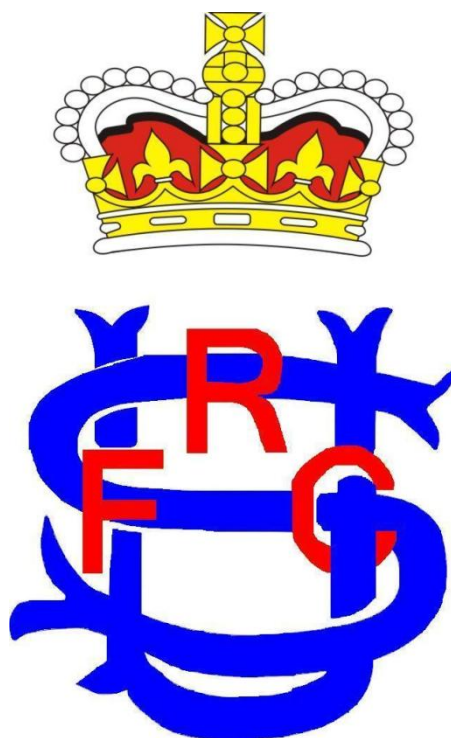


United Services Portsmouth RFC

Club Constitution – Season 2011/12

10/21/2011

Authored: Kevin Robertson (Chairman), contributions & formatting from Craig Chance (Club Captain & Hon. Secretary)





CONTENTS

1 INTRODUCTION..... 5

2 CLUB AIMS & OBJECTIVES..... 5

3 GOVERNANCE 5

4 ORGANISATION..... 5

5 EXECUTIVE COMMITTEE 6

 5.1 Responsibilities:..... 6

 5.2 Composition: 6

6 SOCIAL COMMITTEE:..... 6

7 PLAYING STRUCTURE 6

 7.1 Training..... 6

 7.2 Coaching..... 7

 7.3 MEDICAL SUPPORT..... 7

8 DISCIPLINE..... 7

9 FINANCE 7

10 BUDGETARY CONTROL..... 7

11 BUSINESS PLAN 8

12 MEMBERSHIP 8

13 MEMBERSHIP CONSISTS OF THE FOLLOWING CATEGORIES: 8

14 UNITED SERVICES SPORTS CLUB (PORTSMOUTH)(USSC(P)) 8

15 CHAIRMAN 10

 15.1 Membership 10

 15.2 Accountability..... 10

 15.3 Authority 10

 15.4 Tasks..... 10

 15.5 Review 10

16 TREASURER 11

 16.1 Membership 11

 16.2 Accountability..... 11

 16.3 Authority 11

 16.4 Tasks..... 11

 16.5 Review 11

17 PRESIDENT..... 12

 17.1 Membership 12

 17.2 Accountability..... 12

 17.3 Authority 12

 17.4 Tasks..... 12



17.5	Review	12
18	SECRETARY	13
18.1	Membership	13
18.2	Accountability.....	13
18.3	Authority	13
18.4	Tasks	13
18.5	Review	13
19	CHAIRMAN OF THE JUNIORS (COJ)	14
19.1	Membership	14
19.2	Accountability.....	14
19.3	Authority	14
19.4	Tasks	14
19.5	Review	14
20	HEAD COACH.....	15
20.1	Membership	15
20.2	Accountability.....	15
20.3	Authority	15
20.4	Tasks	15
20.5	Review	15
21	MEMBERSHIP SECRETARY.....	16
21.1	Membership	16
21.2	Accountability.....	16
21.3	Authority	16
21.4	Tasks	16
21.5	Review	16
22	HAMPSHIRE REPRESENTATIVE.....	17
22.1	Membership	17
22.2	Accountability.....	17
22.3	Authority	17
22.4	Tasks	17
22.5	Review	17
23	CLUB CAPTAIN.....	18
23.1	Membership	18
23.2	Accountability.....	18
23.3	Authority	18
23.4	Tasks	18
23.5	Review	18



