

CUMBRIA R. F. U. LIMITED.

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ROLES AND RESPONSIBILITIES OF CONSTITUENT BODY

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- Provide governance for its member clubs under Rules and Regulation of the Rugby Football Union.
- Assist the Rugby Football Union in the delivery of the game and its policies relating to the Constituent Body's member clubs.
- Support the collective and strategic aims of the Rugby Football Union.
- Support the organisation and administration of the Game, including providing such expertise to the R.F.U. Council, its Committee and Working Parties as may be required from time to time.
- Maintain its number of Clubs in Membership.
- Provide support and all necessary representation to the R.F.U., and to other bodies and groups from time to time as deemed necessary.
- Deal with all matters of discipline as delegated by the R.F.U.
- Organise and manage Competitions, including Cups, Leagues and Merit Tables, where appropriate, for its member clubs.
- Maintain duty of care to all those who have been seriously injured.
- Complete Club Audits in respect of Conditional Funding Returns.

B) Playing.

- Provide teams at appropriate levels to represent the C.B.

C) Development.

- Encourage participation in and have responsibility for Player Development.
- Encourage development and training of Coaches.
- Provide links, liaison and support to Rugby Union in all other sectors of the community.
- Support and liaise with the Referees Society and encourage people to become referees.
- Foster links with Women's Rugby and encourage its development.

D) Marketing, Promotion and Communication.

- Promote the game at all levels by actively marketing its activities, seeking out sponsorship and fund raising opportunities for itself and its clubs in membership, and providing information and advice on those matters of mutual interest.
- Organise forums to facilitate opportunities for all member clubs on matters affecting them.
- Provide advice and information to its member clubs on matters which may affect them.
- Act as a channel of communication between R.F.U. and Member Clubs, in particular through the Elected Council Member.
- Ensure that clubs are aware of the growing importance of Leisure and Recreational Bodies, both at local and regional levels, and encourage the development of such partnerships.

E) Finance.

- Finance its activities in compliance of Rugby Football Union Regulations.
- Assist in the distribution of Wavell Wakefield Trust and other funds to its Member Clubs.
- Draw up Annual Budget

CONSTITUENT BODY'S OBJECTIVES.

- 1) **Management and Administration.**
 - a. Produce a Strategic Plan in line with the R.F.U. Plan.
 - b. Provide effective support to member Clubs as set out in Role and Responsibilities A2-A10.
 - c. Provide or support a competitive playing structure for its member Clubs or if appropriate in conjunction with other Constituent Bodies.
 - d. Establish a sound financial basis for the development of the game.
 - e. Support member Clubs in obtaining improved facilities.

- 2) **Playing and Development.**
 - a. Together with its member Clubs establish plans to encourage participation, enjoyment, retention and development of players at all levels.
 - b. Together with the appropriate bodies establish plans for recruitment, development and retention of coaches and referees.
 - c. Organise Senior and Youth teams to represent Cumbria.
 - d. In conjunction with the R.F.U. to initiate a campaign involving Schools and Institutions of Higher Education to increase and retain participants in those institutions and reduce the fall out at 16-22 age group.
 - e. Establish procedures that ensure the Constituent Body and its member Clubs develop partnership initiatives with Local Authorities and Sport, Leisure and Recreational Bodies to assist in the funding and development of the Game.

- 3) **Marketing, Promotion and Communication.**
 - a. Together with the R.F.U. staff, develop marketing, promotional and sponsorship opportunities for the Constituent Body and provide member Clubs with advice and assistance.
 - b. Establish structures and procedures to facilitate communication between Club, Constituent Body and R.F.U. and to meet the other responsibilities in this field.
 - c. Together with the R.F.U. staff, establish office and IT facilities to ensure effective communications.
 - d. Establish effective relations with local media and press.

- 4) **Finance.**
 - a. Produce and manage a budget from the Strategic Plan for the financing of Constituent Body's Role and Responsibilities.

ADMINISTRATIVE ARRANGEMENTS.

The Committee, by virtue of its powers under Rule 11, shall make such arrangements as are necessary for the proper administration of the Game, and, insofar as they apply, shall be binding on all Officers and Members. These Administrative Arrangements shall include, but are not limited to the following-

Notice of Annual General Meeting.

Notwithstanding the period of notice stated in Rule 8.2, the Honorary Secretary shall use his best endeavours to give a greater period of notice.

Notice of Amendments to Proposals for Annual General Meeting.

Notwithstanding the period of notice stated in Rule 8.5.3, Members shall use their best endeavours to

submit amendments as soon as possible after the issue of notice of Annual General Meeting and the Honorary Secretary shall use his best endeavours to forward such amendments to members as soon as possible.

