

Hemel Hempstead (Camelot) Rugby Union Football Club

Established 1919

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Constitution and Rules
September 2022

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Definitions:

In this document unless the context otherwise requires, the following words and expressions shall have the following meanings:

"**Club**" means the Hemel Hempstead (Camelot) Rugby Union Football Club.

Which may be abbreviated to Hemel Hempstead (Camelot) R.U.F.C. or Camelot R.U.F.C.

"**Constitution**" means the Constitution and Rules of the Hemel Hempstead (Camelot) Rugby Union Football Club.

"**Employee**" means a paid individual who works part-time or full-time under a contract of employment.

"**EC**" means the Executive Committee of the "**Club**".

"**Member**" means an individual who has been accepted as a member of the "**Club**" by the "**EC**" and paid the appropriate annual subscription.

"**Member of Good Standing**" means a member who volunteers time and effort, unpaid (except for reasonable expenses), doing something to benefit the "**Club**" for which they gain intrinsic benefit.

"**R.F.U**" means the Rugby Football Union.

"**R.U.F.**" means Rugby Union Football.

"**R.U.F.C**" means the Rugby Union Football Club.

"**Rules**" means the rules set out in the "**Constitution**".

"**Senior Rugby**" means players over the age of 18 years.

"**Subcommittee**" means a committee set up by the "**EC**" consisting of "**Members**" to deal or manage specific issues and reporting to it.

"**Trustee**" means a person that holds or administers property or assets for the benefit of a third party and are trusted to make decisions in the beneficiary's best interests.

"**Youth Rugby**" means players under the age of 18 years.

Interpretation:

All questions as to the Interpretation and Effect of these rules shall be determined by the "**EC**", at its sole discretion. Except that where reference is made in the "**Constitution**" to one gender, it is to be taken as either gender.

Rule 1.

The Club:

(a) **Name:**

The club will be called Hemel Hempstead (Camelot) Rugby Union Football Club.

(b) **Relationships:**

The "**Club**" is a member of the Rugby Football Union. Its Constituent Body is the Hertfordshire R.F.U to whom it is affiliated. It is also associated to the Middlesex R.F.U.

(c) **Colours:**

The "**Club**" colours will be Royal Blue and White. Shirts, shorts, and socks shall bear such Sponsors logos and information as agreed by the "**EC**" from time to time.

(d) **Status:**

The "**Club**" is a non-profit making organisation. Any surplus income or gains shall be reinvested in the "**Club**". Distribution of "**Club**" assets in cash or kind to "**Members**" or third parties shall not be permitted.

Rule 2

Objectives:

The primary purpose of the "**Club**" is to promote and facilitate the playing of Rugby Union Football for the maximum number of people from the Hemel Hempstead and surrounding areas, regardless of age, gender, race or ability and to provide social and other sporting facilities for "**Members**" as may be determined by the "**EC**" from time to time. The "**Club**" may also provide facilities and if appropriate personnel for the playing of other sports and pastimes, in so far as they do not obstruct the playing of Rugby Union Football.

Rule 3

Management:

The administration of the "**Club**" and its affairs shall be entrusted to the "**Club**" Executive Committee, which will consist of the following "**Members**":

- (i) Hon. Club Chairperson
- (ii) Hon. Club Secretary
- (iii) Hon. Club Treasurer

Specifically, the EC will oversee the operation of the six subcommittees defined in this document, retain the power of veto, at its discretion, over any subcommittee decisions deemed detrimental to the club and its ongoing operation and act as arbitrator for dispute resolution purposes. The EC has the power to dissolve, merge, restructure or appoint new subcommittees and its constituent membership and amend terms of reference and subcommittee budgets as may be required from time to time or determined by the business of the day.

