is paying 2 Junior membership fees (or more) or one Full and one Junior membership fee (or more), a discount may be considered by the Management Committee for the lower second and subsequent registration fees to be paid.

5. Sports Equity

This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse. Any such complaints should be raised with the Club management, and will be dealt with seriously, according to the club disciplinary procedures. If complaints are raised regarding the management, then guidance from the appropriate governing body should be obtained.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

6. Officers of the club

(a) The management committee officers of the club will be as follows:

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For continuity purposes the expected term of office for these positions are as written below:

- | | |
|--|---------|
| • Chair | 3 years |
| • Vice Chair | 3 years |
| • Club Secretary. | 3 years |
| • Treasurer. | 2 years |
| • Child Welfare Officer (CWO) | 2 years |
| • Player and Coach Development Manager | 3 years |

At the end of the above terms, these officers will retire from post. However, they are eligible for re-election. The Secretary and Treasurer also hold Trustee positions for the club grounds.

The role of a trustee is to be agreed in conjunction with the lease holder for the Grounds, all management members must be notified of any changes to the requirements of the trustees of the Ground.

Each management position is encouraged to engage assistant support for the above roles to promote succession planning.

(b) The general officers of the club are as follows:

- Vice President
- Club Operation and Development officer
- Registration Secretary
- Website / Social Media Officer
- I.T officer
- Bar Manager
- Open Age Management Representative
- Junior Section Management Representative
- Primary Section Management Representative
- Any other relevant position agreed by the Management Committee, such as Representatives for Wheelchair or Women's Rugby League.

General officers will be elected annually at the Annual General Meeting.

All general officers will retire each year but will be eligible for re-appointment.

Roles and responsibilities for each management and general officer role are outlined in 'annex A' to this constitution.

7. Committee

The Club will be managed through the Management Committee consisting of:

- *Chair, Vice Chair, Club Secretary, Treasurer, CWO, Player and Coach Development Manager.* Only these posts will have the right to vote at meetings of the Management Committee. In the event of a tied vote, the Chair will have the casting vote.

The Management Committee meetings will be convened by the Secretary of the club and held no less than *Four times* per year. There will be a monthly management meeting that includes all other general officers or 'potential' general officers for the Rugby League Club.

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- The quorum required for business to be agreed at Management Committee meetings will be a minimum: 3 (50% in agreement to include the Chairs casting vote should there be a tied vote).
- The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee or assistants to the management committee roles, as necessary to fulfil its business.
- The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations /constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings. If the Management Committee has conflicts of interests in dealing with such disciplinary hearings (E.g. In the circumstances where complaints are made against the Management Committee, Independent arbitration or support will be obtained from the appropriate affiliated League).
- The licensing act sub committee consists of:
 - Bar manager
 - Chair
 - Vice Chair
 - Club Secretary
 - Treasurer
 - One other club member

8. Finance

All Club monies will be banked in accounts held in the name of the Club.

The Club Treasurer will be responsible for the finances of the Club.

The financial year of the Club will end on: 1st January.

An Independently verified statement of 'all' annual club bank accounts will be presented by the Treasurer at the Annual General Meeting (AGM) and is to be made accessible by all members at the AGM.

Any payments drawn against Club funds, that value less than £1000 should hold the signatures / or approval of the Treasurer plus one other management officer. Any payment between £1000-£3000 should hold the signatures/ or approval of the treasurer plus two other management officers. Any payment greater than £5000 should hold the signature / or approvals of all management officers / the management committee.

Any funds borrowed against the club or the club's assets, must be agreed by a majority vote of members at either an AGM or EGM. Any significant changes affecting the legal status, primary purpose or name of the Club, must also be agreed by majority vote of members, at either an AGM or EGM.