Notice of Special General Meeting.

Notwithstanding the period of notice stated in Rules 9.1 and 9.2.1, the Honorary Secretary shall use his best endeavours to give a greater period of notice.

Notice of Amendments to Proposals for Special General Meeting.

Notwithstanding the period of notice stated in Rule 9.1.1, and 9.2.2, Members shall use their best endeavours to submit amendments as soon as possible after the issue of notice of Annual General Meeting and the Honorary Secretary shall use his best endeavours to forward such amendments to members as soon as possible.

Bank and Building Society Accounts.

All funds shall be held in accounts approved by the Committee in the name of Cumbria Rugby Football Union Limited, and withdrawals can be authorised by any two of the following officers (Honorary Treasurer, Honorary Secretary, the appointed Treasurer of the CBRDP plus one other nominated by the Finance Committee.

Honorary Life Members.

Honorary Life Membership may be granted at the Annual General Meeting, on the recommendation of the Committee, to any person who has rendered special service to Cumbria Rugby Football Union Limited or is, in its opinion, deserving of such distinction.

Patrons.

The Committee may appoint Patrons of Cumbria Rugby Football Union Limited upon receipt of the appropriate application. Such Patrons shall not be full members of the Constituent Body and shall not have the right of voting at General Meetings but will have such rights as the Committee may decide and will pay an annual subscription as fixed by the Committee, currently £10 for a single person or £15 for a couple). Patrons will be able to apply for International Match tickets for matches involving England only, and will be entitled to free entry into Cup Finals, organised by Cumbria Rugby Football Union Limited, by producing their Patrons' Year Book at the entrance gate.

Club Disciplinary Committees.

All member Clubs of Cumbria Rugby Football Union Limited are to form a Club Disciplinary Committee, which is to examine all cases of indiscipline on and off the field of play and to examine all complaints brought before it.

Disciplinary action against players dismissed from the field of play by a referee continues to be vested in the Discipline Panel of Cumbria Rugby Football Union Limited and the member Club's Discipline Committee may, if it so decides, extend a sentence given, but will not have the power to reduce a sentence. The Committee is to have the power to ban or suspend players, officials, club members of all categories and spectators who, in the view of the committee do not conform to the principles and standards of good order or bring the club into disrepute. The Committees shall meet when required and always consider the dismissal of any player from the field of play.

Disclosure of Information.

No member of any Union or Club is permitted to furnish to the public any information arising out of any decision taken at General Meeting, Committee Meeting or Sub-Committee Meeting; such information that may be communicated shall be done so only by the Honorary Secretary with the knowledge of the Chairman of Committee.

Note: All Administrative Arrangements shall form an Addendum to the Rules of Cumbria Rugby Football Union Limited.

OFFICERS.

The Officers of the Constituent Body shall be a President, Three Vice-Presidents, a Chairman of Committee, an Honorary Secretary, an Honorary Treasurer, the Rugby Football Union Representative(s), and the Immediate Past President and such other Officers as a General Meeting may from time to time decide (which Officers shall comprise the Chairmen of Club Cumbria, the C.B. Rugby Development Partnership). The Officers shall be elected at each Annual General Meeting.

GENERAL MEETINGS.

- 1) As necessary, but not less than four times a year, in addition to the Annual General Meeting.
- 2) To comprise the Officers of Cumbria Rugby Football Union Limited, and a properly appointed

- representative of each Club in full membership of Cumbria Rugby Football Union Limited, and the Referees' Society operating within the County of Cumbria.
- 3) The Quorum for any General Meeting shall be nine Members or not less than one-third of the Members, (whichever is the greater).
 - 4) To be responsible for:
 - a) Overall control of the affairs of Cumbria Rugby Football Union Limited.
 - b) Endorsing the strategy, role and responsibilities, and the objectives of Cumbria Rugby Football Union Limited and directing the implementation thereof through the Committee.
 - c) Receiving and reviewing reports from the Committee, Sub-Committees.
 - d) Electing the Representatives to the Rugby Football Union, and such other bodies as may be considered appropriate.

COMMITTEE.