- (a) Nominees for membership of the "EC" must have been a "**Member**" of the "**Club**" for two (2) years prior to their nomination.
- (b) Nominations for the election of "**Members**" to the "EC" shall be made by two "**Members**" in writing, or e-mail and must be received by the Hon Secretary not less than fourteen (14) days prior to the meeting at which the election will be held. The nominee must accept their nomination in writing or e-mail.
- (c) "EC" "**Members**" shall be elected at the Annual General Meeting and serve for a term of not less than two (2) years and one (1) month.
- (d) Other "**Members**" may be co-opted to the "EC" from time to time at the sole discretion of the "EC" depending on the business in hand.
- (e) The "EC" shall meet as required depending on the business at hand but not less than quarterly.
- (f) The "EC" shall have sole control of the finances of the "**Club**" including the authority to borrow money when in the opinion of the "EC" it is necessary. However, when borrowing involves the pledging of "**Club**" assets the agreement of the "**Club**" "**Trustees**" is required.
- (g) The "EC" will be supported in its responsibilities by a number of "**Subcommittees**".
- (h) "**Members**" of the "EC" have the right to attend any "**Subcommittee**" meeting of the "**Club**" and veto decisions made by any "**Subcommittee**" at their sole discretion.

Rule 4

Subcommittees:

- (a) The "EC" will establish a series of "**Subcommittees**" to support its administration of "**Club**" affairs.
- (b) The "EC" will appoint the Chair of each "**Subcommittee**" unless stated otherwise elsewhere in the "**Constitution**".
- (c) The Chair of each "**Subcommittee**" will report directly to the "EC"
- (d) The "**Subcommittee**" Chair may co-opt from time to time any "**Member**" that may be required to sit on that "**Subcommittee**".

The Rugby Subcommittee:

The Rugby Subcommittee shall be responsible for the administration and co-ordination of both "**Senior Rugby**" and "**Youth**" **Rugby**" related activities and shall consist of, at least, the following "**Members**"

- (i) Hon Director of Rugby
- (ii) Hon Head of Youth Rugby
- (iii) Hon. Head of Minis Rugby
- (iv) Club Head Coach
- (v) Senior Players Representative (s)
- (vi) Representant of Touch Rugby

- (a) Nominees for Director of Rugby, Head of Youth Rugby & Head of Minis Rugby must have been a **"Member"** of the **"Club"** for two (2) years prior to their nomination unless agreed otherwise by the **"EC"** at their sole discretion.
- (b) Nominations for the election of Director of Rugby, Head of Youth Rugby & Head of Minis Rugby shall be made by two **"Members"** in writing or e-mail and must be received by the Hon Secretary not less than fourteen (14) days prior to the meeting at which the election will be held. The nominee must accept their nomination in writing or e-mail.
- (c) The Director of Rugby, Head of Youth Rugby & Head of Minis Rugby shall be elected at the Annual General Meeting and serve for a term of not less than one (1) year and one (1) month.
- (d) For the avoidance of doubt the Director of Rugby shall act as the Head of Senior Rugby and as Chair of the Rugby Subcommittee.
- (e) The Rugby Subcommittee shall be responsible for appointing the senior and colts captains and vice captains.
- (f) The Senior Players Representative shall be elected by a majority vote of Senior Players and serve for a term of not less than one (1) year and one (1) month.
- (g) The Rugby Subcommittee shall meet at least once a month during the playing season or as otherwise required and as required in the close season.
- (h) Minutes of each meeting to be provided to the Hon. Secretary within 14 days

Sponsorship, Fundraising & Marketing Subcommittee:

The Sponsorship, Fundraising & Marketing Subcommittee shall be responsible for the administration and co-ordination of sponsorship, fundraising & marketing activities and shall consist of the following **"Members"**

- (i) Head of Sponsorship, Fundraising & Marketing
- (ii) Hon. Club Treasurer
- (iii) International Match Tickets Officer
- (iv) Club Shop Manager
- (v) Grants & Loans Manager
- (a) The Head of Sponsorship, Fundraising & Marketing shall be elected at the Annual General Meeting and serve for a term of not less than one (1) year and one (1) month.
- (b) The Sponsorship and Fundraising Subcommittee shall meet as often as is required depending on the business of the day but not less than quarterly.
- (c) Minutes of each meeting to be provided to the Hon. Secretary within 14 days

Bar and Catering Subcommittee:

The Bar and Catering Subcommittee shall be responsible for setting bar and food prices, products, menus, opening houses, staffing, recruitment and remuneration levels, venue hire, events promotion and management and operating policies and shall consist of the following **"Members"**

- (i) Bar Manager
- (ii) Head of Catering
- (iii) Hon. Club Treasurer
- (iv) Head of Sponsorship, Fundraising & Marketing