24	SOCIAL SECRETARY.....	19
24.1	Membership	19
24.2	Accountability.....	19
24.3	Authority	19
24.4	Tasks.....	19
24.5	Review	19



October 21, 2011

[UNITED SERVICES PORTSMOUTH RFC]

UNITED SERVICES PORTSMOUTH RUGBY FOOTBALL CLUB

CLUB CONSTITUTION – SEASON 2011-12

1 INTRODUCTION

United Services Portsmouth Rugby Football Club (USPRFC) is one of the oldest Rugby Clubs in England and has a proud tradition and heritage having celebrated its 125th anniversary as a club in 2008.

The Club plays home fixtures at Burnaby Road and has traditionally relied upon serving members of the Royal Navy and other Services to fill playing and committee positions. However, in the 1990s, with the instigation of league rugby, the club opened its doors to civilian members.

The club plays first team fixtures in the London and Hampshire Divisions but is a Section 1 club of the Royal Navy Rugby Union (RNRU).

The club remains in membership of the Hampshire County Union as a Section 2 Club.

2 CLUB AIMS & OBJECTIVES

USPRFC is a club for servicemen and civilians to participate in weekend rugby. Such activity aims to reinvigorate rugby throughout the Service thereby increasing participation and promoting the sport of rugby in the Services and local community. With this twin focus in mind the club is structured to interface across a wide community of interest through the establishment of Senior and Youth Sections.

USPRFC's objective is to field 2 Senior Sides and a Colts XV as an integral part of the Senior Section. Home fixtures for all Senior sides should be played at Burnaby Road. A Veterans side and social 3rd XV will play as and when fixtures are available.

The USPRFC Junior Section will field rugby sides across the wide range of age groups with the aim of feeding the Colts XV when reaching the age of 17. A separate Constitution for the Juniors Section will be maintained by the Chair of USPRFC Juniors Section.

All US Portsmouth teams (including Juniors Section) should have matching playing kit in blue and red design.

3 GOVERNANCE

The management structure exists to organise, finance and oversee the administration and playing of rugby at all levels within USPRFC. It is responsible to the RNRU for the proper compliance by the club with any laws and regulations made from time to time by the RFU.

4 ORGANISATION

The management structure is as follows:



5 EXECUTIVE COMMITTEE

5.1 RESPONSIBILITIES:

The Executive Committee is responsible for the overall control of club policy and the day to day administration of the club. The Executive Committee is specifically charged with:

- Maintaining financial control of all club funds and assets
- Exercising disciplinary powers delegated to the club by the RNRU Transacting the normal day to day administration of playing rugby within the club.

5.2 COMPOSITION:

- Chairman
- Secretary
- Treasurer
- Chairman of Juniors
- Director of Rugby
- Membership Secretary
- Hampshire Representative
- Head Coach
- Club Captain

The Executive Committee shall meet as required during the season under the direction of the Chairman. Terms of Reference for each position are included at the Annex.

6 SOCIAL COMMITTEE:

Responsibilities: The Social Committee is responsible for the organisation and management of official club social events. The Social Committee is subordinate to the Executive Committee and is chaired by the Social Secretary.

Composition:

- Social Secretary (Chairman)
- Dual Representatives from the specific player demographics
- Armed Forces
- University of Portsmouth
- Bulldogs' Playing Squad
- Buccaneers' Playing Squad
- Colts' Playing Squad
- Vets' Playing Squad

7 PLAYING STRUCTURE

The Executive Committee will appoint a Head Coach. This position will be reviewed on an annual basis. The Head Coach shall be responsible for determining the strategy and structure for coaching and playing rugby for the rugby season. This strategy should be endorsed by the Executive Committee.

