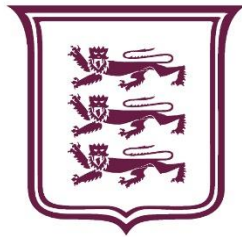


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**GLOUCESTERSHIRE
RUGBY
FOOTBALL
UNION**

Operating Procedures

*Gloucestershire Rugby Football Union – here to support you
“More Players –Playing More Often”*

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Contents

1. Rules
2. Objects & Culture
3. Operation & Organisation
 - a. Management Committee
 - b. Executive Board
 - c. Rugby Committee
 - d. Sector Committees
4. Associated & Affiliated Bodies

Appendices

A1 Membership

- A1.1 GRFU Patron
- A1.2 Life Members
- A1.3 Ordinary Members
- A1.4 Honorary Members
- A1.5 Patron Members

A2 Terms of Reference

- A2.1 Management Committee, Executive Board, Rugby Committee and Schedule for meeting
- A2.2 Sectors
- A2.3 Delegated Powers
- A2.4 Appointed Bodies
 - A2.4.1 Appointments Panel
 - A2.4.2 Appeals Panel
 - A2.4.3 Awards & Advisory Panel
 - A2.4.4 Affiliation Panel
- A2.5 Representatives to RFU Council

A3 Associated & Affiliated Bodies

- A3.1 Associated Members
 - A3.1.1 Students Union
 - A3.1.2 Schools Union
 - A3.1.3 Federation of Rugby Union Referees
 - A3.1.3.1 Bristol Society of R U Referees

A3.1.3.2 Gloucester & District Society of R U Referees

A3.2 Affiliated Members

A3.2.1 Bristol & District Combination

A3.2.2 North Gloucestershire Combination

A3.2.3 Cheltenham & District Combination

A3.2.4 Stroud & District Combination

A3.2.4 Forest of Dean Combination

A4 Job Descriptions

A4.1 Officers

A4.2 Sector Heads

A4.3 County Administrator

A4.4 Appointed Bodies

A4.5 Representatives to RFU Council

A5 Delegated Powers

A5.1 From the RFU to the GRFU

A5.1.1 Discipline

A5.1.2 Safeguarding

A5.1.3 Leagues Administration

A5.2 From GRFU Management Committee to Sectors and others

A5.2.1 Competitions

A5.2.2 General Data Protection

A6 Organisation & Procedures for Sectors

A6.1 Facilities & Funding

A6.2 Finance

A6.3 Coaching

A6.4 Communications

A6.6 Competitions

A6.7 Governance

A6.8 Marketing & Sponsorship

A6.9 Mini & Youth Rugby

A6.10 Representative Rugby

A6.11 RugbySafe

A6.12 Volunteers

A6.13 Women & Girls Rugby

A7 Organisation & Procedures for Appointed Bodies

A7.1 Appointments Panel

A7.1.1 Process for Dealing with Vacancies

A7.1.2 Process for Resignations and Dealing with Casual Vacancies

A7.2 Appeals Panel

A7.3 Awards Panel

A7.4 Affiliation Panel

A8 Organisation & Procedures for Delegated Powers

A8.1 Disciplinary Procedures

A8.2 Safeguarding Procedures

A8.3 Leagues Administration

A9 Procedures and Governance Directly Relating to Clubs

A9.1 Affiliation Applications

A9.2 Competitions

A9.2.1 Breach of Rules

A9.2.2 Club and CB Leagues

A9.2.3 Nominations to National Competitions

A9.2.3 Age Grade Rugby- GRFU Rules to Manage Applications Made Under RFU Regulation 15

A9.3 Finance

A9.3.1 Subscriptions

A9.3.2 Review of Club Accounts

A9.4 Election of GRFU Representatives to the RFU Council

A9.5 Discipline – Responsibilities of Clubs

A9.6 Safeguarding - Responsibilities of Clubs

A9.7 Data Protection - GDPR

A10 GRFU General Meetings

A10.1 Annual General Meeting

A10.2 Finance EGM

A10.3 Other General Meetings

A10.4 Management Committee Meetings

A10.5 Executive Board Meetings

A11 Maintenance and Approval of Operating Procedures

References

1. Incorporation Document
2. Terms of Employment
3. RFU documentation on rules and regulations

GLOUCESTERSHIRE RUGBY FOOTBALL UNION LTD OPERATING PROCEDURES

1. **RULES.** The rules of "THE GLOUCESTERSHIRE RUGBY FOOTBALL UNION LTD" (hereinafter called "the Union") are registered under the Industrial & Provident Societies Act Register No: 29240R (Ref 1) and should be read in conjunction with this document.

2. **OBJECTS & CULTURE**

The objects of the Constituent Body are specified in Section 3 of the Incorporation Document, ie:

- To administer the Game in the County of Gloucestershire with the part of the City of Bristol situated north of the true course of the River Avon (as recognised by prior to the reorganisation of Local Government in 1971) ("the County") on behalf of the Union.
- To promote, encourage and extend the Game throughout the County including (but not limited to) the coaching thereof, its development in Schools and at all youth levels and the recruitment, administration and training of referees.
- To ensure that the game is played in accordance with the Laws of the Game and is administered in accordance with the World Rugby Regulations and rules of the Union.
- To arrange and undertake representative and other matches as the Committee may decide.

The culture of the Constituent Body is to sustain and further develop the game within Gloucestershire founded upon the RFU core purpose for the community game and the six key drivers.

The core purpose is the strengthening of the member clubs and growing the game in the communities around them.

The six key drivers are:

- Retaining and developing current players
- Recruiting new players
- Retaining and recruiting high quality coaches, referees and volunteers
- Effective and efficient facilities
- Effective and efficient management and governance
- Integration with the local community

Establishing the culture has taken time. With socio-economic change it is essential to work continuously to establish new working relationships and build trust whilst striving to take the game forward.

3. **OPERATION & ORGANISATION**

The Union is organised into five regions known as Combinations, these being Bristol & District, North Gloucestershire, Cheltenham & District, Stroud & District and Forest of Dean. Representatives are elected from the Combinations to the Management Committee of the Union. When a new Club is formed it is appointed to a Combination by the Management Committee. Combinations are concerned with the welfare of the Clubs who choose to join the Combination and these may include Clubs from adjoining Constituent Bodies. The GRFU utilises the Combinations in the administration of rugby playing and organisational matters. The Combinations provide an essential link between the Clubs and the CB.

The affairs of the Union shall be administered by the Management Committee, which shall exercise all the powers of the Constituent Body expressed in Para. 4 of the Rules of Incorporation and without limiting the generality thereof. The role of the Management Committee is to establish the strategy for the playing and development of rugby and the game in general in the County and hold the Executive Board and the Rugby Committee to account. The day to day affairs of the County shall be the responsibility of the Executive Board. The Rugby Committee shall be responsible primarily for the delivery of the Annual Plan through the relevant Sectors. The Terms of Reference of the Board and each of Committees are given in Appendix 2.1

The Union shall operate in an honest, open and transparent manner to support the needs of the clubs. All official and authorised Union activities are undertaken, on the understanding that they will be to the benefit of the members and the game. This will be achieved through the development of a working partnership founded on trust between the key parties: The Union; the full time RFU professional staff (RRM, RDOs, CRCs and Regional Specialist Staff) and our clubs. The key to success will be effective communication.

The Union shall adopt and implement the policies of the RFU based on national legislation in relation to, but not exclusively, on safeguarding (both children and vulnerable adults), data protection, the social media, health & safety, equality & diversity.

The schedule for meetings of the Board and Committees is arranged and agreed to meet the terms of reference and ensure good communications with all parties.

All posts shall be taken up and become effective from the end of the relevant General Meeting.

The Job Descriptions of the Officers and the role of others are given in Appendix 4

3.a. The Management Committee

The Management Committee shall be chaired by the CB Chairman

The Management Committee shall consist of the Officers and not more than 29 elected members (or such number as determined from time to time by the Constituent Body in General meeting). The Management Committee shall be chaired by the CB Chairman or in his absence a nominated alternative. The term of office of the members shall commence immediately following the AGM. The primary role of the Committee is to hold the EB and the RC to account.