- (a) The Bar Manager shall be appointed by the "EC".
- (b) The Bar and Catering Subcommittee shall meet as often as required but not less than quarterly
- (c) Minutes of each meeting to be provided to the Hon. Secretary within 14 days

Facilities Subcommittee:

The Facilities Subcommittee shall be responsible for all facility related issues and shall consist of the following **"Members"**

- (i) Head of Facilities
 - (ii) Hon. Treasurer
 - (ii) Club Health & Safety Officer
- (a) The Head of Facilities shall be elected at the Annual General Meeting and serve for a term of not less than one (1) year and one (1) month
 - (b) The Facilities Subcommittee shall meet as required depending on the business of the day but not less than Quarterly
 - (c) Minutes of each meeting to be provided to the Hon. Secretary within 14 days

The Governance Subcommittee:

The Governance Subcommittee has oversight for a wide range of areas pertaining to the compliance and routine operations of the club. This includes constitutional oversight (e.g. AGM & EGMs), club policies, membership, GMS, data and GDPR, player registration, loans and transfers, safeguarding of children and vulnerable adults, veteran affairs, RFU accreditation, special projects (e.g. land leases), honours boards, memorabilia and awards as well as community liaison and the legal structure of the club.

The Governance subcommittee shall consist of the following members:

- (i) Head of Governance
 - (ii) Hon Club Chairperson
 - (iii) Hon Club Secretary
 - (iv) Hon. Treasurer
 - (v) RFU Accreditation Officer
 - (vi) Club Safeguarding Officer
 - (vii) International Match Ticket Officer
 - (viii) Club Registrar
 - (ix) Hon. Disciplinary Secretary
- (a) The Head of Governance, the Club Registrar and the Hon. Disciplinary Secretary shall be elected at the Annual General Meeting and serve for a term of not less than one (1) year and one (1) month
 - (b) The Governance subcommittee shall meet as required.
 - (c) Minutes of each meeting to be provided to the Hon. Secretary within 14 days

Finance Subcommittee

The Finance subcommittee has responsibility for the day-to-day financial health of the club by managing payroll, PAYE, VAT, CASC, HMRC and Herts CB compliance, HR matters including staff, third party and sponsor contracts and agreements. The Finance subcommittee is also responsible for maintaining the club's profit and loss ledger, banking requirements and provision budgets, forecasts, and other financial insights necessary to enable the club to take on additional commitments and projects as well as the preparation of annual accounts for the AGM.

The Finance Subcommittee shall consist of the following "**Members**".

- (i) Hon. Treasurer (Head of Finance)
- (ii) Deputy Treasurer
- (iii) Hon. Club Chair
- (iv) Hon. Club Secretary
- (v) Club Bookkeeper

- (a) The EC shall vote by a simple majority to elect new members of the Finance Subcommittee.
- (b) The Finance Subcommittee shall meet as and when required.
- (c) Minutes of each meeting to be provided to the Hon. Secretary within 14 days

Rule 5

The President

The President should work to optimise the relationship between the "**EC**", "**Employees**", volunteers, and other members of the "**Club**", and to achieve the "**Club's**" agreed goals. The President is generally the spokesperson for the "**Club**" and should work to maintain key relationships within the "**Club**", the wider rugby playing community and local community. If no "**EC**" member is available, the President will act as Chair at Annual General Meetings and Extraordinary General Meetings.

- (a) The EC shall nominate a member of good standing to be President and the nominated individual shall be elected by the membership.
- (b) The elected individual shall serve as President for three (3) consecutive years. The President may stand for re-election beyond the original term if the majority of the Executive Committee decide that it is in the best interests of the Club to renew the term on a 1 year, basis annually.

The President Emeritus

The post of President Emeritus is in the gift of the "**EC**" and individuals so elevated shall hold that privilege during their lifetime or until they choose to relinquish the title. Only former President's may be so honoured.

Rule 6

Vice Presidents and Hon Vice Presidents:

Vice Presidents

The "**Club**" honours its good serving "**Members**" by inviting them to become Vice Presidents.

- (a) Nominations for the election of Vice President shall be made by two "**Members**" in writing to the "**EC**". The appointment of Vice Presidents is the exclusive gift of the "**EC**".

Hon Vice Presidents

The "**Club**" honours its greatest serving "**Members**" by inviting them to become Hon Vice Presidents.