- 1) To meet ten times a year, at such intervals as are necessary to discharge its functions.
- 2) To comprise the Officers and three Members (Note: it is intended that they represent Clubs in the North & East, the South, and the West of the County, elected by the Members representing Clubs in those areas).
- 3) The Quorum at any meeting of the Committee shall be seven.
- 4) The Chairman shall be the Chairman of Committee or if unavailable a Member of the Committee appointed at the Meeting concerned to take the Chair.
- 5) The Committee is responsible for:-
 - a) The general management, administration and development of Cumbria Rugby Football Union Limited.
 - b) Approving and monitoring the Strategic Plan of Cumbria Rugby Football Union Limited.
 - c) Providing governance for its member Clubs under R.F.U. Rules and Regulations.
 - d) Assisting the R.F.U. in the development of the Game of Rugby Union in Cumbria.
 - e) Supporting the collective and strategic aims of the R.F.U.
 - f) Supporting the organisation and administration of the Game, including providing such expertise to the R.F.U. Council, its Committees and Working Parties as may be required from time to time.
 - g) Providing support and all necessary representation to the R.F.U., and other bodies and groups.
 - h) Carrying out its responsibilities in accordance with the budget.
 - i) Dealing with all duties as may be delegated from the Rugby Football Union.
 - j) Providing advice and information to member Clubs on administrative matters affecting them.
 - k) Reporting, in writing, after each meeting, to those authorised to receive the reports.
 - l) Liaising with the Sub-Committees.

SUB-COMMITTEES GENERALLY.

- 1) The Sub-Committees shall comprise of the C.B. Rugby Development Partnership the Finance Sub Committee, , the CB & Club Strategy Sub Committee, Club Cumbria, the Discipline Panel, and such Sub-Committees as may appointed hereafter by the Committee.
- 2) The President, Chairman of Committee, Honorary Secretary, Honorary Treasurer shall be ex-officio members of all Sub-Committees.
- 3) Sub-Committees may, subject to the prior approval of the Committee, co-opt non-voting members, up to one quarter of the number of appointed membership as defined hereinafter.
- 4) Sub-Committees may set up such Working Parties as are necessary to perform their functions; any such Working Party shall contain at least two of the appointed members of that Sub-Committee.

C.B.RUGBY DEVELOPMENT PARTNERSHIP.

- 1) To meet as necessary to discharge its responsibilities.
- 2) To comprise a Chairman, a Secretary, a Treasurer as representative of each of the 7-18, over 18, & Competitions, Coaching & Women's and Girl's Sub Committees, representatives of the Referees' Societies members responsible for Facilities Strategy and Volunteering together with the Rugby Development Officer and the Regional development Manager. The Senior Vice president shall be an ex-officio member, as shall the RFU and W.R.F.U. Regional managers.
- 3) To be responsible for:
 - Preparing the Strategic Plan for Rugby development within the C.B.
 - Preparing and monitoring a co-ordinated annual programme ("Action Plan") that incorporates the Rugby development Officer's work programme in accordance with the RFU and C.B. Strategic Plans
 - Manage the agreed budget for the R.D.P.
 - Monitor the progress of its sub-committees.
 - Working in partnership with the C.B. Schools Union and supporting its activities.

Fostering work with Women's and Girl's Rugby and encouraging its development.
Reporting to the Committee.

7-18 Sub Committee:

- 1 To meet as necessary to discharge its responsibilities.
- 2 To comprise a Chairman and such members as are appropriate.
- 3 To be responsible for:
Arranging the County School's competitions in conjunction with the County Schools Union.
Arranging County festivals (Schools and Clubs).
Supervising the Club/Schools links and development programmes.
Arranging County Cup and league Competitions.

Over 18 Sub Committee:

- 1 To meet as necessary to discharge its responsibilities.
- 2 To comprise of a Chairman, a Secretary, the Representative(s) to the North Competitions Committee, and the organisers of the various C.B. Competitions.
- 3 Be responsible for:
Arranging County Senior Cup Competitions and monitoring R.F.U. League and Cup Competitions (For which purpose, an annual meeting may be held, to which each club may send a representative.

COACHING SUB-COMMITTEE

- 1 To meet as necessary to discharge its responsibilities
- 2 To comprise a Chairman, a Secretary, a representative of the CBRDP and of Club Cumbria officio member Rugby Development Office. The RFU North West Coach development
- 3 To be responsible for:
Identifying, recruiting and training potential coaches
Developing and mentoring active Coaches
Monitoring the progress of all Coaches
Recommending suitable Coaches to District and County Squads
Note: within the definition of Coaches are included all technical personnel.

Volunteering.

- 1 To comprise members of the CBRDP and RFU Volunteer Executive North.
- 2 To recruit, train and reward C.B. and Club Volunteers.

Club Development.

- 1 To comprise members of the CBRDP and the R.D.O.
- 2 To assess the needs of Clubs Facility Development and prioritise such needs in accordance with the C.B. Strategy.
- 3 To appoint two representatives to the North West Facilities Group.