The Management Committee shall consist of:

- 1) **The Officers** as defined in the Incorporation Document and amended from time to time by AGM Resolution (amended from Incorporation when the County Administrator post replaced that of Hon Secretary). The Officers currently being: The President, Chairman and Hon Treasurer, together with the Vice President of the year (being either the Immediate Past President or the President Elect)
- 2) **The Representatives of the County on the Rugby Football Union Council.**
The two representatives on the RFU Council (see A2.5)
- 3) **The Associated Bodies Representatives** (see Para 4) One representative from each of the following: Bristol & District and Gloucester & District Referees Societies, Students Union, Schools Union (see A 3.1 for nomination process).
- 4) **The Affiliated Representatives** (see Para 4) One representative from each of the five Combinations in the CB; Bristol & District, Cheltenham & District, Forest of Dean, North Gloucestershire, Stroud & District. For the purposes of the election of representatives

to the Management Committee, the Combination to which any club belongs shall be determined by the Management Committee. (see A 3.2 for election procedure)

- 5) **Sector Heads** shall be elected to the Management Committee following recommendations for nomination from the Appointment Panel (see Appendix 5.1) to the Executive Board and subsequent approval by the members at the AGM. Their specific duties are as follows: Coaching, Communications, Competitions, Facilities & Funding, Governance, Marketing & Sponsorship, Mini & Youth, Representative Rugby, RugbySafe, Volunteering and Women & Girls. If no nominations are received for a Sector Head post, or if a vacancy arises during the year, the vacancy will be treated as a casual appointment (see A7.2.1)
- 6) **RFU Delegated Functions: Discipline Chairman & Safeguarding Chairman.** The chairs shall be appointed by the Management Committee following recommendation from the Appointments Panel (see A2.3.1 & A2.3.2)
- 7) **Chairman of the Rugby Committee**
- 8) **Appointments Panel Chairman** (see A2.2.1)
- 9) **The County Administrator and the RFU Area Manager (RFU-AM)** will be in attendance but have no voting rights.

The Management Committee may appoint a Vice Chairman if and when required from a current or former member of the Management Committee with co-option if the latter.

At the discretion of its chairman, others may be invited to attend a meeting of the Management Committee for a specific reason.

3.b The EXECUTIVE BOARD

The Executive Board shall be chaired by the CB Chairman or in absentia by the President if no Vice Chairman has been appointed (see 3.a (10))

The role of the Executive Board is to manage the day to day operational activities and the long-term strategy of the CB ratified by the Management Committee

The Executive Board shall consist of:

- 1) **The Officers** as defined in the Incorporation Document and amended from time to time by AGM Resolution currently being: the President, Chairman and Hon Treasurer together with the Vice President of the year (being either the Immediate Past President or the President Elect)
- 2) **The Representatives of the County on the Rugby Football Union Council.** (see A1.5 & A4.5)
- 3) **The Sector Heads of:** Governance, Communications, Marketing & Sponsorship, RugbySafe. Other Sector Heads may be invited by the chairman as required by the agenda.
- 4) **The Chairman of the Rugby Committee**
- 5) **The Chairman of the Appointments Panel**

- 6) **The RFU Area Manager Ex Officio and non-voting**
- 7) **The County Administrator Ex Officio and non-voting**

3.c The Rugby Committee

The Chairman shall be appointed by the Management Committee following recommendation from the Appointments Panel.

The role of the Rugby Committee is to oversee the delivery of Community Rugby including the Annual Delivery Plan and as such reports to the Executive Board.

The Rugby Committee, in addition to the Chairman, shall consist of:

- 1) **The Sector Heads of:** Coaching, Competitions, Discipline, Facilities & Funding, Mini & Youth, Representative Rugby, RugbySafe, Safeguarding, Women & Girls Rugby
- 2) **The Treasurer**
- 3) **Representatives of the two Referees' Societies**
- 4) **Representatives of the Schools Union and Students Union**
- 5) **At least one of the Representatives of the County on the Rugby Football Union Council**
(see A1.5 and A4.5)
- 6) **The RDOs for each of the three areas**
- 7) **The SW Universities Partnership Officer**
- 8) **The SW Area Training Manager**
- 9) **The RFU Area Manager**
- 10) **Representatives from each of the five senior Affiliated Combinations. Bristol Junior Combination is represented through the Mini & Youth Sector Head.**

In addition, the Rugby Committee may invite to its meetings any individual who may have influence on delivery of activities .

3.d. THE SECTOR COMMITTEES

The Management Committee shall appoint such sector committees as are necessary to deal with the affairs of the Constituent Body. The composition, powers and terms of reference of each committee shall be determined by the Executive Board. Following the Annual General Meeting, the Management Committee will confirm or otherwise the appointment of the committees. At any time, new people can be nominated for a committee but only become members following approval by the Management Committee. Additional committees can be formed and existing committees removed by the Management Committee to suit the needs of the Constituent Body activities.

The terms of reference of each of the Sector Committees are outlined in the Appendix 4.2 of these Operating Procedures.

Minutes or meeting notes shall be produced for all sector committee and similar meetings. These minutes will be circulated to the Management Committee and others as appropriate and, where necessary, decisions considered for ratification by the MC. Items of business on matters going outside the CB and certain internal items must be approved by the Executive Board either at a meeting or by communication.

4. ASSOCIATE AND AFFILIATED BODIES

Any suitable associated or affiliated body shall be eligible to become members of the GRFU. (See Appendix 3 for further detail)

Definitions:

- i) An **Associated Body** is one which has representation on the Rugby Football Union other than through the Constituent Body. These include the County Schools' Union, The Students RFU, and the Referees' Societies representing Gloucester & District and Bristol & District.
- ii) An **Affiliated Body** is one which does not have representation on the Rugby Football Union. These are: Bristol & District Combination, North Gloucestershire Combination, Cheltenham & District Combination, Forest of Dean Combination, Stroud & District Combination. The Combinations have been formed to support and assist the clubs in their region. They shall have the same privileges and responsibilities as corporate bodies.(see Incorporation Document para 5.5)

Provisions a, b, & c apply to both types of body:

- a) Operate within the County of Gloucestershire (as defined in the Incorporation Document).
- b) Have a set of bye-laws approved by the Union or by the RFU (or delegated body e.g. Rugby Football Schools' Union etc.).
- c) Each Associated Body shall be invited to provide one member of the Management Committee.
- d) The members of the Management Committee, who represent an Associate Body, shall be empowered to take part in and vote on, all the affairs of the Union, except on any aspect relating to the Rugby Football Union, where the Associate Body is also represented by another body on the Rugby Football Union.
- e) Associate Bodies shall not be required to pay a subscription to the Constituent Body.

Appendices

Appendix 1 Membership

A1.1 The GRFU Patron

An eminent person invited to take on the role
HRH The Princess Royal has been the GRFU Patron since 1989

A1.2 Life Members

- Life Membership is awarded to volunteers for a substantial contribution to the activities of the GRFU over a long period. Life Membership carries with it a range of privileges which are given under the Rules of the GRFU (para II Membership) together with items agreed from time to time by the Management Board.
- The President of the GRFU has the responsibility of nominating candidates for Life Membership. Such nominations shall be considered for approval by the Executive Board.

A1.3 Ordinary Members

- Members of the GRFU are as defined in the Rules of the GRFU (para II Membership) and include affiliated Clubs, associated and affiliated bodies together with members of the Management Committee including their co-opted members and Life Members.

A1.4 Honorary Members

- Honorary Member status is for individuals who would not normally qualify for election as Life Members, perhaps because of their paid status and is given for service to the GRFU beyond and above that expected. It carries with it the same privileges as Life Membership except for voting.
- The Appointments Panel have the responsibility of nominating candidates for Honorary Membership. Such nominations shall be considered for approval by the Executive Board.

A1.5 Patron Members

- Patron Members are persons wishing to be associated with and to support the GRFU.
- Application to become a Patron is accepted at the discretion of the GRFU.
- Patrons may attend the GRFU AGM but have no voting rights.
- A donation will be made annually at the beginning of each season. The minimum level of donation is decided from time to time by the Management Committee.
- Applications may be made for international match tickets. The conditions for such applications will be agreed by the Management Committee.
- Tickets for County Championship games will be made available under conditions agreed by the Management Committee.

A1.6 Co-opted Members

- As and when deemed necessary and in line with these Operating Procedures, it may be desirable to co-opt suitable persons to the Management Committee
- The Appointments Panel has the responsibility of recommending persons for co-option and the Management Committee for the approval.
- The co-option terminates at the AGM of the season of appointment.
- The co-opted person has the same voting rights and privileges as any Management Committee member.

Appendix 2

Terms of Reference of Boards, Committee Appointed Bodies and Others

A2.1 The Board and Committees

Meeting Schedule

The recommended meeting schedule indicates the timings of meetings for the Board and Committees. This may be amended by the Chairman to meet specific needs.