- (a) Nominations for the election of Hon Vice President shall be made by two "**Members**" in writing to the "**EC**". The appointment of Hon Vice Presidents is the exclusive gift of the "**EC**".

Rule 7

Trustees:

The "**Trustees**" of the "**Club**" shall be Michael J Waterhouse, Jonathan M Clapham and Andrew Rickett.

- (a) A "**Trustee**" shall hold office during his lifetime or until he shall resign by notice in writing to the Hon. Secretary or until a resolution removing him from office shall be passed at an Annual General Meeting or Extraordinary General Meeting .
- (b) All property of the "**Club**" including land and investments shall be held by the "**Trustees**" for the time being in their own names so far as necessary and practicable, for the benefit of the "**Club**". On the death, resignation, or removal from office of a "**Trustee**", the "**EC**" shall take steps to procure the appointment by the "**Club**" in an Annual General Meeting or Extraordinary General Meeting of a new "**Trustee**" in his place.
- (c) The "**Trustees**" shall in all respects act in regard to any property of the "**Club**" held by them in accordance with the directions of the "**EC**" and shall have the powers to Sell, Lease, Mortgage or Pledge any "**Club**" property for the purpose of raising or borrowing money for the benefit of the "**Club**" in compliance of the "**EC**" directions, but no Purchaser, Lessee or Mortgagee shall be concerned to enquire whether any such direction has been given.
- (d) Should it ever be necessary to wind up or dissolve the "**Club**", the "**Club**" having been formed for the primary purpose of playing rugby union football, the "**Trustees**" shall arrange to transfer the "**Club**" assets to the Rugby Football Union to be used for the purposes of rugby union football.

Rule 8

Liability of Trustees:

No personal liability shall attach to any "**Trustee**" except to the extent of such funds of the "**Club**" that may be actually entrusted to them

Rule 9

Meetings:

- (a) At least twenty-one (21) days' notice in writing shall be given of the Annual General Meetings and the notice shall include an agenda and invitation for nominees. This will be displayed on the club website and shared electronically with the membership. Accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by any "**Member**", shall not invalidate the proceedings at any meeting; and the non-receipt of a nomination form from any "**Member**" entitled to vote, shall not invalidate any election.
- (b) Notice of any proposals for amendment or additions to these rules must be submitted in writing with the notice of the Annual General Meeting. Proposed amendments or additions to these rules must be carried by not less than two thirds of the votes cast by "Members" present at the Annual General Meeting or Extraordinary General Meeting at which they were carried.
- (c) The Annual General Meeting shall be held as soon after the end of the season as practicable.
- (d) The Hon Chairperson will act as Chair for Annual General Meetings and Extraordinary Meetings. If he is not present the "**EC**" will appoint another of its members to take the Chair.
- (e) At least fourteen (14) days' notice in writing shall be given of any Extraordinary General Meeting (EGM). Notice of an EGM including an agenda shall be displayed on the Club website and shared electronically with the membership.
- (f) Any member requesting an EGM for whatever purpose must give at least twenty one (21) days' notice in writing signed by ten (10) members (other than associate members of the "**Club**") to the Hon. Secretary stating the reason(s) for which they request the meeting to be called. No other business than that named in that notice shall be brought before an EGM .

Rule 10

Quorum and Voting Rights:

- (a) A quorum at The Annual General Meeting or any Extraordinary General Meeting shall be ten (10) "**Members**".
- (b) The Quorum of the "**EC**" or any Subcommittee shall be a majority of that committee.
- (c) Only members of the following categories shall be entitled to vote at any meeting:
 - (i) Playing "**Members**" over the age of 18 years.
 - (ii) Non-playing "**Members**" over the age of 18 years.
 - (iii) Student "**Members**"
 - (vi) Family "**Member**" - *only one (1) vote per family membership is allowed.*
 - (vii) VP's, Hon. VP's and Life VP's

Rule 11

Votes:

Each member eligible to vote shall have one vote at any meeting and in the event of a tie, the Chair of the meeting shall have the casting vote.

- (a) Each "**Member**" eligible to vote shall be entitled to one vote.
- (b) Family Membership, only one (1) vote per family membership is allowed. The Family vote can only be cast by the nominated player or non playing "**Member**" at the time of joining.

Rule 12

Power to Co-opt:

The "**EC**" shall have the power to co-opt any "**Member**" to serve on any committee.

