



THE CONSTITUTION OF ROMSEY WASPS JUNIOR RUGBY FOOTBALL CLUB

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1. Club Definition

The Club shall be called the Romsey Wasps Junior Rugby Football Club, hereafter to be referred to as "The Club" and shall be affiliated to the Hampshire Rugby Football Union. The Club will be the junior section of the Romsey Rugby Football Club, hereinafter referred to as "The Senior Club"

2. Purpose

The primary objective of The Club is to promote the game of rugby for boys and girls up to the age of 16 years.

It will endeavour to provide opportunities for:

- Developing skills
- Improving confidence
- Competitive teamwork
- Discipline
- Fun of the game

This will all be given in an environment free from fear and harassment, where everyone has the chance to enjoy and play the game of rugby.

3. Management

3.1. Committee

The overall business and running of the Romsey Wasps Junior Rugby Football Club shall be conducted by a Committee comprising the Officers listed below. These Officers will be appointed after election at the Annual General Meeting and the appointment will be for the duration of one year between AGMs. The Committee may recommend amendments or additions to these Offices which will be subject to verification at the next Annual General Meeting or Extraordinary General Meeting. No person shall hold more than two full committee offices.

The Committee comprises:

- Chairman
- Vice Chairman (x2) **
- Treasurer
- Fixtures Officer (x2)
- Child Welfare Officer
- Registration Officer (x2)
- Coaching Co-ordinator (x2)
- Minuting Officer
- Webmaster
- Sponsorship Officer
- Equipment Officer



- Parent Representative (x2)
- Senior Club Representative

** Note: The Vice Chairman will be nominated from amongst The Committee. This is a nominal role, and does not count as a full post.

3.2. Sub-committee

The Committee may set up any Sub-committees that it deems necessary (e.g. catering, social events, etc.). They will consist of no fewer than 3 people, at least 1 of whom will be from the main Committee. The main Committee Member(s) will be responsible for reporting back to the Committee at the monthly Committee Meeting.

3.3. Casual Vacancies

If a casual vacancy arises in the Committee during the season, it may be advertised within The Club and filled by a volunteer member with the approval of the Committee. If the post still remains vacant after advertising, the vacancy will be filled by other Officers from the Committee until the re-election of Committee Officers at the AGM.

3.4. Other Non-elected Posts

There are a variety of other posts within The Club which do not qualify for full Committee status. The person holding these posts will not have to attend any of the committee meetings but may do so if they wish. Each of the post holders will be responsible for liaising with their relevant committee member and vice versa, so that everybody is informed regarding the running of The Club. (Liaison Officer on the main Committee is noted in brackets.)

The Non-elected Posts are as follows:

- Age Group Managers –(Vice Chairman)
- Age Group Coaching Team – (Coaching Co-ordinator)
- School Liaison – (Vice Chairman)
- Kit Shop Officer – (Treasurer)
- First Aid Officer – (Fixtures Officer)

The Age Group Managers are selected from and appointed by the Parents and Guardians of the relevant age group.

The Coaching Team (Coaches and Assistants) must make an application to the Coaching Co-ordinator. Applications will be assessed and approved by the Coaching Co-ordinator with final approval by The Committee before any person can be permitted to take up a coaching role. Coaching approvals will be reviewed at least on an annual basis.



Application for School Liaison and Kit Shop posts will be made to and approved by The Committee before the person can be permitted to take up these roles.

The First Aid Officer should be a suitably qualified individual and may be selected from Members of The Club or brought in from an external agency

All Non-elected Posts will be subject to Child Welfare Regulations whether they are filled from within The Club or through external agencies.

4. Membership

4.1. Parents and Guardians

Parents and Guardians become Members of the Romsey Wasps Junior Rugby Football Club for the season once subscriptions are paid for the Player in their guardianship. Membership of The Club entitles the Member to Social Membership of The Senior Club; it also entitles them to vote at the AGM and EGMs of the Junior Club.

4.2. Players

Players become Player Members of The Club on payment of Subscriptions. Player Members are not entitled to a vote at the AGM or EGMs of the Junior Rugby Club.

4.3. Subscriptions

Subscriptions are due at the start of each season in September. All players must register and pay their subscription in full before they can be entered to play in a match.

If a new player joins after the start of the season, they will be entitled to two trial sessions before subscriptions become due. It should be noted however that during the trial period, a player will only be able to take part in the coaching element and will not be able to play in matches.

4.4. Supervision of Players

It is a condition of membership that a Parent or Guardian is present with the Player on all occasions that the Player is training or competing in matches for The Club. It needs to be fully understood that Managers, the Coaching Team and First Aiders will not accept guardianship nor are they to be responsible for decisions regarding or personal actions of the children whilst they are with The Club. However, if a Parent or Guardian cannot be in attendance then a nominated adult may take responsibility for a Player provided that this has been mutually agreed between this individual and the Parent or Guardian of the child. In such circumstances, the Manager MUST be made aware of these arrangements at the start of each and every session.



4.5. Catering

It is a condition of membership that all parents and guardians will be expected to provide assistance with the catering during the course of the season. A Catering Rota is published by the Fixtures Officer and issued to the Team Managers at the start of each season. In the event of a person being unable to take their turn, they must make arrangements to provide cover.