All meetings will be held on a Wednesday of the week in the month indicated

	Exec Board	Management Comm	Rugby Comm
July			4th
August	3rd		
September		2nd	
October		2nd	
November	1st	4th	
December			3rd
January	2nd		
February		1st	
March	1st	4th	
April			1st
May	1st	4th	
June	2nd		1st
July		AGM	

A2.1.1 Management Committee

The Committee shall be chaired by the GRFU Chairman or nominated alternative and shall meet six times each year as indicated in A2.1 The generic agenda for Management Committee meetings is shown in A10.4

- Act as the forum of representation for all member clubs, affiliated & associated bodies
- Holds the Executive Board to account
- Holds the Rugby Committee to account

- Monitor and review all aspects of rugby in the County
- Highlight successes & issues
- Promote open discussion as a basis for developing the strategic plan and other plans
- Approve the policy & strategy for the CB
- Approve the annual budget and longer term financial plan produced by the EB
- Approve the Annual Delivery Plan
- Approve from time to time the Strategic Plan
- Approve the date, time and location of General Meetings
- Approve appointment of Rugby Committee Chairman, Sector Heads and others as identified in these Operating Procedures
- Approve the terms of reference or dissolution of Sector Committees, Panels and others necessary to deal with the affairs of the Constituent Body as recommended by the Executive Board
- To otherwise enact the Powers of the Constituent Body as stated in Para 4 of Incorporation under the Rules of the GRFU

A2.1.2 Executive Board

The Board shall be chaired by the GRFU Chairman or nominated alternative The Board shall meet a minimum of six times each year as indicated in A2.1 The generic agenda for Board meetings is shown in A10.5

- Exercise all powers of the CB except those exercised by the Management Committee as stated in A2.1.1 This is in line with the roles of the RFU Board and Council
- The EB shall not exercise any of its powers in a way which is inconsistent with the objects of the CB policies of the Management Committee
- Develop the policy & strategy for the CB for approval by the Management Committee
- Through the Governance Sector ensure that there is compliance with good governance principles by the Sectors, the Board, committees and others within the GRFU
- Interface with the RFU
- Held to account by the Management Committee
- Manage the affairs of the GRFU on a day to day basis
- Provide the Management Committee with regular reports to allow it to perform its responsibility of holding the EB to account
- Monitor the performance and implement remedial action of the Rugby Committee through its Chairman
- Review the GRFU Operating Procedures and the Incorporation status at least twice each year
- Support and implement the Delegated Functions of Discipline and Safeguarding as required by the RFU
- Co-ordinate the production of the Strategic Plan for approval by the Management Committee
- Produce the Annual Delivery Plan for approval by Management Committee
- Monitor all financial performances through the Treasurer
- Develop the annual budget and the longer term finance plan for approval by Management Committee
- Respond to the recommendations of the Appointments Panel ensuring there is a succession plan and undertake activities to ensure adequate resources are available
- Monitor performance of RFU staff through the RFU Area Manager

A2.1.3 Rugby Committee

The Committee shall be Chaired by a member nominated by the Appointments Panel and approved by the Management Committee. Responsible for overseeing the delivery of Community Rugby including the Annual Delivery Plan. Provide input to the next planning process on: the needs of Clubs, carry over and other relevant items. The Rugby Committee shall meet four times each year as indicated in A2.1

- Report to the Executive Board on issues that affect the delivery of Community Rugby
- Report to the Management Committee on progress regarding key delivery issues of Community Rugby including the Annual Delivery Plan, with the Treasurer reporting on the finances of the plan
- Provide input to the next planning process on: clubs' needs, carry over, and any other relevant items
- Recommend any change in policy or priorities to the Management Committee
- Provide a draft end of year performance report on each of the projects in the Annual Delivery Plan
- Set, direct and monitor the work of the relevant Sector Heads in particular in delivering the Annual Delivery Plan

A2.2 Sectors

- All sectors of the GRFU organisation are fully responsible and answerable to the Management Committee and on a day to day basis to the Executive Board. Powers delegated from the GRFU Management Committee are stated within the Sector terms of reference and/or within the rules pertaining to the sector function. All sectors will work in accordance with the agreed GRFU strategy and action plans. The Management Committee has delegated the responsibility and budget to enable Sector Heads to manage their sectors unfettered. Sector Heads will make regular reports as required to the EB & to the MC.
- The appointment of a Secretary and the composition of committees and other nomination to meet the operating requirement shall be approved by the Management Committee taking into account recommendations from the Appointments Panel.
- The role of Sector Head for the delegated functions of Discipline and Safeguarding, will be appointed from the existing Discipline/Safeguarding Committee, in order to ensure the RFU requirement is met that the role is filled by someone fully trained and knowledgeable within the sector. Alternatively, the role may be filled by a previous member of that committee or a qualified person who has been involved in another CB
- Minutes or Notes shall be produced for meetings of sector committees, panels and other groups where deemed appropriate. When produced, such minutes will be circulated through the County Office to the Management Committee and the other relevant bodies and where necessary decisions considered for ratification. Items of business on matters going outside the CB must be approved by the Executive Board or where deemed necessary by the Management Committee either at a meeting or by communication
- Accounts where appropriate shall be kept by all Sectors and by other bodies. Financial statements will be provided to the Treasurer on a regular basis and to Boards on request. Financial control, budgetary control, payments and receipts will be through the GRFU Treasurer

A2.3 Sectors with RFU Delegated Powers

These committees are responsible for carrying out the powers delegated to the CB by the Rugby Football Union.

Rugby Football Union delegates powers to Constituent Bodies for the purpose of the governance of the game within the Constituent Body. The following Committees will act, on behalf of the Constituent Body, in accordance with these delegated powers:

- Discipline
- Safeguarding
- League Administration Senior Rugby

A2.3.1 Discipline

The Disciplinary Committee operates according to the RFU regulations and the GRFU Operating Procedures in Appendix 8.1.

The Chairman of the Disciplinary Committee is appointed by the Management Committee on the recommendation of the Appointments Panel who in turn approve the membership and modus operandi.

A2.3.2 Safeguarding

The Safeguarding Committee operates according to the procedures laid out in the RFU Handbook and in Appendix A8.2

The Chairman of Safeguarding is appointed by the Management Committee on the recommendation of the Appointments Panel who in turn approve the membership of the team

A2.3.3 League Administration

To be added

A2.4 Appointed Bodies

A2.4.1 Appointments Panel

The composition of the Panel will be approved by the Management Committee.

The Chairman will be appointed initially for two years with a rolling tenure and will be a recent Past President, who is still active within the GRFU and preferably with experience on the Panel. The Chairman will be nominated by the previous Panel for approval by the Management Committee.

The recommended composition of the Panel, in addition to the Chairman is: Chairs of Governance and Volunteering, a business person not involved with the GRFU and two others. The Panel Chairman will nominate the members for approval by the Management Committee.

From Time to time others may be invited to meetings by the Panel Chairman.

A2.4.2 Appeals Panel

The Panel will be chaired by the President or a Past President together with an Officer or a senior member appointed by the Management Committee. Two additional members or such number as defined by the Panel chairman, may be appointed as appropriate to the subject matter and who have no interest in the business to hand. The Panel will convene as required to deal with appeals.

If deemed to be necessary by the Executive Board or the Management Committee or by members, the group will undertake scrutiny or audit of the activities of the CB and report to the Officers.

The panel will consider requests from Member Clubs and other bodies in the event of disputes on the decisions or actions of the CB, its sub committees or individual members. This does not include appeals against decisions of those committees with delegated powers from the RFU, for example Discipline.

The business and decisions of the Panels will remain confidential to the members of the Panel and only that agreed by the Panel for dissemination will be released through the Panel Chairman.

A2.4.3 Awards & Advisory Panel

The Awards panel will be chaired by the President or a Past President who will nominate up to three Management Committee Members. The composition of the Panel who are appointed annually shall be approved by the Executive Board. The results from the Panel will be ratified by the Management Committee before the individuals are notified by the County Office.

A2.4.4 Affiliation Panel

Application by a club for affiliation to the GRFU, as required under para 5.4 of Incorporation, shall be submitted on the appropriate form to the County Office. The Panel to hear the application will be chaired by the President and comprise the Chair of Governance and one other member of the Management Committee. The composition of the Panel will be approved by the Management Committee, who will ensure no conflict of interest. Fulfilment of the requirements for affiliation, including the constitution, will be considered by the Chair of Governance and, if necessary, discussed with the applicant Club. When the application requirements are considered to be complete, a meeting of the Panel will be convened.

Application for change of name of a Club is a Governance matter. If necessary the Affiliation Panel will be convened to consider the application.

A2.5 Representatives to the RFU Council

The GRFU is currently represented by two elected members on the RFU Council. The representatives are normally elected for three-year terms, unless the Management Committee agrees to an annual or two-year term to co-ordinate succession or for some other local reason. Those elected for the first time must be elected for a minimum period of two years. Under RFU regulations Council members may only serve up to nine years unless elected to higher office. There are separate RFU Regulations on the removal of Council Members for irregularities in office.

Appendix 3

Associated & Affiliated Bodies

A3.1 Associated Bodies

Associated Bodies shall operate within their bye laws.

Representation on the Management Committee

- a) Each of the Associated Bodies shall be responsible for nominating a representative to the Management Committee
- b) The GRFU shall be notified of the name of the representative by 30 June each year

A3.1.1 Students Union

A3.1.2 Schools Union

A3.1.3 Gloucestershire Federation of Rugby Union Referees

Bristol & District Society

Gloucester & District Society

A3.2 Affiliated Bodies

Affiliated Bodies shall operate within their bye laws

Representation of the clubs shall be through the five Combinations of the GRFU. In seeking nominations and electing their representative each Combination shall ensure that all Clubs in their region, whether or not they are members of the Combination, have the opportunity to nominate and vote.