Rule 13

Vacancies:

In the event of a vacancy amongst the officers of the club (other than Trustees) by death, resignation or other cause, the "**EC**" shall have the power to elect a member to fill the vacancy until the next Annual General Meeting.

Rule 14

Election of Members:

The Election of new members to the "**Club**" shall be at the sole discretion of the "**EC**".

Rule 15

Admission to Membership:

New members may not be admitted to membership or be admitted as candidates for membership without an interval of at least two (2) days between their nomination or application for membership and their admission. Nor may any persons become members without prior nomination or application be admitted to the privileges of membership without an interval of at least two (2) days between their becoming members and their admission.

- (a) All playing members are required as a condition of membership to carry out such reasonable tasks concerned with the running and maintenance of the club as shall be asked of them by the "**EC**."

Rule 16

Subscriptions:

The minimum rates of subscription shall be proposed annually by the "EC" and ratified by the membership at the Annual General Meeting for each category of membership.

- (a) There shall be the following categories of members:
 - (i) Senior Players Membership - *over eighteen (18) years of age*
 - (ii) Student Membership - *under twenty one (21) years of age in full time education*
 - (iii) Non-Playing Membership
 - (iv) Family Membership
 - (vi) Vice President
 - (vii) Hon Vice President
 - (vii) Touch Rugby Membership
- (b) Family membership includes one (1) playing or non playing member their partner and children under the age of 18 years. The partner and children of "**Members**" are granted Associate Membership of the "**Club**". For the avoidance of doubt Associate Members have no voting rights.
- (d) Annual subscriptions will be due on the 1st of September in each year and payment of the appropriate amount shall entitle the "**Member**" to enjoy the privileges and facilities of membership of the "**Club**" until the 31st August of the following year.
- (e) Any "**Member**" who fails to renew their membership by 31st October each year, ceases to be a "**Member**" until they do so.
- (f) The annual subscription for newly joined members shall be reduced pro rata on a monthly basis from the date of joining until the following 31st August
- (g) For the avoidance of doubt the "EC" shall have the power at their discretion to reduce the season's subscription for any "**Member**".
- (h) The primary method of paying for membership is by purchasing one of the subscription products available on the clubs website or over the bar.

Rule 17

Membership Cards:

On payment of the appropriate subscription a membership card which shall be effective from the date of admission will be issued and which will be the sole evidence of membership.

- (a) "**Members**" shall, if requested by any member of the "EC" or elected official of the "**Club**" produce their membership card on demand, and any person not able or willing to produce a membership card shall be liable to be refused admission to or be expelled from "**Club**" premises.
- (b) A list of club members can be made available as required.

Rule 18

Misconduct:

The "EC" shall have the power to reprimand, suspend or expel any member whose conduct shall in their opinion renders that member as unfit for membership.

Rule 19

Cessation of Membership:

"Members" shall cease to be members as a result of

- (i) Non-payment of membership subscriptions
- (ii) Resignation
- (iii) Expulsion

Rule 20

Sale of Liquor:

The hours of sale of Excisable Liquors to "Members" on the premises in Pursuance shall be as follows:

- (i) Monday to Thursday 11am to 11pm.
- (ii) Fridays and Saturdays 11am to 12 midnight
- (iii) Sundays 12 noon to 10.30pm

These are the permitted hours, the actual opening times will be displayed in the "Club" window and the committee reserve the right to close early when there is no business.

Rule 21

Amendment to Permitted Hours:

The "EC" may from time to time amend the permitted hours in accordance with the licensing regulations.

Rule 22

Persons to Whom Liquor may be Supplied:

Subject to any conditions attached, pursuant to section 28(3) of the Licensing Act 1961 for the "Club" Certificate of Registration under that Act, intoxicating liquor may be supplied during such hours as are for the time being permitted by these rules, not only to "Members" of the "Club" and their guests, but to other persons admitted to the "Club" premises and their guests (including participants in or spectators at "Club" games or competitions) provided always that no intoxicating liquor shall be sold to any person who is not a "Member" of the "Club" for consumption off the premises.