4.6. Revoking Membership

The Committee shall have the authority to withdraw or suspend membership from any Committee Member, Non-elected Post Holder, Parent/Guardian or Player for:

- Misconduct
- Unacceptable behaviour
- Failure to implement or comply with Committee Decisions
- Failure to comply with The Constitution and Policies of The Romsey Wasps Junior Rugby Football Club.
- Contravention of RFU Rules and/or the Laws of England

5. Meetings

5.1. Annual General Meeting – AGM

5.1.1. Notice Period

Notice of the Annual General Meeting is to be advertised not less than 21 calendar days prior to the Meeting either:

- on the notice board
- on the website
- by notification through the age group managers.

The AGM shall be held each year in March or April, the precise date being decided by the Committee.

5.1.2. Agenda

The Agenda will contain the following items:

- Confirmation of the minutes from the previous Annual General Meeting
- Presentation of the audited accounts for the previous financial year, 1 July to 30 June, by the Treasurer for approval
- Report of current financial status by the Treasurer
- Annual report of the Committee by the Chairman
- Election of the Officers of The Club
- Announcement of club membership subscription for following season
- Any other business that has been advised to the Minuting Officer in writing by Members of The Club no fewer than 7 days prior to the meeting and published in the agenda.



5.1.3. Election to Post

Elections are held each year at the AGM for Offices of The Committee.

All current Officers of the Committee must either resign or be re-nominated and seconded by other Members for election at the Annual General Meeting.

Any person, either a Member of The Club or an independent volunteer, can stand for Office on the Committee and will need to be nominated and seconded by Members of the Club.

All nominations will need to be received in writing by the outgoing Minuting Officer a minimum of 24 hours prior to commencement of the AGM.

If a particular Office position is uncontested, then the nominated Member will duly be elected onto The Committee.

When there are two or more people contesting an Office, each person, having been duly proposed and seconded, will be given a maximum of five minutes to make a presentation to the AGM. They may nominate a person to speak on their behalf or they may choose to speak for themselves. At the end of this time they will be asked to leave the room and the vote will then be taken. The successful candidate will be elected by a simple majority vote. If the vote is split then the outgoing Chairman will cast the deciding vote.

5.2. Extraordinary General Meetings – EGMs

Extraordinary General Meetings may be convened by the committee by a simple majority vote at a Committee Meeting or if a request in writing, from no fewer than 20 Full Members of The Club, is received by the Minuting Officer.

Notice of an Extraordinary General Meeting is to be advertised not less than 21 calendar days prior to the Meeting and in a manner noted for AGMs.

The Reason for the EGM will be documented in the written request calling for the meeting to be held. The Reason will be debated giving equal time to both sides and culminating in a vote should this be necessary. A simple majority vote will determine the outcome but if the vote is split then the Chairman of The Club will cast the deciding vote.

5.3. Voting Rights

All Committee Members, Other Non-elected Post Holders, Parents and Guardians of players who are present at an AGM or EGMs are entitled to



cast their vote when called upon to do so. Observers who have no association with The Club will not be entitled to participate in a vote.

Regardless of number of posts and memberships held, eligible individuals will only be entitled to a single vote on each occasion.

5.4. Monthly Committee Meeting

5.4.1. Quorum

A quorum is defined as 5 Committee Members of whom at least one must be the Chairman or Vice Chairman. It is desirable but not essential that Officers within the quorum should represent both the Minis and the Junior Sections of The Club so that a balanced view can be given.

5.4.2. Attendance by Others

Non-elected Post Holders may attend a Monthly Committee Meeting and may be invited to discuss matters on the Agenda.

With prior notice, a visitor may ask for an item to be added to the Agenda for discussion by The Committee. A minimum of 48 hours notice should be given for such items to be added and the request should be made through the liaising Committee Member (ie Coaching Co-ordinator or Vice Chairman). The liaising Committee Member should advise the Minuting Officer at least 24 hours prior to the meeting so that the item can be included in the Agenda.

5.4.3. Voting at Committee Meetings

Those Members who hold more than one Office on The Committee will only have one vote. Other Non-elected Post Holders, who may be present at a Committee Meeting and have listened and/or contributed to the debate will not be allowed participate in the vote. Any member may abstain. In the event of a tie, the Chairman has a casting vote to resolve an issue.

6. Child Welfare

All officers of The Club, role holders and any one else having contact with children must comply at all times with current English Law and RFU Rules. Failure to comply puts the individual at risk of their Club membership being revoked or, should it be deemed necessary, being reported to the Criminal Authorities.

7. Dissolution of Club

If a resolution is passed calling for the dissolution of The Club at any meeting, the Chairman shall immediately convene an Extraordinary General Meeting. This should be held no less than 21 calendar days thereafter to discuss and vote on the resolution.



If the resolution is carried by at least two-thirds of the members present at the EGM, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of The Club and discharge all debts and liabilities of The Club.

After discharging all debts and liabilities of The Club, the remaining assets shall not be paid nor distributed among the members of The Club but shall be given or transferred to The Senior Club.

8. Force and Amendment

This Constitution, dated 26 November 2008, shall remain in force until altered or amended by a majority vote at an Annual or Extraordinary General Meeting.

Signed:

Steve McGuire
Mini and Junior Chairman 2008-2009
On behalf of Romsey Wasps Junior Rugby Football Club