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9. Property and Funds

- (i) The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by these Rules and all surplus income or profits are reinvested in the Club.
- (ii) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- (iii) The Club may also in connection with the sports purposes of the Club:
 - a. sell and supply food, drink and related sports clothing and equipment;
 - b. employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Management Committee without the person concerned being present, all such payments are to be stated within the annual statement of accounts;
 - c. pay for reasonable hospitality for visiting teams and guests; and
 - d. indemnify the Management Committee and members acting properly, transparently and constitutionally in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- (iv) The Committee will have due regard to the law on disability, discrimination and child protection.

10. Annual General Meetings

Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members. If there is a change to the date of the meeting, 21 clear days to the new date must be given.

The AGM will receive a report from officers of the Management Committee and a statement of the independently verified accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.


Elections of officers are to take place at the AGM.

All members (accept Guest Members) have the right to vote at the AGM.

The quorum for AGMs will be *10% of the membership*.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM.

An EGM shall be called by an application in writing to the Secretary supported by at least 25% of the members of the club.


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A vote of 'No Confidence' in the Management Committee or individuals of the Management Committee by majority vote at an EGM or AGM can be completed. In the case of such an event, new volunteers by majority vote at an EGM or AGM can be voted in to fill such positions left vacant, either in a permanent or temporary role until a time when these roles can be made permanent.

Procedures for EGMs will be the same as for the AGM.

11. Discipline and appeals

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The club Child Welfare Officer (CWO) is the lead contact for all members in the event of any child protection concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary, if the secretary considers they would have a conflict of interest when dealing with such a complaint or if the complainant feels that the Secretary is conflicted. Then such a complaint should be provided to the CWO or the Treasurer. If the complainant feels that all management members are conflicted, then a Club member has every right to contact the appropriate governing body for guidance regarding any such complaint.

A sub-committee of the Management Committee (made up of at least 3 members of the Management Committee, one of which must be the CWO) will meet to hear complaints within 21 Days (or such longer period as the Management Committee deem appropriate to allow a proper investigation into the complaint) of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership. In such circumstances, external guidance from appropriate governing bodies for the sport should be obtained.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal by the person against whom the complaint was made to the Management Committee following disciplinary action being announced. A sub-committee of the Management Committee (made up of at least 2 members of the Management Committee who to the extent possible shall not include any individual who sat on the initial hearing) should consider the appeal within 14 days of the Secretary receiving the appeal.

Where there are conflicts of interest for the Management Committee or where complaints are received regarding the Management Committee, external Independent Support from the Appropriate Rugby League body will be used.

12. Dissolution

- (i) Members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
- (ii) The Committee will then be responsible for the orderly winding up of the Club's affairs
- (iii) After settling all liabilities of the Club, the Management Committee shall dispose of the net assets remaining to one or more of the following:
 - a. to another Club with similar sports purposes
 - b. to another Club with similar sports purposes which is a registered charity, CASC and/or

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- c. to the sport's governing or affiliated body for use by them for related community sports.

13. Insurances

The club has the following insurances obtained through the policyholder.

- (a) Sports Personal Accident
- (b) Combined Liability
- (c) Directors and Officers liability Insurance

The current policies for a) and b) have a renewal date of 1st June each year and for c) of 11th March.

14. Club Registration Certificate

The club rules will comply with the licensing act 2003

Underage drinking will not be permitted. The supply of intoxicating liquor is strictly prohibited to any persons under the age of eighteen years.

The club will ensure that:-

- (a) Intoxicating liquors is not supplied, or intended to be supplied, to members on the premises otherwise than by or on behalf of the club; and
- (b) The purchase for the club and the supply by the club, of intoxicating liquor is the responsibility of the elected licensing act sub-committee
- (c) The premises will only be open to members for the purchase of intoxicating liquor on club match days, training days and fund raising events, between the following hours:-

10am and 11pm on weekdays and Saturdays.