Rule 23

Conditions of Sale of Liquor:

Intoxicating liquor shall not be supplied to "**Members**" or their guests on the premises, otherwise than on behalf of the "**Club**", and the purchase for the "**Club**", and the supply by the "**Club**" of intoxicating liquor (so far as not managed by the "**Club**" in general meetings or otherwise by the General Body of "**Members**") shall be managed by the Bar & Catering Subcommittee which will include the Hon. Treasurer (who will be Bar Treasurer) who is elected at the Annual General Meeting.

Rule 24

Commission of Sale of Liquor:

No person shall receive, at the expense of the "Club", any commission percentage or similar payment on or with reference to purchase of intoxicating liquor by the "Club"

Rule 25

Match Ticket Applications:

Where international, representative or match tickets are made available to the "**Club**", "**Members**" will be eligible to apply for and receive them following payment of the tickets face value. Where demand for tickets exceeds supply ticket distribution shall be at the discretion of the Match Ticket Secretary in conjunction with the "**EC**".

- (i) A "**Member**" whose subscription is overdue is not eligible to apply for tickets.
- (ii) A list of successful ticket recipients shall be available from the Hon Secretary upon request.

Rule 26

Guests:

Every member shall have the privilege of introducing friends to the "**Club**" and the "**Member**" shall assume responsibility for their good conduct. No guest shall be introduced by any "**Member**" more than three times in any twelve (12) month period. Other persons may be admitted to the club at the discretion of two (2) members of the "**EC**"

- (a) All non members so admitted may be permitted to use all or any of the facilities of the club, save for the gymnasium, at the discretion of any member of the "**EC**". Any intoxicating liquor supplied to non-members under these provisions is supplied for and must be consumed on the premises.

Rule 27

Visitors Book:

The name of any guests and the member introducing those guests must be written in the Visitors Book which is kept behind the bar.

Rule 28

List of Members:

The "EC" shall keep a list of names and addresses of "**Members**".

Rule 29

Employees:

The "EC" shall have the authority to appoint, pay and dismiss such "**Employees**" as it deems necessary. "**Employees**" shall be under the control of the "EC" and no "**Member**" shall reprimand a "**Club**" "**Employee**". If a "**Member**" has cause for complaint regarding a "**Club**" "**Employee**" they should make it to the "EC" in writing at the earliest opportunity.

Rule 30

Use of Club Facilities:

Without the prior permission of the "EC" no "**Member**" or "**Employee**" of the "**Club**" shall use or give permission for any other individual, company or organisation to use the Clubhouse, its grounds or outbuildings.

- (a) Should any individual, company, or organisation seek permission to use the facilities, grounds or outbuildings of the "**Club**" they must provide with their application such written documentation as the "EC" may require to make a decision.
- (b) When permission is given by the "EC" for the use of "**Club**" facilities, grounds or outbuildings the individual, company, or organisation must comply with the "**Club**" "**Constitution**", Rules and Bylaws at all times.

Rule 31

Conflicts of Interest:

Whenever an elected or co-opted official or officer of the "**Club**" has a personal or professional interest in a matter to be discussed, they must declare it, withdraw from that part of the meeting, unless asked to stay, not be counted in the quorum for that agenda item and withdraw during the vote.

No elected or co-opted official of the "**Club**" shall be responsible for the appointment or management of any "**Employee**" who is a relative or an individual, organisation or company with whom they share any direct or indirect relationship which could reasonably be construed as a conflict of interest. Appointment of any "**Employee**", organisation or company shall be at the discretion of the remaining members of the "EC".

Rule 32

Bylaws:

The "**EC**" shall have the power to make such bylaws as it may consider necessary, from time to time, for the good administration and order of the "**Club**" provided that no such bylaws shall conflict with the "**Constitution**" or its Rules. A copy of such bylaws shall be posted in the Clubhouse.

Rule 34

Review of the "Constitutions":

The "**EC**" shall review the "**Club**" "**Constitutions**" from time to time and recommend change and amendments as necessary. Reviews of the "**Constitution**" shall take place at least every five (5) years.

Rule 35

Acceptance of "Rules"

Membership of the "**Club**" signifies acceptance of the "**Constitution**" and "**Rules**" of the "**Club**".

Notes

Constitution and Rules - revised May 2005

Constitution and Rules - revised March 2015

Constitution and Rules - revised July 2019

Constitution and Rules - revised Aug 2022 – DRAFT – Pending EGM on Sept 1st

C. A. M. Riches
Hon. Club Secretary