

Tring Community Rugby Trust - Rules and Regulations

The Rugby Code:

Everyone involved in rugby in England, whether as a player, coach, referee, administrator, parent or spectator is expected to uphold the Core Values of our sport: Teamwork, Respect, Enjoyment, Discipline and Sportsmanship. To that end the Rugby Football Union has come up with the following statement which Tring wholeheartedly endorse and expect our members to do so too:

*Play to win - but not at all cost.
Win with dignity, lose with grace.
Observe the Laws and regulations of the game.
Respect opponents, referees and all participants.
Reject cheating, racism, violence and drugs.
Value volunteers and paid officials alike.
Enjoy the game.*

1) Definitions.

The club shall be called Tring Rugby

2) Aims

It is the aim of the Trust to promote community participation in healthy recreation for the public benefit in Tring, Berkhamsted and their surrounding communities by providing facilities and coaching for the playing of amateur rugby football.

3) Trustees Structure.

- i) Tring Community Rugby Trust is a charitable incorporated organisation (registration number 1159550) as defined by the Charity Commission for England and Wales.
- ii) The Trust is governed by a Board of Trustees and is subject to its Constitution as filed with the Charity Commission. Their role is to ensure good corporate governance, ensure the Management Board discharge their duties legally and ethically for the good of all members.
- iii) There will be a minimum of three trustees, and no more than nine, elected as per the Constitution.

(1) Full details on the process for the appointment of Trustees can be found in the Constitution

- iv) As long as there are more than four trustees, at least one of the trustees will be female.

4) Management Board Structure.

- i) The Trustees will appoint the following members of the Senior Management Board:
 - a) Chair, to serve a four-year term of office. Only two terms may be served concurrently.
 - b) Director of Finance, to serve a four-year term of office.
 - c) Hon Secretary, to serve a two-year term of office.
- d) The appointments will be put to the membership for approval by vote at the AGM of the Trust.

- ii) The Senior Management Board will appoint a Management Board consisting of, but not limited to; Director of Rugby, Chair of The Mini & Junior Section, Director of Communications and Development, Director of Facilities, and Director of Welfare.
- iii) The club's commercial operations will be carried out through a company limited by guarantee. (See section 5).
- iv) The role of the Management Board is to manage the Charity and limited company on a day to day basis, set the future development strategy with clear objectives and targets.
- v) The Director of Finance or another nominated Director will assume the role of Vice Chairman to act on the Chairman's behalf should he or she is unable to do so.
- vi) The powers of the Senior Management Board shall include the filling of any vacancy and the power of co-option to the Management Board in the case of any vacancy occurring for any reason during the period between AGM's.
- vii) The Management Board has the right to merge or expand roles as it sees fit.
- viii) When the need arises the Management Board shall propose a Club President for appointment by election at a General Meeting.
 - a) The Club President will serve an unspecified term of office.
- ix) The Management Board shall be the authority for the interpretation of the rules and the enforcement of the rules and shall have authority over all matters not specifically provided for in the rules.
- x) There shall be sub committees set up by the Management Board to deal with day to day issues, including but not limited to: Senior Players and Coaching, Social, Facilities Development, Sponsorship, Marketing & Communications, Safeguarding, Health & Safety and Membership.
- xi) The sub-committees mentioned in rule 4(viii) above shall all consist of at least one member of the Management Board together with such full or associate members as the Management Board may nominate.
- xii) The Chair, Honorary Secretary and Director of Finance shall be ex-officio members of all sub-committees, with the exception of the Selection Committee (see 6 below).
- xiii) At the meetings of the Management Board the presence of 4 members shall form a quorum.

5) Ancillary Trading Company

- i) This company will be called Tring RUFC Ltd and is subject to its Articles of Association as filed with Companies House.
- ii) The company's only shareholder will be the Tring Community Rugby Trust and all profits made by the company will be paid to the Trust.
- iii) The Board of Directors for Tring RUFC Ltd will be the Management Board of the Trust. Three directors present will form a quorum, to include the Director of Finance.
- iv) The AGM of Tring RUFC Ltd will be held at the same time as the AGM for TCRT.

6) Membership.