12 Noon and 10.30pm on Sundays.

- (d) The premises will not be open on Christmas Day or Good Friday.
- (e) Intoxicating liquor will only be sold to bona fide visitors. Bona fide visitors are:- club members, players of visiting club and their supporters. Guests of club members.
- (f) Members of the visiting teams and their supports may purchase intoxicating liquor providing they, or their representatives, have signed the visitors and guest book.
- (g) Members may invite a maximum of two into the club. All guests will be required to sign the visitors and guest book before purchasing intoxicating liquor. A member will not be allowed to bring more than eight guests during any four-week period.

15. GDPR

The club will comply with GDPR, using the framework laid out by the RFL.

16. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM. The constitution is to be fully reviewed every 3 years: Although a full review will be completed every 3 years, this should not prevent minor modifications to the constitution where the management committee feel it is relevant/necessary in the normal way at an annual AGM or EGM.

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The management committee is responsible for appointing a sub-committee that reflects a cross section of members with appropriate skills to conduct that review.

Proposed changes to the constitution shall be sent to the secretary prior to the AGM or an EGM, who shall circulate at least 7 days before an AGM or EGM to its membership.

17. Declaration

Elmbridge Eagles Rugby Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Name: Matthew Walker

Position: Club Vice Chair

Date: 14th June 2019

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Signed:

Name: Kevin Rudd

Position: 'Acting' Club Secretary

Date: 14th June 2019



Annex A: to Elmbridge Eagles Rugby Club Constitution: Management Committee Roles

Chair

- Conduct all club, committee and AGM meetings.
- Ensure the club meetings are held according to the constitution.
- Chair meetings in an unbiased and effective manner.
- Be an effective leader, encouraging focussed discussion.
- Be in agreement with the vice chair/secretary for the agenda of all meetings and make sure any minute's actions are carried out.
- Make sure the responsibilities of all committee members or other volunteers are communicated, understood and carried out.
- Take overall responsibility for child protection at the club.
- Follow the Clubs code of conduct at all times and ensure other members do the same.
- Act in accordance with the club's core documents and policies at all times.
- Be the point of contact between the RFL, affiliated Leagues and the club.
- Represent the club at meetings and forums.

Vice Chair

- Facilitate all club, committee and AGM meetings alongside the Chair.
- Ensure the club meetings are held according to the constitution.
- Aid the Chair in running all meetings in an unbiased and effective manner.
- Assist the Chair in encouraging focussed discussion.
- Be in agreement with the Chair for the agenda of all meeting and make sure any minutes actions are carried out.
- Ensure responsibilities delegated to the committee or others are communicated, understood and followed through.
- Ensure that club members respect and abide by the club rules and assist the chair in any meetings regarding disciplinary action.
- Encourage the management of the club to remain positive and progressive.
- Follow the code of conduct at all times and ensure other members do the same.
- Act in accordance with the club's core documents and policies at all times.
- Represent the club at meetings and forums when required.
- If the Chair position is vacant assume the role until a replacement can be found.

Secretary

- Facilitate all club, committee and AGM meetings alongside the Chair and Vice Chair.
- Ensure the club meetings are held according to the constitution.
- Aid the Chair and Vice Chair in running all meetings in an unbiased and effective manner.
- Assist the Chair and Vice Chair in encouraging focussed discussion.
- Be in agreement with the Chair and Vice Chair for the agenda of all meeting and make sure any minutes actions are carried out.
- Ensure responsibilities delegated to the committee or others are communicated, understood and followed through.
- Ensure that club members respect and abide by the club rules and assist the chair and vice chair in any meetings regarding disciplinary action.
- Encourage the management of the club to remain positive and progressive.
- Follow the code of conduct at all times and ensure other members do the same.
- Act in accordance with the club's core documents and policies at all times.
- Represent the club at meetings and forums when required.
- If the Chair position is vacant assume the role until a replacement can be found.

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Treasurer

- Keep track of all income and expenditure of any nature at the Club.
- Administrate payment of membership fees.
- Keep the management aware of income and expenditure.
- Prepare and present full financial independently verified statements to the AGM of all Club Accounts.
- Be a signatory for club cheques with one other person as outlined within the constitution.
- Ensure documentation on club insurance is maintained.
- Follow the code of conduct and ensure other members do the same.
- Act in accordance with the club's core documents and policies at all times.