- a) Representatives shall be determined annually or otherwise as decided by the Combination. The GRFU shall be notified by the Combination of their representative by 30 June each year.
- b) Representatives shall become members of the Management Committee with effect from the Annual General Meeting.

A3.2.1 Bristol & District Combination

A3.2.2 North Gloucestershire Combination

A3.2.3 Cheltenham & District Combination

A3.2.4 Stroud & District Combination

A3.2.5 Forest of Dean Combination

Appendix 4

Job Descriptions

A4.1 Officers

A4.1.1 President

- A two year appointment
- An Officer of the GRFU
- Act as a figurehead for the GRFU
- Member of the Management Committee and Executive Board
- Represent the County at Club functions, presentations and awards, County Representative games and one England International each season.
- Acts as a 'sounding' board
- Undertakes the pastoral role
- Point of contact for information and advice
- Chairs the Annual General Meeting
- Provides reports notes and forewords for meetings documents and programmes

A4.1.2 Vice President

- The appointment is:
- Either **President Elect**
- One year appointment preceding the Presidency
- An Officer
- Or **Immediate Past President**
- One year appointment following the Presidency

The role includes:

- Member of the Management Committee
- Stand in for and to support the President where necessary
- Develop an understanding of GRFU administration and organisation in preparation for Presidency
- Provide the liaison with the Life Members and acts as Almoner
- Provide a formal link with the Combinations

A4.1.3 Chairman

- Accepted as a three year appointment followed by a rolling annual appointment, but according to Incorporation shall be approved each year by the AGM
- An Officer of the GRFU and the senior ranking Executive Officer
- Chair of the Executive Board with responsibility for the day to day operation of the CB
- Chair of the Management Committee and the Executive Board
- Responsible for ensuring the implementation of the GRFU Strategy to drive through the priority initiatives
- Make day to day operational decisions in association with appropriate Executive Board members
- Line Manager for the County Administrator with the option of delegating this responsibility
- Carry out regular health checks of the organisation and keep succession planning in the headlines
- Attend and advise when necessary the committee meetings at least one per year
- Acts as CB nominee to the Rugby Football Union and represent the County at appropriate RFU conferences

A4.1.4 Treasurer

- Appointed annually
- An Officer of the GRFU
- Responsible for all finance matters within the GRFU
- Member of the Management Committee, the Executive Board and the Rugby Committee

- Work closely with the Sector Heads on finance matters
- Prepare the annual budget and the finance plan
- Implement financial control on the budget and generally monitor finance activities
- Prepare the Annual accounts
- Ensure that statutory finance obligations are met including audit, tax and VAT
- Maintain close contact with the RFU on finance matters
- Ensure a robust back up system is in place for the finance records and the accounts

A4.2 Sector Heads

- Responsible to the Executive Board on a day to day basis for all activities in their jurisdiction
- Report to the Management Committee also, as and when relevant, to the Executive Board and the Rugby Committee
- Work within the GRFU Strategic Plan and RFU Strategic Plan
- Chair the sector committee
- Convene meetings as and when appropriate
- Maintain records of sector meeting
- Establish and agree a budget and financial control procedures with GRFU Treasurer where appropriate
- Maintain accounts in association with the Treasurer
- Produce and deliver the relevant sections of the Strategic Plan and the Annual Delivery Plan
- Provide updates for the Operating Procedures specifically for June and December and when requested
- Maintain an awareness of RFU and other bodies on matters relevant to the sector
- Develop the committee membership and meet the succession management plan in association with the Appointments Panel
- Seek approval where required from the Management Committee or Executive Board for appointments and co-options to their sector/committee to ensure adequate expertise to meet the needs of their function
- Liaise with the other Sector Committees in particular the Communications Sector and provide updates on their sector activity as required
- Encourage involvement in GRFU activities as part of succession planning

A4.3 County Administrator

- The County Administrator is a salaried position, responsible to the Management Committee and directly managed by the CB Chairman or nominated alternative
- Contract and the Terms of employment and other employment legalities will be managed by the GRFU Treasurer. The copies of relevant documents will be held by the County Office and available for reference (Ref 2)
- Undertake the specified duties within the terms of the contract. Work outside these terms must be authorised by the line manager. Voluntary rugby related activities may be undertaken providing there is no conflict of interest
- Ex Officio non-voting member of the Management Committee and the Executive Board
- Manage the County Office as the main communication centre for the County and provide the formal communications link with the RFU and other relevant bodies.

The key aspects of the role are:

- a) Administration and management of records
- b) Organising and supporting meetings
- c) Communication with stakeholders

These include:

- Providing the Secretariat function to the Management Committee and the Executive Board
- Attending other meetings as required

- Providing a focal point for communications and enquiries
- Supporting the Communications Sector as part of its committee
- Producing minutes, letters and County documents as required
- Updating Club Secretaries and GRFU personnel with all relevant information on a daily basis and through regular County Office Notices [CONs]
- Liaising with all Associated/Affiliated bodies
- Developing and managing various databases
- Maintaining County records and archives including the monthly accounts backup

A4.4 Appointed Bodies

The bodies are appointed by the Management Committee on an annual basis to conduct specific tasks on behalf of that Committee.

A4.4.1 Appointments Panel

The Appointments Panel will annually assess, for the purpose of succession, the suitability of members and others for the role of Officers of the GRFU as detailed in the Operating Procedures. It will make recommendations to the Executive Board on the appointment of Sector Heads including those in the delegated responsibility role and other listed GRFU posts, for ratification at the AGM. All posts will be reviewed annually by the Panel. Nominate the Sector Heads for the delegated RFU functions of Discipline and Safeguarding for approval by the Management Committee.

In relation to succession matters, the Panel will arrange for appropriate training and mentoring of appointees within the GRFU.

It will annually provide to the Executive Board a Succession Plan for their consideration.

Should vacancies arise during the year, The Panel will provide the Executive Board with guidance on a 'casual' appointment following due process.

No position to be offered to anyone without the agreement of the Executive Board processed through the Appointments Panel.

Consider and recommend to the Executive Board the appointment and remuneration of any paid staff. Ensure that annual reviews are undertaken of paid staff

A4.4.2 Appeals Panel

Natural Justice and Fairness: The overriding consideration in the conduct of appeals and hearings is that they should be just and fair. The panel must at all times observe the rules of natural justice relating to the conduct of the hearing process

The panel must be:

1. Impartial, that is free of prejudice or bias and not have an interest in the outcome other than to see that the decision is fair
2. Careful and thorough in its consideration of the procedures and evidence

All decisions, together with the reasons for those decisions should be recorded in writing and archived in the County Office Records

A4.4.3 Awards & Advisory Panel

The Panel shall consider nominations for awards which may be made by Clubs, Affiliated and Associated Organisations within the GRFU or as defined for a specific award. The Panel results will be conveyed to the relevant sector Head and to the Executive Board.

A4.4.4 Affiliation Panel

The Panel shall consider any application by a club for affiliation to the GRFU, as required under para 5.4 of Incorporation. Fulfilment of the requirements for affiliation, including the constitution, will be considered by the Chair of Governance and, if necessary, discussed with the applicant. When the application requirements are considered to be complete, a meeting of the Panel will be convened. The outcome of the application will be reported by the panel to the Management Committee.

Applications for the change of name of a Club is a Governance matter. If required it will be dealt with by convening the Affiliation Panel.

A4.5 Representatives to RFU Council

- Represent the GRFU on the RFU Council
- Report as appropriate to the GRFU Executive Board, Management Committee, Rugby Committee, Combination Meetings and the Clubs
- Promote the GRFU as and when appropriate
- Act according to the RFU Council Members' terms of reference

A4.6 Representatives of Associated and Affiliated Bodies

- Communicate the views of the bodies they represent to the GRFU
- Report back to the bodies they represent and promote the activities and culture of the GRFU to those bodies

Appendix 5

Delegated Powers

A5.1 From the RFU to the GRFU

The Rugby Football Union delegates powers to Constituent Bodies for the purpose of the governance of the game within the Constituent Body.

A5.1.1 Discipline

The functions of Discipline are delegated to the CB under Governance. The operation of these sectors must meet the conditions laid down by the RFU.

- Ensure that discipline cases are fully reported and copies of the report archived
- Demonstrate that the RFU regulations and procedures in relation to discipline are being followed
- Liaise with Safeguarding in accordance with the agreed procedure as shown in Fig A6.2.1
- Produce and make available guidance on GRFU Discipline procedures and process
- Update the Management Committee on discipline matters raised by the RFU

This summarises the responsibilities for Clubs/ Club Disciplinary Committees and sets out the process by which all Disciplinary cases are managed.

