



# MEDICALS RFC

## COMMITTEE TERMS OF REFERENCE

DOCUMENT #04

REVISED ON 01/08/09

### Management Committee

- The Committee shall be made up of the following Club Officers:

President/ Chairman	Honorary Secretary	Honorary Treasurer
Team Captains	Vice Captains	Director of Rugby
County Representative	Fixtures Secretary	Social Secretary
Ordinary Members		
  
- The Committee shall have the power to co-opt members as necessary from time to time; namely:

Club Volunteer Co-ordinator	Rugby First Aid Officer	Disciplinary Officer
Press Officer/ Webmaster	Tour Organiser	
  
- The Committee shall be responsible for the management of the Club, exercising all the powers of the Club expressed in Club Constitution
- The Committee shall appoint sub - Committees determining their terms of reference and membership.
- The Committee shall display in the clubhouse, the Minutes of their meetings.
- The Committee shall stage an Annual General Meeting in accordance with Club Constitution
- The Committee shall stage General Meetings and Emergency General Meetings in accordance with the Club Constitution
- The Committee shall ensure that the Club complies with the Rules of the RFU and the EMRU.
- The Committee shall establish a Code of Conduct for its players and ensure that all members act in a responsible manner when representing the Club and the sport of rugby union.
- The Committee shall ensure that the Club has effective procedures and policies. The Committee will review and monitor such policies on an annual basis to ensure they remain effective and relevant
- The Committee shall meet regularly throughout the playing season. (planned meeting every 2 months)



### **Disciplinary Committee**

- The Disciplinary Committee shall have the following members:

President/ Chairman	Disciplinary Officer	Team Captains
Director of Rugby	Vice Captains (if required)	
- The Committee shall be responsible for ensuring that all players are aware of Club disciplinary policy.
- The Committee shall meet as required to implement the Club policy and take action against individual players.

### **Rugby Committee**

- Membership of committee to be decided on ad hoc basis each season. However it will basically consist of the following members:

President/ Chairman	Director of Rugby	Team Captains
Coaches	Vice Captains	Senior Players
- The Committee will discuss any aspect of clubs playing role
- The Committee shall be responsible for ensuring all senior men teams and players comply with the Club Code of Conduct and are aware of the Club Disciplinary Policy.
- The Committee shall ensure that all necessary arrangements are in place for all home fixtures including reception and hospitality measures for visiting teams and officials.
- The Committee shall review, make recommendations and monitor the expenditure of the Playing Budget. (Rolling budget of £200 proposed by the President and agreed)
- Any concerns which are unconnected with the playing of Medicals rugby can be addressed at Management Committee meetings.