- i) Membership of the Trust shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; of age, sex or disability.
- ii) On payment of annual subscription fees (see [7] below), except for Honorary Life Members, a person becomes a member of the Trust for that subscription period.
- iii) There shall be seven categories of full membership:-
 - a) Senior Playing (Full time)
 - b) Senior Playing (Casual)
 - c) Student Playing (While still in full time education is University or Collage)
 - d) Academy (U17 and 18 years old)
 - e) M&J Playing (up to U16 year old)
 - f) Vice Presidents (past players, supporters and volunteers)
 - g) Honorary Life
- iv) A level of Social Membership has been established outside of the Trust for all other persons. These are Associate members who shall not be entitled to any current or future members' discount, to represent the club in any match or to vote at any meeting of the Trust. Associate members shall not be eligible for election as officers of the club or as members of the Management Board. Associate members shall be eligible as ordinary members of a sub-committee.
- v) A parent or guardian of a member who is under 18 year of age at the date of any General Meeting will be deemed to have voting rights at said Meeting on their behalf.
- vi) All full members (or the parents of child members) will have access to purchase international tickets as are made available to the club and are available by way of a ballot if oversubscribed.

7) Subscriptions

- i) The subscription period runs from 1st September to 31st August set by the Management Board.
- ii) Subscription levels for the forthcoming period shall be approved by the membership at the end of season Annual General Meeting (AGM) .The Director of Finance may waive or vary part or all of any subscription or fee due in any particular case with approval of the Management Board.
- iii) No player in any category will be available for selection or deemed to be a member unless their membership fees have been received and agreed with the Club Membership Secretary by 30th September of the current season.
- iv) Players joining after the 30th September will be subject to a full membership fee, those joining after 1st January will be subject to a reduced membership fee determined by the Director of Finance.

- v) The responsibility for ensuring membership fees are paid rests with the player themselves supported by the Senior Membership Secretary/team managers/coaches and not the Club Membership Secretary.
- vi) Issues regarding the payment of Membership should be referred to Director of Finance who has the final say in these matters.

8) Club Premises

- i) The land, buildings, equipment, fixtures & fittings belong to the Trust.
- ii) The management and control of the club premises (internal and external) shall be vested in the Director of Facilities.
- iii) Without prejudice to the generality of sub-section (ii) above, the Facilities Committee shall have the power to grant the exclusive use of the entirety or any part of the club premises on specific occasions to either a full or associate member for the holding of a private function or meeting at the financial rate published for that period.
- iv) The Facilities Committee may further grant to any individual or body (not being a member of the club) the exclusive use of the entirety or any part of the club premises on specific special occasions for the holding of a private function or meeting at an agreed financial rate with the Honorary Treasurer.
- v) If the Social Committee indicates its intention to organise at the club premises a function for the purpose of raising funds for the club, the Facilities Development Committee may, at its discretion, permit the attendance of persons who are not members, associate members of the club or guests of members at that function, whether on payment of an entry fee or not.

9) Supply of intoxicating liquor

- i) The supply of intoxicating liquor in accordance with the current law shall be permitted to all full and associated members of the club and their guests and also to all members and officials of visiting teams and their supporters, provided that such persons are over the age of eighteen years. All purchases must be made at the bar, as no one is permitted to consume their own alcohol on the premises.

10) Finance

- i) The financial year of both the Trust and Tring RUFC Ltd shall end on 31st December and the appropriately audited accounts shall be presented at their respective AGMs.
- ii) The management of the funds and other assets of the club shall be vested in the Director of Finance, subject to the superintendence and control of The Management Board and The Trustees.
- iii) Surplus funds shall be held in a deposit account at a bank or Building Society.
- iv) Subject to approval from The Trustees, the Management Board shall be empowered to raise loans and enter such agreements on behalf of the Trust as it deems fit and proper.
- v) The Income and Property of the Trust shall be applied solely towards the promotion of the objects of the Trust as set forth in its constitution, and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise, to the members of the Trust.