7.1 TRAINING



Senior and Colts' training take place every Tuesday and Thursday between 1830 and 2100 throughout the year. The normal training pitch is the number 2 pitch at HMS Temeraire. Colts training will be integrated as much as possible into Senior training – only the following exceptions will apply:

- Players *under the age of 17* will not partake in contact sessions with the senior training contingent.
- Players *under the age of 18* will not partake in any live front row scrummaging drills with the senior training contingent.

7.2 COACHING

The Head Coach will be responsible for the training strategy – including the selection of Senior teams and the appointment of assistant coaching staff.

Proposed roles (some roles can be fulfilled by consultants and do not have to be permanent):

- Assistant Coach (*only permanent role*)
- Forwards Specialist Coach
- Scrummaging Coach
- Backs Specialist Coach
- Kicking Coach
- Conditioning Coach
- Team Managers

7.3 MEDICAL SUPPORT

The Executive Committee shall appoint a Club Physiotherapist. The Club will pay for this service on a match by match basis. The Physiotherapist shall not be considered an employee of the Club.

8 DISCIPLINE

The Executive Committee shall nominate an appropriate Disciplinary Representative to ensure appropriate and timely action is taken to address disciplinary cases in accordance with the requirements of higher level Governance bodies (RFU, RNRU and HRU).

9 FINANCE

The Club finances are maintained as part of the Central Fund HMS Nelson and are audited by the HMS Nelson Service Fund Examiner.

10 BUDGETARY CONTROL

The budget is the means by which the Executive Committee administers the finances of the club. The *Treasurer* is responsible for producing a budget for the forthcoming season in July each year. The *Treasurer* is responsible for monitoring and controlling all expenditure throughout the season; no expenditure is to be committed or paid without the authorisation of the *Treasurer*. The budget calculations are to include an element for club development across all sections and maintain a contingency.



11 BUSINESS PLAN

The budget will be laid out in a Business Plan for the season which is to be approved by the Executive Committee. The Business Plan is to be decided by the Chairman with the guidance of the executive committee and oversight of the Club Treasurer.

The audited Annual Club accounts are to be presented to members for acceptance at the Club AGM. After acceptance of the audited accounts, they are to be forwarded to the RNRU and Hampshire RFU in accordance with their regulations.

Membership fees will be decided by the Executive Committee during the budget setting deliberations.

The Club is covered by the RFU Club Insurance policies for which details can be found on the Community Rugby section of the RFU website.

12 MEMBERSHIP

The following categories are eligible for membership of USPRFC:

- All Service personnel and civilians employed directly by the MOD; and their immediate families.
- All ex-Service personnel and their immediate families.
- All other Civilian personnel.

To maintain charitable status the constituent club membership will comprise of over **51% Service personnel** in accordance with **BR 18 Chapter 1 Art 0110**. This is defined as personnel who are: Serving Service Personnel; Non-Service Personnel undertaking defence work and; Retired Service Personnel and other Civilians.

It shall be the responsibility of the Membership Secretary to advise the Executive Committee should the 51% threshold not be achievable.

13 MEMBERSHIP CONSISTS OF THE FOLLOWING CATEGORIES:

Playing Member - for the Senior and Colts sections

Club Member

County Member

Honorary Vice President (awarded at the discretion of the Executive Committee)

Honorary Life Member (awarded at the discretion of the Executive Committee)

Membership fees and benefits for each category will be agreed by the Executive Committee and promulgated annually prior to the start of the rugby season.

14 UNITED SERVICES SPORTS CLUB (PORTSMOUTH)(USSC(P))

USPRFC is a member of the USSC(P). The main purpose of the USSC(P) is to provide a means of collection and disbursement of funds to United Services Portsmouth sports clubs and any



October 21, 2011

[UNITED SERVICES PORTSMOUTH RFC]

communal facilities used by more than one of the clubs in the Portsmouth area. USPRFC Chairman will represent club interests at the USSC(P) Committee meetings.