A5.1.2 Safeguarding

The functions of Safeguarding are delegated to the CB under Governance. The operation of these sectors must meet the conditions laid down by the RFU.

- Implement all aspects of the RFU Safeguarding Policy across the CB in association with Discipline as shown in Figures A8.2.1
- Assist clubs to identify, develop, train, support and maintain a team of Club Safeguarding Officers (CSOs)
- Co-ordinate a programme of formal training, in conjunction with CSOs and/or RDOs, for club personnel involved in working with young people
- In conjunction with the CSOs, develop an effective DBS process within the CB to ensure that all individuals working with young people and vulnerable adults meet the DBS requirements
- Ensure that all safeguarding issues and incidents involving adult(s) and children/ young people under 18 are reported promptly to the RFU Safeguarding Team
- Conduct investigations as requested by the RFU Safeguarding Team and be available to attend RFU, CB or Club Disciplinary hearings when required
- Monitor, on an annual basis, 10% of the clubs with players and teams under 18 within the CB and return audit forms to RFU Safeguarding Team for analysis
- Assist clubs with the RFU Accreditation Programme by confirming the evidence relating to Safeguarding issues is accurate

A5.1.2 Leagues Administration

The County Leagues are managed by the Competitions Sector through the CB on behalf of the RFU.

A5.2 From GRFU Management Committee to Sectors and Others

A5.2.1 Competitions

The running of all competitions within the CB is delegated to the Competitions Sector by the MC. The

sector will deal with Breach of Rules cases as stated under A9.2.1. If there is an appeal against a decision this will be dealt with under A7.2.1.

Provide full competition results and reports to Communications Sector Head.

A5.2.1 General Data Protection (For further discussion)

Data protection requirements will be met in CB operations based on guidance from the RFU. Advice will be passed to members but without obligation.

The County's Privacy Policy will be made available on the GRFU website:

<https://gloucestershirerfu.co.uk/https://gloucestershirerfu.co.uk/communications>

A Data Officer will be appointed annually by the Executive Board from among the Officers of the GRFU. The DO will be wholly responsible for all aspects of data protection within the administrative activities of the GRFU.

A Data Manager will be nominated by the Executive Board. The DM will have access to all data within the administrative regime of the GRFU and where relevant the RFU data base

Appendix 6

Organisation & Procedures for Sectors

A6.1 Facilities & Funding

Liaise with the County's Rugby Development Officers and the Regional Facilities & Funding Manager to improve facilities across the County by undertaking the following:

- Update the CB facilities strategy and priorities
- Monitor impact of facilities investment
- Improve clubs' knowledge and understanding of funding application processes
- Highlight funding opportunities to clubs
- Contribute to Planning Funding Reporting (PFR) through the Delivery Plan
- Visit clubs to understand their facility requirements
- Maintain knowledge of funding opportunities other than those offered by the RFU

A6.2 Finance

- On a day to day basis, control the budget and seek Executive Board approval for changes to the agreed budget
- Make recommendations on policy on all aspects for funding the game
- Review financial stability of member Clubs and make recommendations on grant and lottery applications etc as necessary
- Prepare annual budget and a system of budgetary control
- Monitor, review and control all expenditure
- Manage and administer RFU funding within the PFR rules
- Ensure a robust back up system is in place for the finance records of the GRFU
- Brief the County Administrator on accessing the financial records of the GRFU

A6.3 Coaching

- Strive to improve the quality and number of coaches supporting the game at all levels within the CB
- Work with the Area Training Manager [ATM] to ensure that each club appoints a coaching co-ordinator who is subsequently trained for the role
- Work with all clubs & educational establishments to ensure that they each have a fully qualified coach
- Liaise with the ATM on the establishment and delivery of personal development programmes for all coaches. This work will evolve to include the delivery of the mandatory Coach Professional Development Modules associated with the Coach Licence
- Publicise the World Rugby 'Rugby Ready' course, available online, encouraging all involved in the delivery of rugby at mini/junior/youth levels, to complete the course before it becomes a mandatory pre-requisite for the Level 1 Coaching Course
- Review the performance of all the County Representative Coaches and make changes where necessary. The CB will appoint coaches for all representative sides
- Identify, recruit, train and sustain sufficient, able, motivated coaches to enable the CB Developing Player Programme to deliver a quality rugby development programme
- Work with the RFU and ATM to ensure a full understanding of the proposed RFU Coach Licensing Scheme. Ensure, using all media, that clubs, schools and individuals have the necessary information and understand the process to obtain and maintain a valid licence

A6.4 Communications

- Maintain effective communications within the GRFU structure, the Clubs and RFU staff
- Promote e-communications and maintain standards of use
- Develop and maintain the use of Social Media
- Manage the GRFU website and Email management
- Maintain a working relationship with the press & media
- Maintain a working relationship with the RFU Regional Press Officer
- Work with the GRN Editor to produce a regular GRFU Newsletter
- Develop & maintain the web site including use as a management tool of communication
- Manage the GRFU archives
- In association with the M & S sector, maximise the marketing opportunities of the GRFU web site

A6.5 Competitions

- Manage and regulate the CB competitions under delegated Management Committee authority
- Promote, administer, format, review, choose venues and invite teams to participate in the County wide competitions:
- Administer the County Leagues on behalf of the RFU
- Invite clubs to represent the GRFU in any national competitions
- Administer the presentation of trophies (see Appendix 10)

A6.6 Governance

- Responsible for Governance matters including policies, corporate & membership matters, clubs membership & name changes and issues reflecting RFU policies
- Oversight of the RFU Delegated functions – Discipline and Safeguarding
- Deal with all matters of protocol, rules & regulations, organisation, affiliations, legal issues
- In support of the relevant Boards develop the CB Strategic and Delivery Plans
- Responsible for approval of tours, tournaments, cross border matches through the County Administrator
- Maintain and develop the GRFU Operating Procedures
- Provide support for the Appointments Panel on job descriptions and skills
- All governance matters covered by the RFU governance sector including Data Protection

A6.7 Marketing & Sponsorship

- Facilitate Sponsorship and Patronage of the GRFU
 - Promote support from & involvement with commercial organisations
 - Market the CB Brand
- In addition:
- Promote the image and brand of the GRFU in the clubs, around the County and elsewhere
 - Define, procure and manage corporate equipment, clothing, medals & trophies
 - Manage the Kit Incentive Scheme
 - Establish & maintain relationships with County, City & District Councils

A6.8 Mini & Youth Rugby

- Organise regular meetings of the Mini & Youth Forum made up of representatives from all five Combinations
- Promote the core values to all Clubs, Parents and Coaches
- Hold forums when the need arises to gain feedback and consensus from all clubs

- Provide support for Mini and Youth rugby throughout the CB
- Encourage clubs to apply for RFU Club Accreditation in order to meet and maintain RFU standards
- Support and encourage the RFU 'Kids First Manifesto'
- Maintain clear lines of communication with both Senior and Junior GRFU Disciplinary Secretaries
- Maintain clear lines of communication with the Referees' Societies
- Assist the GRFU Safeguarding Manager to ensure implementation of the RFU Safeguarding policy
- Assist clubs on playing and administrative aspects of Mini and Youth rugby, including Festivals and Regulation 15
- Liaise with Competition Chairman, Representative Rugby Chairman, Schools Chairman, and Bristol & Gloucester Developing Player Programme Managers to ensure that a cohesive Competitions Calendar is constructed for the RFU and distributed to all relevant bodies.

A6.9 Representative Rugby

Responsible for: the County XV, Women's County XV, U20s XV, U18s XV, Bristol and North Gloucestershire U16s Age Grade Sides, U15 & U18 Girls and the England Rugby Developing Player Programme (DPP) Bristol & Gloucester, including membership of the two Regional Player Pathway Groups, who have responsibility for the DPP.

The County XV, Women's County XV, U20s XV & U18s XV, Girls U18 XV, Girls U15 XV, Bristol and North Gloucestershire U16 XV representative sides have organising groups / committees responsible for the day-to-day management of those sides. In association with these, committees have oversight of their activities. Work with them to ensure there is coherence across representative rugby in the GRFU, maximising the chance of achieving their major objective.