Women and Girls.

- 1 Meet as necessary to discharge its responsibilities.
- 2 To compromise a Chairperson, a Secretary, a Treasurer, the Women's regional Development Manager, the Rugby Development Officer and such co-opted members (Without voting rights) as may be deemed necessary.
- 3 To be responsible for:
 - a) The promotion and development of Rugby Union Football for Women and Girls in Cumbria,
 - b) Supporting clubs in recruitment and development of players.
 - c) Supporting the Clubs and the County in the recruitment and development of Coaches, Referees and Volunteers.
 - d) Arranging District and County matches and supporting clubs in arranging fixtures.
 - e) Preparing and monitoring an Annual Action Plan
 - f) Attending meetings of the CBRDP.

FINANCE SUB-COMMITTEE.

- 1 To meet as may be necessary in order to discharge its responsibilities.
- 2 To comprise of the Honorary Treasurer, and five members appointed by the Committee. The Junior Vice-President shall be an ex-officio member.
The Quorum at any meeting shall be four.
3. To be responsible for:
Preparing Annual Budgets for Cumbria Rugby Football Union Limited, and its Sub-Committees, in liaison with the Rugby Development Officer, and others in accordance with R.F.U. Regulations, and presenting them to the Rugby Football Union.

Considering all applications for additional funding as may arise from time to time.

Recording and monitoring all income and expenditure on a regular basis.

Preparing Annual Accounts for the County Union, in accordance with the R.F.U. Regulations and good practice, submitting them to an Auditor, reporting accountant or other independent examiner appointed by the Annual General Meeting and presenting them, together with a Financial Report to the Annual General Meeting.

Assisting the Rugby Football Union in the distribution of funds.

Provide advice and information to member Clubs on financial matters which affect them.

Seeking out sponsorship and fund raising opportunities.

Collecting Subscriptions from members and patrons.

Ordering International Match Tickets for matches involving England.

Administering the internal grant scheme for member Clubs capital expenditure.

Ensuring compliance with Corporation Tax, VAT and payroll affairs.

Submitting Annual Return to the Financial Services Authority by the due date.

CLUB CUMBRIA.

- 1 To meet as necessary to discharge its responsibilities.
- 2 To comprise a Chairman, and a Coach and Administrator for each of the Representative Squads, and a Registration/Nominations Officer. The Vice-President shall be an ex-officio member
- 3 To be responsible for:
Taking charge of all aspects of senior Representative Rugby in Cumbria.
Appointing and supervising Coaches and Administrators for all Representative Teams.
Implement and monitor a planned budget.

DISCIPLINE PANEL.

- 1) The Panel shall be known as 'the Discipline Panel of Cumbria RFU Limited' (*the Discipline Panel*). The Panel will meet on the first Wednesday of each month (if required) and additionally if that is deemed necessary. Meetings will be held at a venue deemed appropriate by the Chairman.
- 2) The Panel shall consist of a Chairman and a Secretary and six members (one of whom will be designated as the Vice Chairman) who will be appointed annually by the Committee of Cumbria RFU Limited.
- 3) At a hearing the Panel will consist of three members (plus the Secretary) if he is not sitting as a Panel member.
- 4) The Panel shall be responsible for: the discharge of all those disciplinary functions delegated to the Constituent Body by the Rugby Football Union. In addition the Panel, on behalf of Cumbria RFU Limited shall be similarly responsible for dealing with any matters of indiscipline that may arise from a breach of the rules, regulations and bye-laws of Cumbria RFU Limited that are not otherwise covered by the laws, rules, regulations and directives of the Rugby Football Union and/or the World Rugby Board.
- 5) An Appeals Panel to be appointed by the General Committee shall hear any appeal against a decision of the Panel on an internal matter (a matter that is not otherwise covered by the laws, rules and regulations of the R.F.U. and/or World Rugby). Any such appeal shall be lodged using the timescales laid down for 5.12 cases as outlined in the instructions and guidelines for disciplinary matters and published by the R.F.U.
- 6) All references in the RFU instructions and guidelines on disciplinary procedures (and any subsequent revision thereof) relating to the Constituent Body shall be interpreted to read the Constituent Body Discipline Panel.
- 7) From time to time, the Discipline Panel shall make recommendations to Cumbria Rugby Football Union Limited regarding the level of administrative fees and costs to be applied In disciplinary proceedings.

EMERGENCY COMMITTEE.

- 1) To meet to deal with matters of urgency.
- 2) To comprise the Chairman of Committee, and two neutral Officers or Members of the Committee.
- 3) To report to the next meeting of the Committee.

