



# Grove Rugby Football Club Limited

Founded 1972 Incorporated 2009  
Affiliated to the English RFU & Oxfordshire RFU  
Registered in England. Company No. 6895461



Club Colours:  
Scarlet, Blue & White

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Dear Member

A General Meeting of the Grove RFC Ltd will be held at the clubhouse on Wednesday 30<sup>th</sup> April 2014 at 19.30Hrs.

The purpose of the meeting is to discuss and vote on proposed amendments to the Company's Articles of Association as set out in the accompanying Memorandum and has been called following an application in accordance with Article 15.

Additional information regarding the revised structure is available for viewing at the club and on the club website.

***This is an important meeting as it is about the longer term future of the Club and I urge every member to attend.***

For non-voting members this information is issued for information only, you are invited to attend the meeting but do have a vote.

Yours sincerely

Chris McCarthy  
Chairman

## AGENDA

1. Voting Members arrival and sign in
2. Apologies for Absence,
3. Presentation of reasoning behind recommendations of changes (Roger Williams, President Grove RFC Ltd)
  - a. Annex "A" Existing
  - b. Annex "B" Proposed
4. Questions and Answers
5. Vote
6. Close Meeting
7. Date of the next meeting (AGM)– Wednesday 4<sup>th</sup> June 2014

Annex "A"

Existing

**CHAIRMAN**

45. At the annual general meeting in 2010 and at the annual general meeting every third year thereafter the Chairman shall retire but shall be eligible for re-appointment in accordance with these Articles. The election for the office of Chairman shall be conducted in accordance with Articles 52 and 53. A member so appointed shall hold office for a three year term until the annual general meeting in the third year after his appointment but shall be eligible for re-election for a further term of three years. The Chairman shall be a director by virtue of his office and shall have such rights and privileges as the Board shall from time to time prescribe.

**SECRETARY**

46. At the annual general meeting in 2010 and at the annual general meeting every third year thereafter, the Secretary shall retire but shall be eligible for re-election in accordance with these Articles. The election for the office of Secretary shall be conducted in accordance with Articles 52 and 53. A person so appointed shall hold office for a three year term until the annual general meeting in the third year after his appointment but shall be eligible for re-election. The Secretary shall be a director and the Company Secretary by virtue of his office and shall have such rights and privileges as the Board shall from time to time prescribe.

**TREASURER**

47. At the annual general meetings in 2010 and 2011 and at the annual general meeting every third year thereafter, the Treasurer shall retire but shall be eligible for re-appointment in accordance with these Articles. The election for the office of Treasurer shall be conducted in accordance with Articles 52 and 53. A member so appointed at the annual general meeting in 2010 shall hold office for a one year term until the annual general meeting in 2011, but shall be eligible for re-election for a further term of one year. A member so appointed at the annual general meeting in 2011 and thereafter shall hold office for a three year term until the annual general meeting in the third year after his appointment but shall be eligible for re-election. The Treasurer shall be a director by virtue of his office and shall have such rights and privileges as the Board shall from time to time prescribe.

**BOARD**

48. The number of directors shall be not less than three (3) and unless and until varied by ordinary resolution of the Club in general meeting shall be subject to a maximum of fifteen (15) .
49. The directors shall be:
- (i) the Chairman;
  - (ii) the Secretary;

- (iii) the Treasurer;
- (iv) the Club Captain;
- (v) the Social Secretary;
- (vi) the Clubhouse Liaison Officer;
- (vii) the Clubhouse Manager;
- (viii) the Junior Chairman;
- (ix) the Junior Secretary;
- (x) the Fixture Secretary;
- (xi) the Membership Secretary;
- (xii) the County Representative;
- (xiii) the Bar Manager;
- (xiv) where approved by the Board, the Coach; and
- (xv) one (1) Elected Director.

