



# CLUB RULES 2023

AS AMENDED BY 2023 AGM

## 1. GENERAL

- 1.1 The Club shall be called "THE HAMMERSMITH & FULHAM RUGBY FOOTBALL CLUB".
- 1.2 The Club shall be run under the auspices of Hammersmith & Fulham Rugby Football Club, a company limited by guarantee (Registered Company Number: 4772258) ("the Company").
- 1.3 The object of the Club shall be to play and promote the game of Rugby Football.
- 1.4 The Club shall be amateur in that it shall not pay its members to play the game.
- 1.5 The Club shall be a member of the Rugby Football Union and the Middlesex County Rugby Football Union and shall abide by their rules and regulations.

## 2. CLUB RULES

- 2.1 Members of the Club (who shall include the Voting Members as defined in Club Rule 7.1 and Non-Voting Members being all other members) shall be governed by the Memorandum and Articles of Association of the Company and these Club Rules.
- 2.2 In the event of a conflict between the Memorandum and Articles of Association and the Club Rules, the provisions of the Memorandum and Articles shall prevail.
- 2.3 Any changes to these Rules must be:
  - (i) Approved by a simple majority of Voting Members at an Annual General Meeting or Special General Meeting; and
  - (ii) Ratified by the Company.
- 2.4 Rule amendments or additions for consideration at a General Meeting, may be proposed by
  - (i) The Company.
  - (ii) The Executive Committee.
  - (iii) Five Voting Members by informing the Secretary in writing of the amendment or addition.

## 3. MEMBERSHIP

- 3.1 Membership is open to all irrespective of their age, gender, ability, race, religion, ethnic origin, creed, colour, nationality (including citizenship), social status or sexual orientation.
- 3.2 The Executive Committee has the right to veto any application for membership if it believes that it would be prejudicial to the interest of the Club to admit the person into membership.

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- 3.3 The President, Vice-Presidents, Honorary Members, Playing Members, Associate Members, Life Members, and Youth Section Members, who have paid their subscriptions, and Corporate Members shall be considered members of the Club.
- 3.4 The Executive Committee has the right to terminate the membership of any person either temporarily or permanently, who acts in a manner contrary to these Rules and/or in a manner prejudicial to the reputation or interests of the Club.
- 3.5 A member shall cease to be a member of the Club:
  - (i) on resignation; or
  - (ii) on termination of their membership in accordance with Club Rule 3.4 or Club Rule 10, or
  - (iii) on their death, or
  - (iv) on non-payment of their subscription. In the case of annual subscriptions this shall be 30<sup>th</sup> September following the year when their subscription was last fully paid. For monthly subscriptions this shall be 45 days after their last monthly subscription was paid.,
- 3.6 Only Voting-Members are eligible to apply for international tickets.

### **4. CLUB MANAGEMENT**

- 4.1 The Club shall be managed by the Executive Committee.
- 4.2 The Executive Committee shall consist of the Club Chair, Vice-Chair, Secretary, Treasurer, Club Captain, Membership Secretary, Social & Events Co-ordinator, Commercial Officer, Director of Communications, Director of Ladies Rugby, Director of Youth Rugby, Director of Junior Rugby, and Club Safeguarding Officer.
- 4.3 In addition, any Director of the Company who is not a member of the Executive Committee by virtue of any other appointment or position held shall be a member of the Executive Committee.
- 4.4 All acts and proceedings of the Executive Committee must be reported to the Directors of the Company.
- 4.5 If any act or resolution of the Executive Committee would cause the Directors of the Company to be in breach of their duties as Directors or is otherwise in the opinion of the Directors not in the best interest of the Company, then such act or resolution shall not be binding upon the Company.
- 4.6 The Executive Committee shall be empowered to remove any member of the Executive Committee (other than a Director of the Company) or any Team Captain whether appointed or elected who in its opinion is not performing the duties of the position that he was elected or appointed to or is performing them in a manner contrary to the best interests of the Club.
- 4.7 A vote in favour of removal by at least two thirds of the attending Executive Committee members is required to approve removal.
- 4.8 The Member concerned must be informed of the resolution to remove at least fourteen days before the date of the meeting and shall have the right to attend the meeting.
- 4.9 The Executive Committee shall be empowered to fill any vacancy in their body, or a Team

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Captain vacancy, and to delegate powers to Sub-Committees, Task Groups or Working Parties or individuals (whether Members or not) to carry out specific tasks and who shall be responsible to the Executive Committee for their actions.