October 21, 2011

[UNITED SERVICES PORTSMOUTH RFC]

ANNEX TO USPRFC CONSTITUTION

UNITED SERVICES PORTSMOUTH RUGBY FOOTBALL CLUB COMMITTEE TERMS OF REFERENCE

15 CHAIRMAN

To oversee and direct the USPRFC policy ensuring that all business is conducted in accordance with good governance and is compliant with MoD rules and guidelines, the RFU, RNRU and USPRFC constitutions and retention of charitable status.

15.1 MEMBERSHIP

The Chairman is a member of the following committees:

- United Services Portsmouth Rugby Football Club Executive Committee
- United Services Sports Clubs (Portsmouth) Committee

15.2 ACCOUNTABILITY

The Chairman is accountable to the Royal Navy Rugby Union.

15.3 AUTHORITY

The Chairman is to assure good Governance and is authorised to act on behalf of the best interest of USPRFC on all routine business with the Royal Navy Rugby Union, Hampshire Rugby Football Union, Rugby Football Union and USSC(P) on administrative, regulatory and disciplinary matters keeping the Executive Committee informed where appropriate. He is to submit routine reports to the USPRFC Executive Committee at all meetings and raise any pressing items as appropriate out of committee.

15.4 TASKS

The following tasks should be conducted by the Chairman:

- Oversee and monitor the business of Committee members to ensure compliance with USPRFC aims and objectives.
- Attend and report to USPRFC AGM.
- Attend and Chair USPRFC Executive Committee Meetings.
- Attend and report to USSC(P) Committees as required.
- Provide direction and guidance to the Executive Committee members.

15.5 REVIEW

These Terms of Reference should be reviewed annually.



16 TREASURER

To maintain accurate financial accounts for USPRFC, to oversee the budgeting process and manage the cash flow of the club ensuring that all expenditure is delivered to the agreed budget plan.

16.1 MEMBERSHIP

The Treasurer is a member of the following:

- United Services Portsmouth Rugby Football Club Executive Committee

16.2 ACCOUNTABILITY

The Treasurer is accountable to the Chairman.

16.3 AUTHORITY

The Treasurer is authorised to act on behalf of the best interest of USPRFC on all financial business, keeping the Executive Committee informed where appropriate.

16.4 TASKS

The following tasks should be conducted by the Treasurer:

- To run and administer the day to day financial activities of the club in line with the approved budget for the season.
- To submit routine reports to the USPRFC Executive Committee at all meetings and raise any pressing items as appropriate out of committee.
- To keep up-to-date records of all financial transactions, ensure regular liaison and alignment with the Central Fund Treasurer (The Central Fund Treasurer administers the Bank Account used by the club).
- To prepare accounts for quarterly and annual audit by the HMS Nelson Service Fund Auditor.
- To conduct financial planning and produce an annual budget for approval by the Executive Committee.
- To report the audited annual accounts to the Constituent Body
- Attend and report to USPRFC AGM.
- Attend USPRFC Executive Committee Meetings.

Liaise with the Membership Secretary to ensure all appropriate Joining Fees and Membership Subscriptions are identified within the financial accounts.

16.5 REVIEW

These Terms of Reference should be reviewed annually.



17 PRESIDENT

The role of the President is one of an ambassadorial nature. In a less formal sense, the President is a high-profile representative of USPRFC acting as a willing figure-head to attract positive attention from surrounding and related rugby oriented organisations.

17.1 MEMBERSHIP

The President is a member of the following:

- United Services Portsmouth Rugby Football Club Executive Committee

17.2 ACCOUNTABILITY

The President is accountable to the Chairman.

17.3 AUTHORITY

The President is authorised to act on behalf of the best interest of USPRFC on all high profile rugby related networking opportunities / events – keeping the Executive Committee informed where appropriate.

17.4 TASKS

The following tasks should be conducted by the President:

- Communications with high profile figures within the Rugby Ecosystem
- Representation of USPRFC at high profile rugby related social events

17.5 REVIEW

These Terms of Reference should be reviewed annually.