11) General Meetings

- i) The AGM for both the Trust and Tring RUFC Ltd shall be held one after the other at the end of the season.
- ii) The Honorary Secretary shall at least 21 days before any General Meeting, have sent to every full member at his address in the club's books by either postal or electronic means, a notice of the meeting, stating the time when and the place where it will be held and the business to be conducted.
- iii) Extraordinary General Meetings(EGM) shall be convened:
 - a) At the discretion of the Management Board or Trustees.
 - b) Upon the request in writing to the Honorary Secretary of at least 10% of full members.
- iv) At General Meetings the presence of 25 full members shall form a quorum.
- v) Any resolution at a General Meeting to make new rules or to amend existing or to dissolve the club shall require a majority of two-thirds of those present and voting.
- vi) Any other resolution at a General Meeting or any other meeting a simple majority of those present and voting.
- vii) The following business will be transacted at the AGM for the Trust.
 - a) Approval of minutes from the last meeting
 - b) The receipt of Trustees Report.
 - c) Adoption of the Audited Accounts.
 - d) Appointment of Auditors
 - e) Election of Trustees
- (1) Candidates for appointment to the board of Trustees must be received in writing by the Chair of the Trustees seven days before the AGM.
 - f) As appropriate and in accordance with their terms of office: Appointment of the Chair, Honorary Secretary or Director of Finance.
 - g) The approval of the Management Board Members as proposed by the Chair.
 - h) Such other business as shall have been communicated to the Honorary Secretary and included in the notice sent by him to members.
- viii) The following business will be transacted at the AGM of Tring RUFC Ltd:
 - a) Approval of minutes from the last meeting
 - b) The receipt of reports.
 - c) Adoption of the Audited Accounts.
 - d) Appointment of Auditors
 - e) Such other business as shall have been communicated to the Honorary Secretary and included in the notice sent by him to members.

12) Winding-Up

- i) The 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. The Management Board will then be responsible for the orderly winding up of the Club's affairs. After settling all liabilities of the Club, the Management Board shall not transfer any assets to the members but shall dispose of the net assets remaining to one or more of the following:
 - a) To a charity and/or
 - b) To another Club with similar purposes which is a registered CASC, and/or
 - c) To the Rugby Union national governing body for use by them for related community sports.

13) Expulsion

- i) The Management Board shall have the power to recommend to the Trustees to expel any member who shall offend against the rules of the Trust, or whose conduct in the opinion of the Management Board renders the member unfit for membership of the Trust.
- ii) Before any such member is expelled, the Honorary Secretary shall give the member seven days notice to attend a meeting of the Trustees. That meeting shall take place within 25 days of the date of the alleged offence.
 - a) That notice shall contain particulars of the complaint against the member.
- iii) No member shall be expelled without first having been given the opportunity of appearing before the Trustees and answering the complaint against them.
- iv) There are no appeals against expulsion. The Trustees decision is final.
- v) If any member of the Management Board is considered for expulsion from the club, the matter will be referred to the Trustees.

14) Discipline

- i) In the event of any player, coach or member being sent off a pitch during the course of a match, or any player, coach or member being guilty of misconduct while representing the Trust (deemed as being any time away from Cow Lane when attending an away fixture or on tour), or any incident that could bring the club into disrepute, the Honorary Secretary shall be informed at once and he/she shall immediately convene a meeting of the Disciplinary Panel to be held within 96 hours (Typically the Tuesday following the incident). To protect the player or coach or member and the trust, the alleged perpetrator shall be immediately suspended by the Chair or a member of the Management Board pending a hearing.
- ii) In the case of a player, coach or member being sent off the pitch during the course of a match the secretary of the Hertfordshire RFU Disciplinary Committee must be informed within 24 hours.
- iii) Suspension means the alleged perpetrator shall be unable to play, train or otherwise represent the Trust unless by agreement of the Chair.

- iv) Without prejudice to the power of the Management Board, there shall be a Disciplinary Panel for the purpose of dealing with misconduct or gross misconduct by any member, playing or otherwise, during the course of a match, whilst representing the club or within the precincts of the trust's property.
- v) A Disciplinary Panel shall consist of the Chair, Director of Finance and The Director of Rugby, or any other director at the discretion of the Chair. The Honorary Secretary will record the hearing. The Panel shall have the power to issue a verbal warning, written warning, temporarily suspend or to recommend to the Trustees permanent exclusion of any player or member found guilty. The outcome will be in writing.
- vi) Appeals against the Panel's decision, up to exclusion, must be referred to the Chair of Trustees within 21 days of the decision in writing setting out the grounds of appeal. The Trustees role is to ensure due process has been followed and the decision is reasonable based on the information the Panel had at the time. Their role is not to re hear the case.
- vii) The Disciplinary Panel shall also sit when any member of the Trust or contractor is alleged to have broken the rules of the Trust or whose behavior is inconsistent with the objectives of the Trust, or whose behavior causes offence to another member, visitor or contractor within the Trust.