The following tasks are common to all levels of representative rugby:

- Identify all players that are eligible for Gloucestershire by visiting Clubs and schools to watch games throughout the season
- Ensure eligibility of all players to play in the relevant competitions
- Organises squad sessions and appropriate coaching
- Identify and nominate team managers for approval by the Management Board
- In consultation with the Chair of Coaching identify and nominate coaches for approval by the Management Committee
- Prepare budgets to cover playing matters including kit, equipment, players' expenses , any travel to matches, 'accommodation and meals
- Maintain accounts as appropriate on all activities
- Book grounds and other facilities for County XV home games
- Make all necessary arrangements for representative games
- Arrange match officials for County XV home games
- Promote County games through the GRFU communications team to all GRFU Clubs
- Liaise with GRFU opponents for representative games
- Provide pre match team list and other relevant information to the Sector Head Communications for pre match publicity
- Ensure that managers of representative teams provide match reports with team sheets to the Sector Head of Communications

The County XV:

- Liaise with the U20 Group on player identification.
- Head Coach U20 group will be part of the coaching team

Under 18 and 20 Representative Rugby:

- For U18s liaise with the 2 U16s age-grade committees in the County and the Rugby Managers of the 2 DPPs on player identification
- For U20s liaise with the U18 Group on player identification
- Head Coach U18 group will be part of the U20 coaching team

Bristol & North Gloucestershire Schools U16s Age Grade Squads:

The Bristol and North Gloucestershire U16s Age Grade squads are organised to help identify and develop players for the 2 Regional Academy squads who play in the Wellington Festival. The vast majority of players are drawn from the relevant DPPs, but can include other players (particularly school players) not involved in those two programmes. Both Bristol and Gloucestershire organise two mixed XVs to play other counties. As such, the teams are organised by a small committee who are responsible for:

- Liaising with the two DPP managers and the local Schools Unions on player identification

Women's Senior XV

- Identify all players that are eligible for Gloucestershire and produce a squad capable of winning the County Championship
- Organises squad sessions and appropriate coaching

Girls U18s & U15s Representative Rugby

- For U18s liaise with the U15s age-grade Team Manager and Coaches on player identification

A6.10 RugbySafe

To act as a champion to provide a safe environment in which the game can be enjoyed by all. This is specifically for Level 3 and below and CB Representative sides.

Ensure that the RFU Guidelines on First Aid and Immediate Care Provision are met and relevant courses provided.

- Review CB risk assessments and current First Aid and Immediate Care Provision
- Arrange courses for all First Aiders and Immediate Care Practitioners to be trained and up to date with appropriate level of qualification
- Ensure process is in place to keep player medical records, monitor injuries and report incidents and injuries
- Manage budgets and provide input on PFR funding
- Utilise the RFU RugbySafe Scheme and Guidelines to support player welfare including management of concussion
- Act as contact and provide support for Clubs

A6.11 Volunteers

- Organise regular meetings with Club Volunteer Co-ordinators [CVCs] to provide them with updates and new initiatives
- Offer advice and guidance for Club Volunteers throughout the CB
- Maintain strong links between the GRFU, CBVCs and CVCs

- Encourage Clubs to be forthcoming with projects and request volunteer support
- Inspire Clubs to be forthcoming with news and achievements for inclusion on the GRFU website, Gloucestershire Rugby News [GRN] and RFU Touchline
- To develop stronger links with FE and HE providers
- To help promote Gloucestershire's Young Rugby Ambassadors
- Regularly liaise with other GRFU Sector Heads to share best practice and expand events
- To encourage the RFU ethos of 'Teamwork, Respect, Enjoyment, Discipline and Sportsmanship'

A6.12 Women & Girls Rugby

(The structure for administering this sector is under discussion)

- Organise all aspects of Women and Girls rugby in the CB
- Encourage the profile, recruitment and development of the female game within the County
- Assist Clubs on playing and administrative aspects of female rugby
- Meet regularly with Clubs to discuss progress, assess needs and exchange good practice
- Ensure the women and girls have equality with men and boys within GRFU in terms of funding, equipment and backing
- Organise and develop competitions and, where appropriate, in association with the Competitions sector
- Ensure where new W & G sections are started that they are sustainable and developed in a measured way to avoid failure
- Develop U13 and U15 rugby in schools and clubs offering all forms of the game
- Establish Development Centres for U13s & U15s
- Revue regularly the status of the development programme
- Liaise with Representative Sector to maximise the development of players through County matches

Appendix 7

Organisation & Procedures for Appointed Bodies

A7.1 Appointments Panel

Officers and Management Committee members are elected annually at the AGM. Nominations have to be submitted by 30 April of that year. (Incorporation para 8.2 and 8.3). The role of the Appointments Panel is to identify the most suitable person for a post following due process and to establish a succession plan

A7.1.1 Process for Dealing with Vacancies

For all vacancies on the Management Committee and other appointments there must be full transparency within the GRFU and the member clubs. Any vacancy arising on the Management Committee must be put on the GRFU website and communicated to the clubs and others in membership. The use of external advertising should also be used where it is considered appropriate.

Whenever an application is received from someone currently holding a post on the GRFU Management Committee, consideration must be given to any possible knock on effect of that person leaving that post.

If only one application is received for a position the interview process will still proceed as stated below. If no applications are received then alternative methods of filling the vacancy should be considered such as wider advertising, specific targeting of suitable individuals etc.

The interview panel will be chaired by the Chair of the Appointments Panel with at least one other Panel member and, if deemed appropriate, a person with specific skills or knowledge

Officers and Sector Heads

Nominations from the Management Committee, the clubs and externally sourced applicants, where relevant, will be considered by the Appointments Panel and a short list drawn up for interview. The interviews will be conducted using the Panel Guidance Document on the job description, skills and competences as an aide memoire. It is important that a person's core competencies match up to the job specification in question. Following the selection process, the Appointments Panel will submit its proposal to the Management Committee for approval. The proposed appointment will then be put to the AGM for consideration by the membership as required by Incorporation.

If a vacancy arises during the year and there is need for an immediate appointment to be made this will be dealt with as stated below under Casual Appointment (A7.1.2)

County Administrator and other Paid Positions

The use of external advertising for this position is obligatory. Following receipt of applications from all sources, The Appointments Panel will consider the applications and recommend a short list for interview. Owing to the critical central function of this position the Interview Panel will be chaired by the Chair of the Appointments Panel or appropriate person recommended by the Appointments Panel. It should include the GRFU Chairman/Vice-Chairman, a further appropriate person and, where considered relevant, the current incumbent of the post. As a result of the interviews the Appointments Panel will make a recommendation to the Executive Committee for approval. These appointments do not require to be ratified at the AGM.

The matter of remuneration will be agreed by the Management Committee following a recommendation from the Treasurer through the Executive Board. The appointed person will be responsible to the CB Chairman, or other nominated officer, who shall be responsible for the line management. The performance of the post holder will be assessed each year by the GRFU Chairman, the Chair of the Appointments Panel and the Treasurer, with recommendations made as appropriate regarding CPD and remuneration.

A7.1.2 Process for Resignations and dealing with Casual Vacancies

The resignation, during the year, of an Officer or a member of the Management Committee should be made in writing to the President who will report accordingly to the Executive Board. In the event of the resignation of an Officer of the GRFU, notification should be sent to members of GRFU, the RFU and any relevant sub committees, plus other organisations who may link through the Officer in question. With the resignation of a MC member other than an Officer, notification will follow the process at stated below.

The Executive Board will request the Appointments Panel to review the implications of the situation in relation to the operation of the GRFU and make a recommendation. **Either** the standard process in A7.1 will be followed **or** an interim appointment, until the next AGM, will be made by the Executive Board, following a recommendation from the Appointments Panel. If an interim appointment is recommended the standard process will not be followed and the post not advertised. At the end of the period specified for the interim appointment the standard process will then be implemented.

The interim appointment will be based on the following guidelines as far as possible and as recommended by the Appointments Panel:

- 1 President: Depending on whether the President is in his first or second year in office. In year one the Immediate Past President will undertake the duties. In year two the Vice president will undertake the duties
2. Chairman: One of the Sector Chairmen will be recommended to take on the duties or the Vice Chairman if one has been appointed
3. Treasurer: An appropriate person will be recommended. Note that the accounts are archived monthly in order to facilitate continuity if necessary
4. Sector Chairman: An appropriate member of the Sector Committee will be appointed
5. Other posts will be dealt with as deemed most appropriate by the Appointments Panel

Notification of the new post holder on the Management Committee should be sent to members of the GRFU. In the event of the appointment of a new Officer, notification should be sent to members of the GRFU, the RFU and any relevant sub committees, plus other organisations who may link through the Officer in question.

A7.2 Appeals & Advisory Panel

A7.2.1 Appeals against the GRFU or its Committees & Sub Committees

Appeals against the GRFU or its Board, Committees or Sub Committees shall be dealt with by the Appeals Panel which is appointed as stated in A2.3.1. In the case of a decision by a part of the recognised CB structure, the Appeal must be lodged by the Club Secretary within 72 hours of being informed of the decision taken by the GRFU Board, Committee, Sector or Panel. The Appeals & Advisory Panel will comprise members who have no declared involvement in the case or the appellant parties. An administration fee for the Appeal of £100 is to be paid by the appellant at the time of lodging the Appeal. Failure to meet the requirements for submitting an Appeal will render the Appeal void. The principles of natural justice will be followed. The appellant shall be notified of the arrangements for the Appeal meeting and invited to attend, with a representative if required. They must provide, in advance of the meeting, such submissions in support of the Appeal as may be considered relevant. The GRFU Board, Committee, Sector or Panel involved shall provide all relevant documentation and be invited to attend to present their case. The A & A Panel will inform the appellant of the result of the Appeal in writing through the County Administrator with the rationale behind the decision. The written judgment is normally to be sent to the appellant within 7 days of the hearing. If the Appeal is upheld then the administration fee will be refunded. In the event that the appellant is not satisfied with the decision taken by the GRFU Appeals, Awards and Advisory Panel, the appellant has the right to make a final Appeal to the RFU as set out in the RFU Handbook. (Currently as of August 2017).