- 4.10 The Executive Committee shall be responsible for appointing the President (who may be appointed for a period of up to three years), Vice-Presidents and Honorary Members
- 4.11 The Executive Committee must meet at least three times each year.
- 4.12 Five members of the Executive Committee (including at least one Director of the Company) shall form a quorum for meetings of the Executive Committee.
- 4.13 Business at an Executive Committee Meeting shall be decided by a simple majority vote of elected members in attendance (subject to Club Rule 4.3).

### 5. FINANCE

- 5.1 All financial dealings of the Club shall be the specific responsibility of the Treasurer who shall be accountable to the Executive Committee, which must authorise all expenditures, loans, and investments.
- 5.2 Banking arrangements shall be the responsibility of the Directors of the Company.
- 5.3 The financial year of the Club shall be from 1<sup>st</sup> June to 31<sup>st</sup> May.
- 5.4 The Executive Committee shall, if required by Law or if the Executive Committee so decide appoint auditors to review and report on the financial position of the Club.

### 6. GENERAL MEETINGS

- 6.1 The Annual General Meeting of the Club shall be held in June of each year.
- 6.2 The Executive Committee may convene a Special General Meeting whenever it considers it necessary.
- 6.3 The Secretary shall, on receipt of a request to do so signed by fifteen paid-up Voting-members stating the purpose of the meeting, convene a Special General Meeting. The meeting must be convened within twenty-one days of the request being received.
- 6.4 A minimum of fourteen days-notice shall be given to the Voting Members for a Special General Meeting or an Annual General Meeting
- 6.5 Fifteen Voting Members (including at least one Director of the Company) shall form a quorum for Annual General Meetings and Special General Meetings.
- 6.6 A financial report shall be presented by the Treasurer to the Annual General Meeting.
- 6.7 The Executive Committee and Team Captains shall be elected annually at the Annual General Meeting.
- 6.8 Eligibility & Nominations
  - (i) Only members of the Club may stand for election to the Executive Committee or as one of the Team Captains at an Annual General Meeting or a Special General Meeting.
  - (ii) If a member of the Executive Committee or a Team Captain ceases to be a Member of the Club, they shall also cease to be a member of the Executive Committee or a Team Captain.
  - (iii) Nominations for election to the Executive Committee or as one of the Team Captains

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may be made by the Executive Committee.

- (iv) Alternatively, a member who consents to be nominated, may be proposed by one Voting Member, and seconded by another.
- (v) Nominations will be accepted during an Annual General Meeting, or a Special General Meeting provided that:
  - (a) The member being nominated is present at the meeting and the nomination is in accordance with Club Rule 6.7 (ii); or
  - (b) The member has advised the Secretary in writing at least 72 hours before the scheduled start time of meeting at which the nomination will be considered that he consents to be nominated; and
  - (c) The nomination is in accordance with Club Rule 6.7 (ii).

### 7. VOTING RIGHTS AT GENERAL MEETINGS

- 7.1 Only members over the age of 18 shall hold voting rights during an Annual General Meeting or a Special General Meeting ("Voting Members").
- 7.2 Corporate Members shall have one vote and be entitled to appoint one representative to attend and vote at General Meetings, subject to having notified the Club of the name of their representative by email at least seven days before the General Meeting.
- 7.3 Business at Annual General Meetings and Special General Meetings shall be decided by a simple vote of the Voting Members in attendance and the proxy votes received.
  - (i) Voting Members shall be allowed to cast proxy votes at Annual General Meetings and Special General Meetings.
  - (ii) Proxy votes must be submitted in writing to the Honorary Secretary to arrive at least 72 hours prior to the start of the meeting and once submitted cannot be changed or cancelled.
  - (iii) Proxy votes for the election of members of the Executive Committee or for Team Captains will only be accepted for candidates who have declared their intention to stand to the Secretary seven days prior to the Annual General Meeting or Special General Meeting.
  - (iv) Discretionary proxy votes are not allowed.