15) Grievance

- i) Grievance issues by any member or contractor should be referred to the Chair for resolution in writing stating the terms of the grievance. Both parties will be invited to see the Chairman and another member of the Management Board within 21 days of receipt of the letter with a view to an agreed resolution to the issue. The Chair will then write to both parties with the outcome of the meeting. If both parties are unable to agree a resolution, a Grievance Hearing will be held by the Trustees.
- ii) The outcome of that hearing could result in both parties being expelled from the Trust.

16) General

- i) The Management Board may delegate as it deems necessary, any function to an appropriate sub-committee or to an appropriate officer. The Trust will always follow the RFU/Charity guidelines as appropriate.

TringRugby Codes of Conduct

The RFU has introduced the Rugby Code as detailed at the start of these Rules and Regulations however TringRugby believes that the previous Codes of Conduct are worth maintaining as a point of reference about the expected behavior of persons about the club.

These codes reflect the Club's intention to develop TringRugby to the limit of its ability and ambition without losing sight of the fact that the game is for fun and enjoyment.

The codes outlined below have been designed as a road map for Players, Coaches, Spectators and Officials, to enable the sport of Rugby Football to develop.

The Good Coaches' Code

Coaches of players should:

- Be aware of the latest head injury guidance and ensure appropriate communication in such incidents
- Recognise the importance of fun and enjoyment when coaching players.
- Understand that most learning is achieved through doing.
- Appreciate the needs of the players before the needs of the sport.
- Be a positive role model - think what this implies.
- Keep winning and losing in perspective - encourage players to behave with dignity in all circumstances.
- Respect all referees and the decisions they make, even if they appear to make a mistake, (remember it could be you refereeing next week) and ensure that the players recognise that they must do the same.
- Provide positive verbal feedback in a constructive and encouraging manner to all players, both during coaching sessions and matches.
- Provide rugby experience that is matched to the players' ages and abilities, as well as their physical and behavioural development.
- Ensure all players are coached in a safe environment, with adequate first aid readily to hand.
- Avoid the overplaying of the best players by using a squad system that gives everybody a satisfactory amount of playing time.
- Never allow a player to train or play when injured.
- Ensure good supervision of players, both on and off the field.
- Recognise that players should never be exposed to extremes of heat, cold or unacceptable risk of injury.
- Develop an awareness of nutrition as part of an overall education in lifestyle management.
- Recognise that it is illegal for players under 18 to drink alcohol and those under 16 to smoke. Coaches should actively discourage both.
- Ensure that their knowledge and coaching strategies are up to date and in line with RFU philosophy.
- Be aware of, and abide by, the RFU recommended procedures for taking young people on residential tours at home and abroad.
- Be aware of and abide by the policies and procedures outlined in the Policy and Procedures for the Welfare of Young People in Rugby Union.
- Coach to the rules laid down in the Rugby Continuum and keep themselves updated on rule changes. (New rules of play for U11's to be introduced to all M&J players 2015)

The Good Match Officials' Code

Match Officials should:

- Recognise the importance of fun and enjoyment when officiating players.
- Provide positive verbal feedback in a constructive and encouraging manner during games.
- Emphasise the spirit of the game.
- Appreciate the needs of the players before the needs of the sport.
- Understand the physical and behavioral development of players.
- Be a positive role model. Set an example, and as such, comments should be positive and supportive.
- Look to self-improvement e.g. participation in training courses.
- Recognise that the safety of players is paramount.
- Explain decisions - all players are still learning and parents will understand the game better.
- Always penalise foul play.
- Play advantage whenever possible in order to let the game flow.
- Show empathy for the age and ability of players.
- Be consistent and objective.
- Be familiar with the Good Spectators Code and ensure that verbal abuse from players, coaches or spectators is not tolerated and is dealt with by club officials immediately.
- Be aware of, and abide by, the RFU Child Protection Guidance policies and procedures.
- Officiate to the rules laid down in the Rugby Continuum and keep themselves updated on rule changes.
- Check that the home club has provided a qualified first aider, ambulance access has not been obstructed and that appropriate equipment is available along with someone trained in its use before starting play.
- Before training sessions and matches check that studs and other clothing are in accordance with the IRB Laws of the Game.