Natural Justice and Fairness:

The overriding consideration in the conduct of appeals and hearings is that they should be just and fair. The panel must at all times observe the rules of natural justice relating to the conduct of the hearing process.

The panel must be:

1. Impartial, that is free of prejudice or bias and not have an interest in the outcome other than to see that the decision is fair
2. Careful and thorough in its consideration of the procedures and evidence

All decisions together with the reasons for those decisions should be recorded in writing

A7.3 Awards Panel

The Panel shall consider nominations made by Clubs, Affiliated and Associated Organisations for GRFU and RFU or for a specific award. The nomination shall be submitted to the County Office on the current version of the nomination form. The Proposer may be asked for further information to allow the Panel to undertake a full assessment. The Panel results will be conveyed to the relevant Proposer, Sector Head and to the Executive Board.

A7.3.1 Guidance on the Awards Assessment Procedure

The assessment of candidates for the awards should be based on a regularised procedure. The following procedure considers the significant elements but a Panel may wish to take additional elements into consideration.

The elements considered are:

- 1.the quality and impact of the contribution
- 2.the period over which the contribution has been made
- 3.any additional contribution

The elements should be given a weighted score out of 10 for element (1) and 5 each for elements (2) & (3). The total score for each candidate provides a basis for the Panel to make its decision.

A7.3.2 Presentation of Awards, Cups and Trophies

1. County Awards including President's Special Award

The GRFU awards shall be presented at the AGM

2. RFU League Winners

Clubs winning RFU leagues will be written to by the President congratulating them and requesting at which Club event they wish to have the presentation made

3. GRFU Cup and Plate winners

The winners and runners up of the GRFU Competitions will receive their trophies at the final

4. WADWORTH 6X District Leagues

The winners and runners up of the WADWORTH 6X District Leagues will be written to by the President congratulating them. Presentations will be made at a relevant Combination AGM or County AGM or at Club event

5. Other Awards

These will be dealt with by the Awards Panel following the GRFU assessment procedure. The results will be passed to the relevant sector or organisation for implementation

A7.4 Affiliation Panel

Application by a club for affiliation to the GRFU, as required under para 5.4 of Incorporation, shall be submitted on the appropriate form to the County Office. The convening of a Panel comprising the Chair of Governance and two other members of the Management Committee to hear the application, will be approved by the Management Committee who will ensure no conflict of interest. Fulfilment of the requirements for affiliation including the constitution will be considered by the Chair of Governance and, if necessary, discussed with the applicant. When the application requirements are considered to be complete, a meeting of the Panel will be convened.

The Panel will meet with the Club to consider the application and suitability of the club for affiliation on the club's premises if appropriate. The matters to be considered on the suitability of the Club for affiliation should include:

- Is the club properly constituted
- Is the constitution adequate
- Is the club meeting a need for rugby in the locality
- What will be the impact on existing clubs in the locality
- Is the club sustainable

The recommendation for affiliation from the Panel will be considered for approval by the Management Committee, either at the next convenient MC meeting or by email. The Club will be notified of the outcome by the County Office. If approved the Club will be allocated to an appropriate Combination. The relevant Combination will be notified.

Appendix 8

Organisation & Procedures for Delegated Powers

A8.1 Disciplinary Procedures

Club Discipline

Discipline: ref RFU Regulation 19

1. Club Disciplinary Panels - Every club shall appoint a Disciplinary Panel charged with the responsibility of maintaining the standards of discipline within the Club. They are further required to take appropriate action in accordance with these Regulations and, unless set out to the contrary, shall be responsible for their own members. They will also be responsible for investigating allegations of foul play and/or acts of misconduct which have taken place on club premises or as part of a club activity.

2. Notification Following a Red Card (Flow Chart 1) - In all cases Club Secretaries must report to the GRFU Disciplinary Secretary within 48 hours after the match or, when an RFU Disciplinary Panel has jurisdiction, to the RFU Head of Discipline, the name of any player who has been ordered off the playing enclosure. (The list that excludes the RFU from delegation to the Constituent Bodies is contained in Regulation 19.1.10) players are suspended until their case has been dealt with by GRFU or the RFU.

3. The CB Disciplinary Secretary (CBDS) will convene a panel at the earliest opportunity. The Club Secretary or Disciplinary official will be informed as to the date/ time and place of the hearing by the CBDS and will be asked for relevant information, if not already given, e.g.) player dob, registration number and other relevant points relating to the case e.g. is referee needed to attend a hearing? In some cases a postal plea may be acceptable. Any sanction imposed by the Club Disciplinary Committee will be taken into consideration by the CB Disciplinary Panel, provided the CBDS has been informed as soon as possible after the sanction has been imposed (email acceptable). The disciplinary administration fee for level 5 and below in Gloucestershire is agreed by the GRFU Executive Board on an annual basis and must be paid within 21 days. Further sanctions could be applied if clubs do not notify the Disciplinary official before the 48 hours deadline specified by the RFU, or if the administration fee is not paid on time.

4. Appeals - Notice of appeal must be lodged with the RFU Head of Discipline within 14 days following the date of the written notification of the disciplinary decision accompanied by a cheque for £125.

5. Bad Disciplinary Record (See RFU Regulation 19) - Where players/ members or persons with a non-member relationship of a particular Club, appear before a disciplinary panel on more than 5 separate occasions in any one season, that club can be charged and summoned to attend a disciplinary hearing on the basis that it has a bad disciplinary record. Sanctions may also be suspended if considered appropriate.

6. Citings - A citing complaint can only be made by Unions or Clubs participating in the relevant match. A citing may be initiated where there is an allegation that a player committed an act of foul play but has not been awarded a red card for that act. It must be received by the CB or RFU Head of Discipline (as may be appropriate) not later than the 14th day following the match, accompanied by an administration fee of £125. There must be sufficient evidence to establish a prima facie case. (Full details are listed in Appendix 4 of RFU Rule 19).

7. Youth Discipline (See Flow Chart 2) - If a player is sent off or cited in a club youth match, that player's Club Secretary must, in the first instance, inform the CB Disciplinary Secretary and (via the club disciplinary panel) shall be responsible for taking disciplinary action against him or her, under the

guidance of the CB Youth Disciplinary Secretary. (Further details are contained in RFU Rule 19 appendix 6).

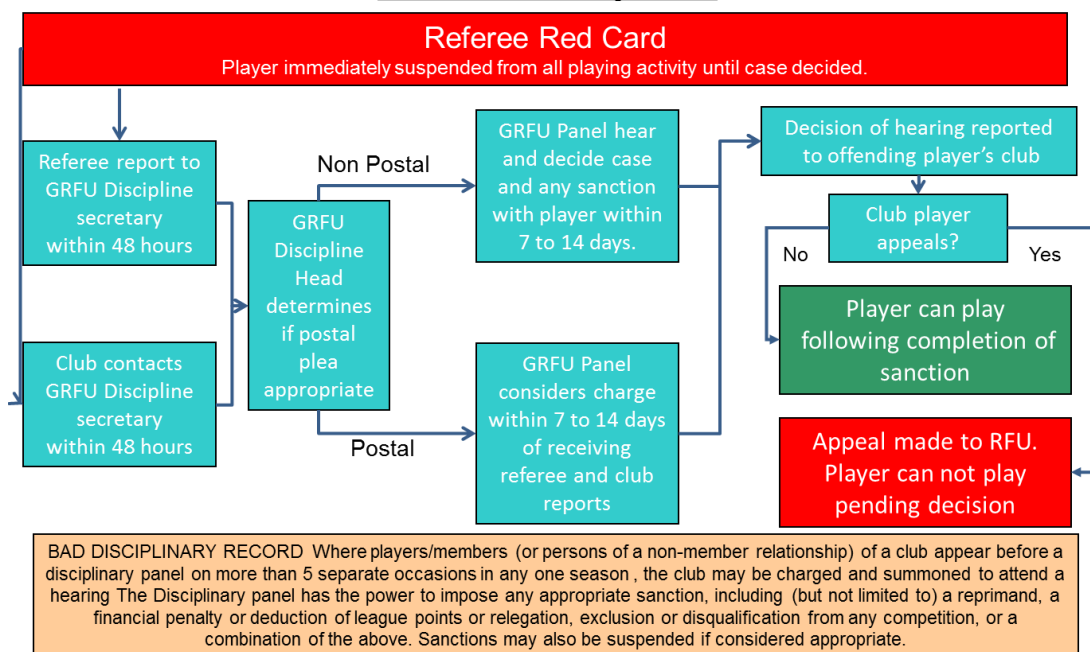
8. Coaches: Parents: Spectators - It will be the CB Disciplinary Committee who will deal with coaches, parents and other adult supporters reported for ill-discipline on the touchline at a school or club youth match or making abusive comments on social media or on websites. These cases will be dealt with under rule 5.12 “actions prejudicial to the interests of the game”. Finally if you are in doubt over any disciplinary issue contact the CB Disciplinary Secretary who will be happy to advise.