Child Welfare Officer

- Be the club point of contact for advice and support on child welfare issues.
- Be the club point of contact for anyone who has a concern about a child.
- Make sure the RFL Child Protection policy is implemented and followed.
- Advise the management committee on any RFL child welfare updates.
- Arrange child protection courses for volunteers.
- Hold a record of contact details for local social services and community police support.
- Ensure all coaches and regular volunteers are CRB checked.
- Aid the registration secretary in making sure all players ID are accurate.
- Follow the code of conduct at all times and ensure other members do the same.
- Act in accordance with the clubs core documents and policies at all times.

Player and Coach Development Manager

- Recruit and manage coaches, ensuring appropriate qualifications are being worked towards.
- Identify on-going training needs.
- Ensure coaches, volunteers are made aware of upcoming RFL coaching course and development opportunities.
- Meet regularly with coaches and provide guidance and support.
- Assess and promote representative honours with consultation of the coaching staff.
- Hold a UKCC Level 2 coaching award in Rugby League.
- Follow the code of conduct at all times and ensure other members do the same.
- Act in accordance with the clubs core documents and policies at all times.

GENERAL OFFICERS

Vice President (To be appointed by the Management Committee at AGM or EGM in the normal way)

- This is a ceremonial/ Club ambassador position and will be appointed based on service to the Club or the wider game or community and whose involvement would bring added skills to the club to help in the running of the Club.
- Encourage all club members to respect and abide by the club rules and assist the management on all disciplinary matters.
- Ensure the management of the club to remain positive and progressive.
- Be a club representative at meetings and forums if required.
- Provide advice and assistance to any of the general officers or of the management committee as required.
- Act as a member of any sub-committee if required, and if such a request from the Management committee is deemed suitable.
- Act in accordance and ensure all committee members and club members adhere to the club's core documents and policies at all times.
- Follow the code of conduct at all times and ensure other members do the same.

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Operations and Development Officer

- Assist the management committee in carrying out their roles.
- Co-ordinate with the player and coach development manager to make sure appropriate education opportunities are available for all club members.
- Assist the player and coach development manager with providing guidance and support to coaches.
- Assist the website/media officer in formulating community engagement plans within schools etc to attract new players and enhance our standing within the community.
- Aid the CWO with promoting safeguarding and welfare of all players.
- Follow the code of conduct and ensure other members do the same.
- Act in accordance with the club's core documents and policies at all times.

Registration Secretary

- Ensure all registration forms are completed on time.
- Complete all relevant documentation appertaining to registration and distribute as appropriate.
- Make sure all team managers/coaches are aware if a registered child has not paid fees.
- Make sure Sport TG is up to date at all times.
- Make sure ID cards are allocated to the correct team manage/coach.
- Follow the code of conduct at all times and ensure other members do the same.
- Act in accordance with the club's core documents and policies at all times.

Website / Social Media Officer

- To use all available channels to publicise the club within the wider community.
- Seek to project the club in a positive manner via all available channels.
- Assist in formulating community engagement plans within schools etc to attract new players and enhance our standing within the community.
- Follow the code of conduct at all times and ensure other members do the same.
- Act in accordance with the club's core documents and policies at all times.

I.T Officer

- Support all I.T activities of the club.
- Seek to project the club in a positive manner via all available channels.
- Assist in formulating community engagement plans within schools etc to attract new players and enhance our standing within the community.
- Follow the code of conduct at all times and ensure other members do the same.
- Act in accordance with the clubs core documents and policies at all times.

Others;

- Bar Manager
- Open Age Management Representative
- Junior Section Management Representative
- Primary Section Management Representative
- Any other relevant position agreed by the Management Committee, such as Representatives for Wheelchair or Women's Rugby League.

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