### 8. SUBSCRIPTION RATES

- 8.1 Adult Playing Members
  - (i) Senior £ 22.50 per month
  - (ii) Full Time Students £ 11.00 per month
- 8.2 Or such lesser amount that the Executive Committee may from time to time determine.
- 8.3 Associate and Referee Membership
  - (i) Associate Members £ 70.00 per annum
  - (ii) Referees £ 20.00 per annum
- 8.4 These memberships entitle the member to play for the Vets XV (but not for any other sides),

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to participate in the Club's touch rugby sessions, to go on Club tours and to attend Club social events.

### 8.5 Life Members

- (i) Life Playing Members £ 750.00 one off payment
- (ii) Life Associate Members £ 375.00 one off payment

### 8.6 Youth & Junior Section

- (i) Playing Members £ 150.00 per annum
- (ii) Trial Membership £ 30.00  
Deductible on upgrade to Playing Membership

8.7 Annual subscriptions shall fall due on or before 1<sup>st</sup> July each year. Annual membership shall be valid from the period starting on 1<sup>st</sup> July and ending on 30<sup>th</sup> June.

8.8 The Executive Committee shall determine the terms for each corporate member.

8.9 The Executive Committee may waive payments of the whole or any part of the subscription rate in any case when, in their sole opinion, such an action would be appropriate.

## 9. PLAYING

9.1 Only players over the age of 18 may play in adult matches or take part in adult training sessions.

9.2 Teams shall be selected by a process approved by the Executive Committee.

9.3 The Club playing kit shall consist of red, white, and navy-blue shirts, navy blue shorts, and red, white, and navy-blue socks. The change kit shirt shall be predominantly sky blue; the shorts and socks shall be identical to the Club playing kit.

## 10. DISCIPLINE

10.1 The Club has the power to investigate, conduct hearings and impose sanctions on any member (including parents of youth players whether the parent is a member in their own right), and any person who plays for the Club or who has been appointed, elected, or acts in any other capacity for the Club.

10.2 The Club has the power to impose such sanctions as it sees fit including, but not limited to, financial sanctions and temporary or permanent expulsion from the Club.

10.3 The Executive Committee shall appoint (and may remove at its discretion) one or more Disciplinary Officer(s).

10.4 The Disciplinary Officer has the power to temporarily suspend any person from the Club whilst an allegation is being investigated and determined. The individual concerned may appeal against this decision to the Executive Committee.

10.5 In determining sanctions, the Club may consider the person's previous behaviour and disciplinary record both at the Club and elsewhere.

10.6 The Disciplinary Officer may convene a Disciplinary Sub-Committee to:

- (i) investigate and consider any allegation of a breach of the Club Rules (including policies that may from time to time be approved by the Club's Executive

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Committee), the RFU Rules & Regulations, the MCRFU Rules & Regulations, the Laws of the Game, the World Rugby Regulations, or any conduct (wheresoever executed) that could be deemed to bring the Club or the Game into disrepute; and

- (ii) determine sanctions.
- 10.7 Members shall be held accountable for the behaviour of any person or persons that they invite to attend Club matches or Club events whose conduct could be deemed to bring the Club into disrepute.
- 10.8 Disciplinary matters pertaining to the Youth Section shall be dealt with by the Youth Disciplinary Sub-Committee. Other disciplinary matters shall be dealt with by the Adult Disciplinary Sub-Committee.
- 10.9 Disciplinary hearings shall be conducted (and sanctions determined) in accordance with the principles within RFU Regulations and guidelines or procedures issued from time to time by the RFU and/or the MCRFU.
- 10.10 Adult Disciplinary Sub-Committee
- 10.11 The Adult Disciplinary Sub-Committee shall consist of the Disciplinary Officer, who shall chair the meeting, the Club Captain or Director of Ladies Rugby, Chair, Secretary, and any other members of the Club co-opted by this Sub-Committee
- 10.12 The quorum for a meeting shall be three members in attendance.
- 10.13 If the Disciplinary Officer is unable to chair the meeting, then the meeting shall appoint a Chair.
  - (i) Youth Disciplinary Sub-Committee  
The Youth Disciplinary Sub Committee shall consist of the Disciplinary Officer, who shall chair the meeting, Chair of the Youth Section or Chair of the Junior Section and two other members of the Club co-opted by this Sub-Committee..  
  