**(50. Remains as is)**

**OTHER DIRECTORS**

51. At the annual general meeting in 2010 and at the annual general meeting each year thereafter the Club Captain, Social Secretary, Clubhouse Liaison Officer, Clubhouse Manager, Junior Chairman, Junior Secretary, Fixture Secretary, Membership Secretary, County Representative, Bar Manager and Elected Director shall retire and shall be eligible for re-election in accordance with these Articles. The election for these offices shall be conducted in accordance with Articles 52 and 53. Each of the Club Captain, Social Secretary, Clubhouse Liaison Officer, Clubhouse Manager, Junior Chairman, Junior Secretary, Fixture Secretary, Membership Secretary, County Representative, Bar Manager and Elected Director shall hold office from the annual general meeting at which he is elected until the annual general meeting in the following year at which meeting he shall retire but may be re-elected.

**ELECTIONS**

52. Any Voting Member may nominate another member to be President, the Chairman, Secretary, Treasurer, Club Captain, Social Secretary, Clubhouse Liaison Officer, Clubhouse Manager, Junior Chairman, Junior Secretary, Fixture Secretary,

Membership Secretary, County Representative, Bar Manager or an Elected Director. Any person nominated as a member of the Board must be a Voting Member. Any nomination must be made on the form prescribed from time to time by the Board. Any nomination must be seconded by another Voting Member. Voting Members may only nominate or second one candidate for each post and the form must be completed and returned to the Secretary not later than such date as the Board shall prescribe each year.

Annex "B"  
Proposed

45. The number of directors, including the chairman, treasurer and secretary shall be not less than five (5) and no more than ten (10).
46. Spare
47. Spare
48. Spare
49. Spare
50. The directors of the Club on incorporation shall be the first subscribers ("the Initial Board"). The Initial Board shall appoint as the members of the Board those persons occupying the same position in the Committee of Grove Rugby Football Club as at the close of its annual general meeting on 14 May 2009.
51. Spare
52. Spare

**President**

**Chairman**

**Finance  
Director**

**Company  
Secretary**

**Rugby  
Director**

**Marketing  
Director**

**Clubhouse  
Director**

**Finance**

**Communications**

**Playing**

**Development**

**Clubhouse and  
ground**

Treasury

Membership and  
contacts

Club Captain

Sponsorship

Clubhouse  
management

Budgeting

Constitution

Oxfordshire

Publicity

Social events

Purchasing

Board meetings

Fixtures

Advertising

Bar management

Accounting  
records

Board meetings  
Minutes and agendas

Safeguarding

Website

Food management

PAYE and VAT  
compliance

Communications

Senior coaching

Club Shop

Parish Council liaison

Junior coaching

Minis coaching

Girls coaching

**Grove Rugby Football Club Limited**  
**Draft dated January 2014**

**Overall objective**

**The overall objectives for the development plan 2014 – 2020 is to improve the club's playing performance within financial limits and to widen participation for both players and supporters**

**The overall objective will be achieved through the following:**

**Finance**

Objective

To maintain a company that is profitable before tax each year as shown in the annual accounts

Actions:

- Produce a rolling five year budget including assumptions, profit and loss account, balance sheet and cash flow
- Produce monthly accounts showing actual against budget
- Discuss policies, procedures and administration with at least two clubs in the divisions two leagues above our current one
- Prepare financial procedures that are reviewed each year by the board
- Apply for at least one grant per annum
- Fundraising
- Membership including not allowing unpaid members to play rugby after 31 October in any year, increasing non playing members
- Advertising around the ground and programmes
- Sponsorship

**Communications**

## Objective

To establish and maintain effective communications within, as well as into and out of, the club

### Actions:

- Communicate information to both playing and non-playing members
- Ensure the club's website is up to date and has all relevant information including playing, social and business matters
- Appoint a Communication officer
- Set up and maintain a database of club members so that an accurate list of members and their contact details is available at any time
- Advertise matches and organise match reports for all matches for publication on internal and external media
- Upload minutes from all board meeting onto the website within seven days of the meeting and update them when they are approved

## Senior playing

### Objective

By the start of the 2020 season achieve 1<sup>st</sup> team promotion to National League 3 (South West)