18 SECRETARY

The Secretary is responsible for the oversight and coordination of the day to day business of the club.

18.1 MEMBERSHIP

The Secretary is a member of the following:

- United Services Portsmouth Rugby Football Club Executive Committee

18.2 ACCOUNTABILITY

The Secretary is accountable to the Chairman.

18.3 AUTHORITY

The Secretary is authorised to act independently on behalf of USPRFC on all routine administrative matters, keeping the Executive Committee informed where appropriate.

18.4 TASKS

The following tasks should be conducted by the Secretary:

- Manage and action all routine Club correspondence
- Liaise with the RFU and CB on routine Club matters
- Organise AGM, Executive and Club Meetings
- Represent the Club at external meetings as required by the Chairman
- Attend meetings and conventions as required by the Executive Committee
- Record disciplinary matters
- Review all Club paperwork prior to external release – to maintain a standard format / corporate image throughout.

18.5 REVIEW

These Terms of Reference should be reviewed annually.



19 CHAIRMAN OF THE JUNIORS (COJ)

To oversee and direct the USPRFC Junior policy ensuring that all business is conducted in accordance with good governance and is compliant with MoD rules and guidelines, the RFU, RNRU and USPRFC constitutions and retention of charitable status.

19.1 MEMBERSHIP

The Chairman of the Juniors (now referred to as **COJ**) is a member of the following committees:

- United Services Portsmouth Rugby Football Club Executive Committee
- USPRFC Juniors Sub-Committee

19.2 ACCOUNTABILITY

The COJ is accountable to the Chairman.

19.3 AUTHORITY

The COJ is to assure good governance and is authorised to act on behalf of the best interest of USPRFC Juniors on all routine business with the Royal Navy Rugby Union, Hampshire Rugby Football Union, Rugby Football Union and USSC(P) on administrative, regulatory and disciplinary matters keeping the Executive Committee informed where appropriate. He is to submit routine reports to the USPRFC Executive Committee at all meetings and raise any pressing items as appropriate out of committee.

19.4 TASKS

The following tasks should be conducted by the COJ:

- Oversee and monitor the business of the Junior Sub-Committee to ensure compliance with USPRFC aims and objectives.
- Attend and report to USPRFC AGM.
- Attend USPRFC Executive Committee Meetings
- Attend and Chair USPRFC Junior Sub-Committee Meetings
- Provide direction and guidance to the Junior Sub-Committee members.

19.5 REVIEW

These Terms of Reference should be reviewed annually.



20 HEAD COACH

The Head Coach is responsible for everything rugby related. The Head coach defines and executes on the clubs 'playing aspirations'.

20.1 MEMBERSHIP

The Head Coach is a member of the following:

- United Services Portsmouth Rugby Football Club Executive Committee
- USPRFC Social Sub-Committee

20.2 ACCOUNTABILITY

The Head Coach is accountable to the Chairman.

20.3 AUTHORITY

The Head Coach is authorised to act on behalf of the best interest of USPRFC on all things playing related.

20.4 TASKS

The following tasks should be conducted by the Head Coach:

- Select the coaching support staff
- Plan and conduct training sessions during the season and pre-season
- Select the squad for match days and define the tactics
- To oversee match days

20.5 REVIEW

These Terms of Reference should be reviewed annually.



21 MEMBERSHIP SECRETARY

The Membership Secretary outlines the memberships available to those wanting to join the club. The Membership Secretary is also responsible for the oversight and coordination of club memberships ensuring that playing and non-playing staff are adhering to the membership structure outlined by the club – particular paying members.

21.1 MEMBERSHIP

The Membership Secretary is a member of the following:

- United Services Portsmouth Rugby Football Club Executive Committee
- USPRFC Social Sub-Committee

21.2 ACCOUNTABILITY

The Membership Secretary is accountable to the Chairman but reports operationally to the Club Secretary and Treasurer.