The quorum for a meeting shall be three members in attendance.  
  
If the Disciplinary Officer is unable to chair the meeting, then the meeting shall appoint a Chair.
  - (ii) Any person whose behaviour is to be considered under Club Rule 10.10 or Club Rule 10.2 shall be given at least three days' notice of any hearing and shall have the right to attend or be represented and to receive any relevant papers as soon as practicable ahead of the meeting.
  - (iii) Any person whose behaviour is to be considered under 10.1 & 10.2 shall be given at least three days-notice of any hearing and shall have the right to attend or be represented and to receive any relevant papers as soon as practicable ahead of the meeting.

## 11. APPEALS PROCESS

- 11.1 Any person who:
  - (i) Has had their membership terminated (either temporarily or permanently) by the Executive Committee in accordance with Club Rule 10; or
  - (ii) has been removed as a member of the Executive Committee in accordance with Club Rule 4.4; or

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- (iii) has been removed as a Team Captain or from any other position within the Club in accordance with Club Rule 4.4; or
  - (iv) has been removed as a member of the Company in accordance with Club Rule 13.3; or
  - (v) has been subject to any other disciplinary sanction by the Club in accordance with Club Rule 1 shall have the right to appeal provided that the individual (or in the case of an individual under the age of 18 by a parent or guardian) does so in writing (by email or post) to the Chair of the Executive Committee setting out the grounds for their appeal provided the appeal is received by the Chair within 14 days of the date of the meeting at which the sanction was imposed.
- 11.2 Upon receipt of an appeal under Club Rule 11.1 the Chair of the Executive Committee shall convene an appeal panel consisting of three members of the Club appointed by the Chair who were not involved in imposing the sanction.
- 11.3 One member of the appeal panel shall be appointed as Panel Chair by the Chair of the Executive Committee.
- 11.4 The appeal must be heard, and the decision communicated to the individual (or in the case of an individual under the age of 18 to a parent or guardian) within 28 days of the appeal being received.
- 11.5 The decision of the appeal panel shall be final and binding.

### **12. INJURED PLAYERS FUND**

- 12.1 The Club's Injured Players Fund shall be managed by an Injured Players Fund Committee.
- 12.2 The members of the Injured Players Fund Committee and its Chair shall be appointed by the Executive Committee.
- 12.3 The Injured Players Fund Committee shall be accountable to the Executive Committee.
- 12.4 The Executive Committee may remove the Chair or any member of the Injured Players Fund Committee at any time. A vote in favour of removal by at least two thirds of the attending Executive Committee members is required to approve removal.
- 12.5 The Injured Players Fund Regulations, which shall include claims procedures, shall be reviewed, and approved annually by the Executive Committee.

### **13. APPOINTMENTS TO THE COMPANY**

- 13.1 The Executive Committee shall nominate such persons as it sees fit to be guarantors and/or Directors of the Company for consideration by the Company.
- 13.2 Such guarantors and Directors shall act in good faith as far as possible in accordance with the wishes of the Club in the exercise of their rights and powers as members of the Company, including but not limited to the appointment and removal of Directors of the Company.
- 13.3 The Executive Committee shall be empowered to remove any Director of the Company who is not performing his duties in accordance with the Club Rules. A vote in favour of removal by at least two thirds of the attending Executive Committee members is required to approve removal of a Director from the Company.

The Director concerned must be informed of the resolution to remove at least fourteen days before the date of the meeting and shall have the right to attend the meeting.

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- 13.4 Should there at any time be no Directors of the Company, the Executive Committee shall appoint Directors to the Company.

***End***