By the start of the 2020 season to achieve 2<sup>nd</sup> and 3<sup>rd</sup> team promotions commensurate with 1<sup>st</sup> team promotion objectives

Once promotions are achieved to ensure sufficient playing strength in depth to remain in the higher divisions for the foreseeable future

Within the next five years to achieve and maintain a squad of senior ladies playing at Grove

### Actions:



- Develop a 'remuneration' package which rewards players who achieve and sustain 1<sup>st</sup> team status. This includes the free provision of all playing and training kit for the 1<sup>st</sup> team
- Introduce an end of season 'promotion bonuses' for all 1<sup>st</sup> team players who play more than five games for the 1<sup>st</sup> team in the season. This only to be paid in the season that promotion is achieved. Possibly do something similar for 2<sup>nd</sup> and 3<sup>rd</sup> team
- Examine the possibility of short shelf life 'GRFC beer vouchers' for 1<sup>st</sup> team players, which can only be used for the exchange of drinks within GRFC
- Develop a similar but lesser rewards package for 2<sup>nd</sup> team players
- Once promoted, look at the possibility of 'win bonus' payments
- Ensure all players are comprehensively insured against loss of income due to injury etc.
- Advertise for new 'high calibre' players extensively, using all media outlets, i.e. newspapers, website, Facebook, Twitter etc.,
- Develop firm links with UK and overseas clubs / rugby associations in order to attract both internal and foreign 'high calibre' players
- Look at the possibility of providing accommodation for players in Grove / Wantage
- Determine who amongst club members could provide employment for incoming players where there is a need
- Ensure all senior teams have at least two coaches each. All coaches to report to Head Coach (
- Pursue occasional 'guest coaching' from higher level clubs

- Develop a club coaching regime to ensure all players and coaches at whatever level are fully 'au fait' with club tactics, moves, calls etc.
- Set and publish discipline targets re: yellow and red cards per team and per player
- Each team to have a Manager and each manager to have a comprehensive job description
- Introduce team bonding activities (especially out of season)
- Pursue the possibility of floodlighting the main playing pitch
- Improve players changing facilities and showers and maintain to a high standard at all times
- Introduce a Players Honours Board, to be displayed prominently in the club showing players who have achieved certain goals. For example scored 50 or more tries, scored 500 or more points etc. This could be either for the whole club or just for 1<sup>st</sup> team players.
- Once agreement has been reached on our playing objectives a comprehensive project plan should be developed containing the activities, tasks, named personnel and timescales to achieve those objectives. This plan will almost definitely have to amalgamate with other project plans produced for the other areas of development

## **Junior playing**

### Objective

To establish and maintain a constant flow of new players, both men and women, into senior rugby each year

### Actions

- Establish and maintain squads of 30+ at all Mini ages

- Establish and maintain squads of 30+ at all Junior ages
- Establish and maintain squads of 30+ at Under 13s Girls rugby
- Establish and maintain squads of 30+ at Under 15s Girls rugby
- Establish and maintain a Colts team each year
- Establish a paid school's liaison post incorporating Wantage, Faringdon, Abingdon and Didcot.
- Organise regular school tag/touch/7's tournaments to be held at Grove RFC in the summer months
- Regular contact with every club in the Vale of White Horse area
- Establish an honest pathway, to and from Grove RFC, for players from other clubs in our area.

### **Clubhouse and ground**

Objective:

To establish a long term agreement, with Grove Parish Council, to allow Grove RFC to use the Recreation Ground as rugby pitches

To negotiate a long term extension to the clubhouse lease and then to extend and redesign the existing clubhouse to establish a building fit to accommodate our needs for the foreseeable future

Actions:

- Contact Grove Parish Council, by letter, setting out our intentions and asking for a meeting to discuss them
- Locate the plans of the existing clubhouse
- Commission an architect/draughtsman/builder to draw some initial (simple) options resulting from above
- Start a Building Fund
- Pursue avenues of potential funding.
  - i. Grove Developer
  - ii. Vale of White Horse District Council
  - iii. RFU
  - iv. Brewery
  - v. Existing membership
  - vi. Caterer