**Terms of Reference for Officers and Members of Committee
Of Cumbria Rugby Football Union Limited.**

President.

- Head of the Union and one of its principal spokesmen.
- Presides at all General Meetings of the Union.
- Member of Committee.
- Represents the Union at all County Championship Matches, Cumbria Representative Matches, County Cup Finals, and appropriate meetings and events.
- Visiting Clubs in membership on match days throughout the season.
- Acts as Ambassador of the Union.

Vice Presidents.

- Deputise for President, in order of seniority.
- Members of the Committee.
-

Chairman of Committee.

- Chairs Committee Meetings.
- Ensures that under his Chairmanship, the Committee efficiently directs and co-ordinates the business of the Union.
- Co-ordinates the work of all Sub-Committees and ensures that they meet regularly.
- Ensures that persons who have the right skills for the job are recruited to fill any vacant posts and that they are filled as quickly as possible.
- Ensures that the Union Strategic Plan and Action plans are regularly reviewed and updated.
- Has an executive role, plans ahead and delegates.
- Member of Committee.

Honorary Secretary.

- Principal administration officer and the main link between the Union and its Clubs, the RFU and all outside agencies.
- Co-ordinates all the Union's activities including liaising with all Sub-Committees.
- In conjunction with the Minute Secretary, takes minutes of General Meetings and Committee Meetings and issues such minutes in appropriate form to those entitled to receive them, as detailed below.
- Oversees the arrangements for the County Cup Finals.
- Gives the report at the Annual General Meeting of the Union.
- Member of Committee.

The issue of minutes shall be:

A full copy of the minutes shall be sent to the officers and members of the Committee within ten days of the date of the meeting. A précis of the minutes (Bullet points), shall be sent to Club County Representatives, to the Secretaries of members of the county Union and to the Rugby Development Officer within ten days of the date of the meeting. A full copy of the minutes shall be sent to Club County Representatives to arrive not less than fourteen days before the date of the ensuing meeting.

Sending out shall be by e-mail or first class post.

Honorary Treasurer.

- Chairs the Finance Sub-Committee meetings.
- Ensures that under his stewardship the Sub-Committee efficiently discharges its responsibilities.
- Prepares and sets budgets and controls costs of the Union.
- Agrees budgets with budget holders.
- Maintains proper records and accounts and administers the financial affairs of the Union.
- Prepares income and expenditures accounts and cash flow forecasts and reports to the Committee at appropriate intervals.
- Provides the RFU with any financial information of the Union it may require.
- Completes and submits returns to the Financial Services Authority.
- Liaises with the Auditor, reporting Accountant or other independent examiner as appropriate.
- Member of Committee.

Rugby Football Union Representative.

- Represents the Constituent Body on the Council of the Rugby Football Union.
- Prepares a report to the Committee on a monthly basis and to the General Meetings as required.
- Member of Committee.

Chairman CB Rugby Development Partnership.

- Chairs the CBRDP meetings.
- Ensures that under his chairmanship the Partnership efficiently discharges its responsibilities.
- Reports to the County Committee.
- Member of Committee.

Chairman Club Cumbria.

- Chairs the Club Cumbria Committee Meetings.
 - Ensures that under his chairmanship the committee effectively discharges its responsibilities.
- Reports to the Committee. Member of Committee.

Elected Members of Committee.

- Acts as a communicator between the Clubs in the area which he represents, and gives an up-to date report to each meeting of the Committee and provides the Minute Secretary with a written copy of such reports.
- Makes contact with an relevant member of each Club in his area and gives an up-to date report to each meeting of the Committee and provides a written report to the Honorary Secretary.
- Reports back to the relevant Clubs with the outcome of any matters raised on their behalf.
- Assist the Committee in the organisation of Workshops and the like in their area.
- Member of Committee.

Safeguarding Manager.

- The CB shall appoint one or more CB Safeguarding Managers as considered necessary to cover the whole of the county. They shall
- Support clubs and other entities to produce a Child Protection Policy.
- Monitor Club implementation of Child Protection Policies.
- In consultation with the RFU Equity, inclusion and safeguarding Manager, advises on the management of all reported cases (in line with RFU procedures) and ensures that all cases are reported to the RFU.
- In consultation with the RFU Equity, Inclusion and Safeguarding Manager plan the implementation of the DBS disclosures within the CB.

Note: Should none of the appointed CB Safeguarding Managers otherwise be a member of the Committee, one shall be co-opted thereon.

Minute Secretary.

- In conjunction with the Honorary Secretary takes minutes of the General Meetings and Committee Meetings and issue such minutes in appropriate form to those entitled to receive them.