

HAMPSTEAD RUGBY FOOTBALL CLUB LIMITED (Club)

RULES

These rules of the Club are made pursuant to Article 47 of the Club's Articles of Association. The terms used shall have the same meaning as in the Articles of Association. Where there is any inconsistency between these Rules and the Articles of Association, the provisions of the Articles of Association shall prevail.

1. Membership

Under Article 1, the Club consists of Voting Members and Non-Voting Members.

2. Voting Members

The Voting Members shall be:

- 2.1 people who participate in playing rugby union (whether competitively or not) for or at the Club and who are over 18 years old and have paid membership fees or playing fees where appropriate (**Playing Members**);
- 2.2 people who are supporters of the Club (**Social Members**) and have paid social membership fees where appropriate;
- 2.3 people who are parents of junior players (under 18 years of age) and have paid the appropriate parent fee;
- 2.4 coaches and/or officials who represent the Club in that capacity (**Coach Members**);
- 2.5 administrators and volunteers who have qualities to promote the objects of the Club, (**Skilled Members**); and
- 2.6 individuals who have been elected as Life Members of the Club in accordance with Article 31.2.4.

3. Non-Voting Members

The Non-Voting Members shall be:

- 3.1 people who participate in playing rugby union (whether competitively or not) for or at the Club and who are under the age of 18 and who have chosen to apply to be a Non-Voting Member and who are admitted to the Club by the Board in accordance with the Articles (**Junior Members**); and
- 3.2 people who are supporters of the Club who have chosen to apply to be a Non-Voting member and who are admitted to the Club by the Board in accordance with the Articles (**Associate Members**);

4. Rights and Privileges of Members

- 4.1 Voting Members are entitled (under the Articles of Association) to receive notice of, attend and vote at general meetings of the Club (either in person or through his proxy), propose and second candidates for election, receive all Club publications and to such other membership rights as the Club in general meeting shall from time to time determine.

- 4.2 Non-Voting Members are entitled to receive all Club publications and such other membership rights as the Club in general meeting shall from time to time determine. They are not entitled to receive notice of, attend and vote at general meetings of the Club or propose and second candidates for election.
- 4.3 Registered Playing Members will have the following privileges:
 - 4.3.1 Access to training and playing facilities (as paid for by membership fees, subscriptions, sponsorship and fundraising);
 - 4.3.2 Access to coaching and physios;
 - 4.3.3 Provided with match day shirts, access to medi-kit and provided match teas; and
 - 4.3.4 Be covered by the RFU insurance policy.
- 4.4 In return, it is expected that Members will:
 - 4.4.1 Meet financial requirements of the Club and support the Club's fundraising activities;
 - 4.4.2 Register on Pitchero and update on Pitchero, or any other system required by coaches and captains with playing availability and inform captains and coaches should their availability change the week of the match. Should there be any unforeseen circumstances which prevent them from playing on the day of the match, they must call captain/coach;
 - 4.4.3 Supply registration details for the RFUs Games Management System / alternative database as required by the player's league.
 - 4.4.4 Inform coaches of any injuries sustained;
 - 4.4.5 Show commitment to their team with respect to training and matches;
 - 4.4.6 Arrive at training and matches on time and make appropriate transport arrangements for matches;
 - 4.4.7 Take personal responsibility for keeping their calendar up to date with fixtures and social events;
 - 4.4.8 Ensure they are contactable either via email or phone and keep the relevant Club officer updated with any changes to personal information;
 - 4.4.9 Support the club with upkeep of kit and equipment at both training and matches, and report need of medi-kit supplies to relevant Club officer;
 - 4.4.10 To read and take note of content of emails from Hampstead RFC and their relevant section
 - 4.4.11 To welcome and support all new players to Hampstead RFC.
 - 4.4.12 Not carry out activities that will bring the Club's name into disrepute (e.g. inappropriate use of social media, conduct on nights out when representing Hampstead)

5. Annual Joining Fee

There shall be such annual joining fee and/or playing fees for members as the Board may from time to time resolve in accordance with the Articles, which shall be laid out on the Club website.

6. Subscriptions

- 6.1 The annual membership subscription and/or playing fees payable by members of the Club, subject to alteration as provided later in this rule, shall be set by the Board from time to time in accordance with the Articles. The annual subscription and/or playing fees will be laid out on the Club website.
- 6.2 The subscription year shall be from 1 July to 30 June inclusive in each year. Any change in subscription made by the Board will be notified to members by being included in any notice, newsletter, or similar document emailed to members (using last known email address), or by posting this information prominently on the Website, on or before 20 June next following after the decision to make the increase and will take effect on the first day of July following such notification.
- 6.3 Members admitted at any time during the year shall pay the full annual subscription and/or playing fees /such proportion of the annual subscription and/or playing fees as deemed appropriate by the Board.
- 6.4 In the event that a member's membership is terminated for any reason, no refund of a subscription or entrance fee shall be payable unless the Board decides otherwise. Any members that have been fully paid members in the previous year will have until 30 September of the following year to renew their membership or it will be considered that their membership will have lapsed. If they have a Pitchero direct debit set-up to pay their membership they will continue to be a member until the date of their direct debit.

7. Expulsion of Members

The Board has power under the Articles to expel a member in accordance with Article 30.

8. Discipline and appeals

- 8.1 All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people under 18 year old will be recorded and responded to swiftly and appropriately in accordance with the Club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- 8.2 All complaints regarding the behaviour of members should be presented and submitted in writing to the Honorary Secretary, who will notify the Discipline Committee.
- 8.3 The Discipline Committee will meet to hear complaints regarding the behaviour of members. The Discipline Committee has the power to take appropriate disciplinary action including the termination of membership as set out in Article 30 of the Club's Articles of Association.
- 8.4 The outcome of a meeting of the Discipline Committee should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days of the meeting. Any such meeting must take place within 14 days of the complaint.
- 8.5 There will be the right of appeal to the Board following disciplinary action being announced. The Board should consider the appeal within seven days of the Honorary Secretary receiving the appeal.

8.6 Any on field indiscipline will be notified to the Honorary Secretary by the Team Captain / Coach. A yellow card will be dealt with by the Team captain, with full backing of the Discipline Committee.

8.7 A red card will result in an internal meeting, consisting of the player, the Team captain and at least two members of the Discipline Committee. Appropriate next steps and/or sanctions will be decided by the Discipline Committee. Minutes of this meeting will be recorded, with a copy being issued to all parties present and where appropriate forwarded onto the Middlesex RFU as outlined by the RFU guidelines

9. Data Protection

9.1 The Club will store, process and use member's information in line with the RFUs GDPR guidelines and as set out in Hampstead RFCs Privacy Notice on the Club's website.

10. Promotion

10.1 At December's Board meeting, section representatives will inform the Board of potential promotion opportunities, and the recommendations of the section as to whether they would wish to take the promotion if achieved.

10.2 All promotions will be considered and approved by the Board.

11. Section governance

11.1 All sections (Junior, Men's Senior and Ladies Seniors) are permitted to have their own constitution but must operate within and reference Hampstead RFC's Articles of Association and these Rules.

12. Interpretation of the Rules

The interpretation of the Rules shall be the prerogative of the Board.