The Good Parents' Code

Parents/Guardians are encouraged to:

- Be familiar with the coaching and training programme in order that they can ensure their child is fully involved and the coaches are aware of their availability.
- Be familiar with the teaching and coaching methods used by observing the coaching and training sessions in which their child participates.
- Be aware that the Club has a duty of care to ensure the safety of players and therefore, where appropriate, assist coaches with the supervision of the players, particularly where numbers are large and there is a need to transport players to away games.
- Be involved with Club activities and share their expertise.
- Share concerns, if they have them, with Club officials.
- Be familiar with the Good Coaches' Code contained in the Rugby Continuum and New Rules of Play. In particular be aware that:
 - coaches should recognise the importance of fun and enjoyment when coaching players
 - coaches should keep winning and losing in perspective, encouraging players to behave with dignity in all circumstances
 - Support coaches in instilling these virtues.
 - Remember that young people play rugby for their own enjoyment not that of their parents.
 - Encourage young people to play - do not force them.
 - Focus on the players' efforts, rather than winning or losing.
 - Be realistic about the players' abilities; do not push them towards a level that they are not capable of achieving.
 - Provide positive verbal feedback both in training and during the game.
 - Remember that persistent, negative messages will adversely affect the players' and referee's performance and attitude.
 - Always support the Club in their efforts to eradicate loud, coarse and abusive behavior from the game.
 - Remember young people learn much by example.
 - Always show appreciation of good play by all players both from their own Club and the opposition.
 - Respect decisions made by the match officials, even if they appear to make a mistake, and encourage the players to do likewise.

The Good Players' Code:

Players should be encouraged to:

- Recognise and appreciate the efforts made by coaches, parents, match officials and administrators in providing the opportunity to play the game and enjoy the rugby environment.
- Understand the values of loyalty and commitment to adults and team mates.
- Recognise that every player has a right to expect their involvement in rugby to be safe and free from all types of abuse.
- Understand that if an individual or groups of players feel they are not being treated in a manner that is acceptable, then they should tell an adult either at the Club or School or outside of the game.
- Play because they want to do so, not to please coaches or parents.
- Remember that skill development, fun and enjoyment are the most important parts of the game.
- Be attentive at all training and coaching sessions.
- Work equally hard for themselves and their team - both will then benefit.
- Recognise good play by all players on their team and by their opponents.
- Be a sportsman - win with dignity, lose with grace.
- Play to the IRB Laws of the Game and RFU/Club guidelines and accept, without question, all referees' decisions even if they appear to make a mistake.
- Control their emotions. Verbal or physical abuse of team mates, opponents, coaches, match officials or spectators is not acceptable.
- Treat all players, as they would like to be treated themselves. Do not interfere with, bully or take advantage of any player.

The Good Spectators' Code:

Spectators are encouraged to:

- Act as positive role models to all players.
- Be familiar with, and abide by, the RFU Child Protection Guidance in relation to verbal and emotional abuse.
- Respect guidance from the Club with regard to spectator behaviour.
- Remember children play sport primarily for their own enjoyment, not for that of the spectators.
- Acknowledge good individual and team performance from all players irrespective of the team in which they play.
- Respect match officials' decisions, even if they appear to make a mistake – remember, they are volunteers providing an opportunity for players to play rugby.
- Never verbally abuse players, coaches, match officials or fellow spectators: such behaviour can create a negative environment for players and their behaviour will often reflect this.
- Acknowledge effort and good performance rather than 'to win at all costs'.
- Verbally encourage all players in a positive manner, shouting 'for', not 'at', the players.
- Encourage all players irrespective of their ability - never ridicule.