21.3 AUTHORITY

The Membership Secretary is authorised to act independently on behalf of USPRFC on all matters of memberships pertaining to USPRFC (e.g. applications, collections of fees, etc), keeping the Executive Committee informed where appropriate.

21.4 TASKS

The following tasks should be conducted by the Membership Secretary:

- Outline and publicise club membership types and costs
- Liaise with players and team managers to ensure membership schemes are being adhered to
- Coordinate with Sponsorship Committee on any membership linked proposals

21.5 REVIEW

These Terms of Reference should be reviewed annually.



22 HAMPSHIRE REPRESENTATIVE

The Hampshire Representative is a requirement by the Hampshire Rugby Football Union. It is the responsibility of the Hampshire Representative to liaise with the HRFU in respect of competition rules, calendars, directives, etc.

22.1 MEMBERSHIP

The Hampshire Representative is a member of the following:

- United Services Portsmouth Rugby Football Club Executive Committee

22.2 ACCOUNTABILITY

The Hampshire Representative is accountable to the Chairman.

22.3 AUTHORITY

The Hampshire Representative is authorised to act independently on behalf of USPRFC on all matters concerning the relationship between USPRFC & HRFU – notifying The Senior Executive Committee where necessary.

22.4 TASKS

The following tasks should be conducted by the Hampshire Representative:

- Liaise with the HRFU
- Advise USPRFC regarding guidance and directives coming out of the HRFU

22.5 REVIEW

These Terms of Reference should be reviewed annually.



23 CLUB CAPTAIN

The Club Captain is a figure head player (much like the President) but for on the field purposes. The Club Captain takes an active role in developing and maintaining the playing and social culture at the club as well as representing the club at rugby related events.

23.1 MEMBERSHIP

The Club Captain is a member of the following:

- United Services Portsmouth Rugby Football Club Executive Committee
- USPRFC Social Sub-Committee

23.2 ACCOUNTABILITY

The Club Captain is accountable to Chairman but reports operationally to the Head Coach.

23.3 AUTHORITY

The Club Captain is authorised to act independently on behalf of USPRFC on all matters concerning internal club culture (this includes player/squad morale) and external club profile (which includes representing USPRFC at low profile/local community and rugby related events)

23.4 TASKS

The following tasks should be conducted by the Club Captain:

- Work closely with the Head Coach to motivate the playing squad & advise on selection matters
- Ensure players represent the club in a proper fashion – both on and off the field
- Take an active role in the social scene at the club
- Liaise with Colts and Junior setups (attending matches / help with training at least once a month)
- Work closely with the Head Coach & DoR to help with player recruitment

23.5 REVIEW

These Terms of Reference should be reviewed annually.



24 SOCIAL SECRETARY

The Social Secretary is responsible for organising the club's social calendar. This includes annual events like tour, end of season dinners and awards, Christmas parties etc, but also more bespoke weekly events throughout the season either before or after games. The Social Secretary has a sub-committee comprised of representatives from most social groups at the club (i.e. Armed Forces, Students & various playing squads) with whom they must liaise and include on all planned social activities.

24.1 MEMBERSHIP

The Social Secretary is a member of the following:

- United Services Portsmouth Rugby Football Club Executive Committee
- USPRFC Social Sub-Committee

24.2 ACCOUNTABILITY

The Social Secretary is accountable to the Chairman but reports operationally to the Club Secretary

24.3 AUTHORITY

The Social Secretary is authorised to act independently on behalf of USPRFC on all matters of memberships pertaining to USPRFC (e.g. applications, collections of fees, etc), keeping the Executive Committee informed where appropriate.

24.4 TASKS

The following tasks should be conducted by the Social Secretary:

- Outline and publicise club membership types and costs
- Liaise with players and team managers to ensure membership schemes are being adhered to
- Coordinate with Sponsorship Committee on any membership linked proposals

24.5 REVIEW

These Terms of Reference should be reviewed annually.