9. All sanctions remain on record for 5 years.

Flow Chart 1

GRFU Senior Players Discipline Flow Chart

For full detail see RFU regulation 19



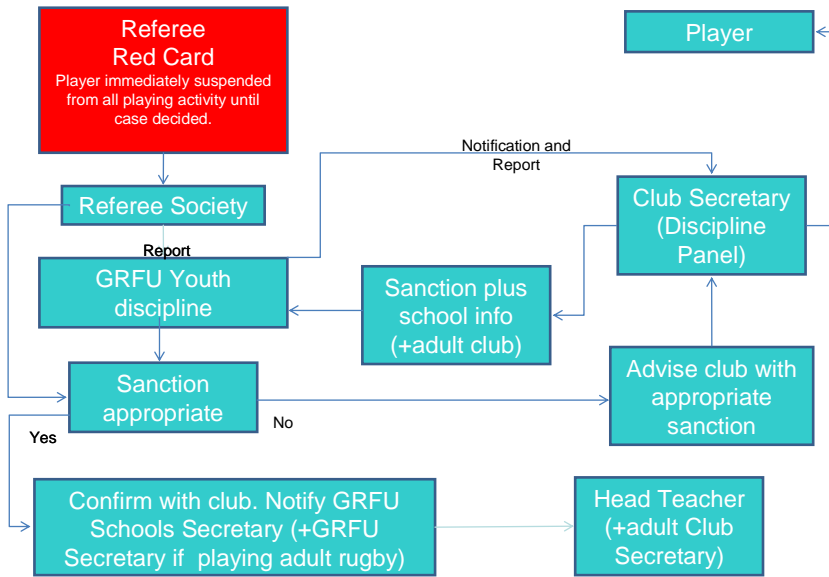
Please note that the flow chart and notes are a quick guide, for detailed guidance see regulation 19 and the supporting appendices. All sanctions remain on record for 5 years.

Club Discipline

- **(Under 18, unless playing in under 19, under 20 or adult game)**
- Club Discipline at under 18 and below is dealt with by the Youth Disciplinary Secretary. Any referee reports, instances or queries must be reported to him/ her. The Youth Disciplinary Secretary will then oversee the procedure as laid out in the (Flow Chart 2) marked “GRFU Youth Discipline Flow Chart”. When judgments have been finalised, the Youth Disciplinary Secretary will communicate with the Schools’ Disciplinary Secretary and the GRFU Disciplinary Secretary, if appropriate, to ensure the sanction is applied throughout the game.
- At Club level each Club shall appoint (as prescribed by RFU regulation 19) a youth disciplinary panel which will be the point of contact for the Youth Disciplinary Secretary.

Flow Chart 2

GRFU Youth Discipline Flow Chart

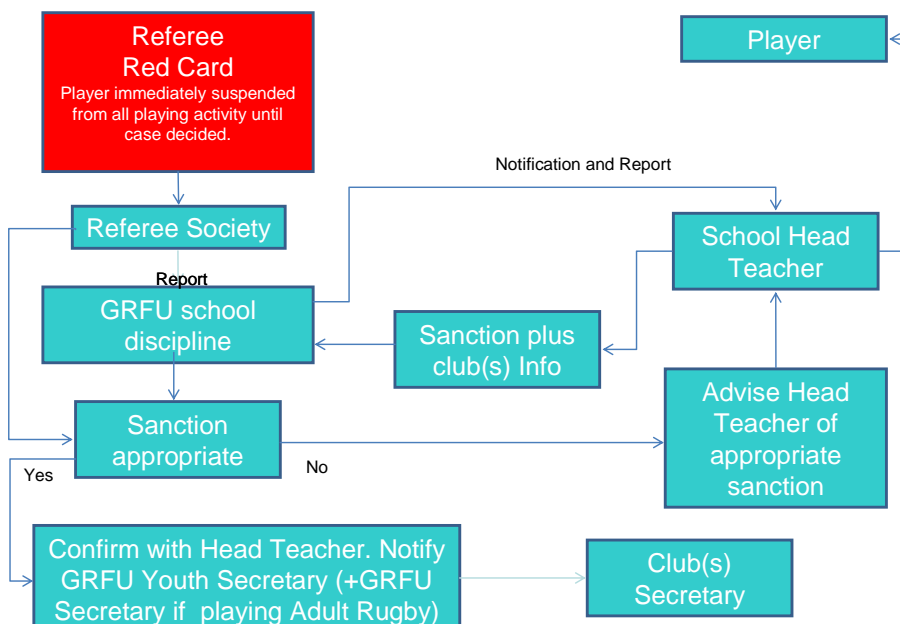


Schools and College Discipline

- Schools and College discipline is dealt with by the Schools’ Discipline Secretary. Any referee reports, instances or queries must be reported to him/her. The Schools’ Disciplinary Secretary will then oversee the procedure as laid out in Flow Chart 3 “GRFU Schools Discipline Flow Chart”. When judgements have been finalised, the Schools’ Disciplinary Secretary via the Youth Disciplinary Secretary (and if the player is playing adult rugby, via the GRFU Disciplinary Secretary) will endeavour to ensure that any sanction is applied throughout the game.
- N.B. The Head Teacher of each school shall be the point of contact for the Schools’ Disciplinary Secretary.

Flow Chart 3

GRFU School Discipline Flow Chart



A8.2 Safeguarding Procedures

The function of Safeguarding Management is answerable to the RFU as a delegated function of the CB. The following statements are taken directly from the RFU Handbook.

1. The Role of the Constituent Body

RFU Handbook Section 9

- 9.2.1 To appoint a Safeguarding Officer who will act as the first point of contact for concerns about the Safeguarding of young people
- 9.2.2 To support clubs in the production of a Safeguarding Policy
- 9.2.3 To co-ordinate the management of DBS disclosure
- 9.3.4 To ensure that all reported cases are managed in line with RFU policies
- 9.2.5 To provide support to clubs in their implementation of RFU policies and procedures relating to the Safeguarding of young people

Appendix 2

- 1. Support Clubs to produce a Safeguarding Policy
- 2. Monitor club implementation of Safeguarding Policies within the CB
- 3. In consultation with the RFU Ethics and Equity Manager, advise on the management of all reported cases (in line with RFU procedures) and ensure that all cases are reported to the RFU
- 4. In consultation with the RFU Ethics and Equity Manager, plan the implementation of DBS disclosure within the CB
- 5. Have a formal role on relevant committees within the CB

Key steps in the procedure

The RFU Safeguarding Management Policy gives a framework that seeks to protect children, young people and vulnerable adults as well as those working with children, young people and vulnerable adults.

The RFU Safeguarding Management Policy also gives a framework by way of 'core values' for players, officials and spectators. This policy also advises on matters such as DBS checks, coach appointment and other areas. The policy provides a continuum of policy and advice to help Constituent Bodies and Clubs.

This advice document is to be read in conjunction with the RFU Safeguarding Management Policy. When an Incident Occurs or a Safeguarding Issue is reported, Clubs should:

- In relation to serious child protection cases, it is not the duty of any RFU employee, club official or any other person to decide if abuse is or is not occurring: IT IS THEIR DUTY TO REPORT CONCERNS.
- Any person can report an incident to the GRFU CB Safeguarding Management Team (GRFU CBSM) or direct to the RFU, be they a parent, coach, referee, club official or other party.
- It is preferable for incidents to be reported through the club's Safeguarding Officer (CSO)
- Reports should be in writing: RFU Safeguarding Management Reporting Form or GRFU CBSM Reporting Form can be used for this purpose. These are available via the club CSO, GRFU CBSM or can be downloaded from the RFU website.
- All reports will be forwarded to the RFU Safeguarding Case Referral Group.
- The RFU Case Referral Group will make a decision on how the matter will be dealt with, bearing in mind the Safeguarding Principle "Safeguarding of the Child is Paramount."
- Any person including the Club CSO, CBSM and or RFU Case Management Group are at liberty to and will report concerns direct to statutory agencies (Police, Social Services & NSPCC) BUT must also report this fact to CBSM / RFU.

When an Incident has been reported:

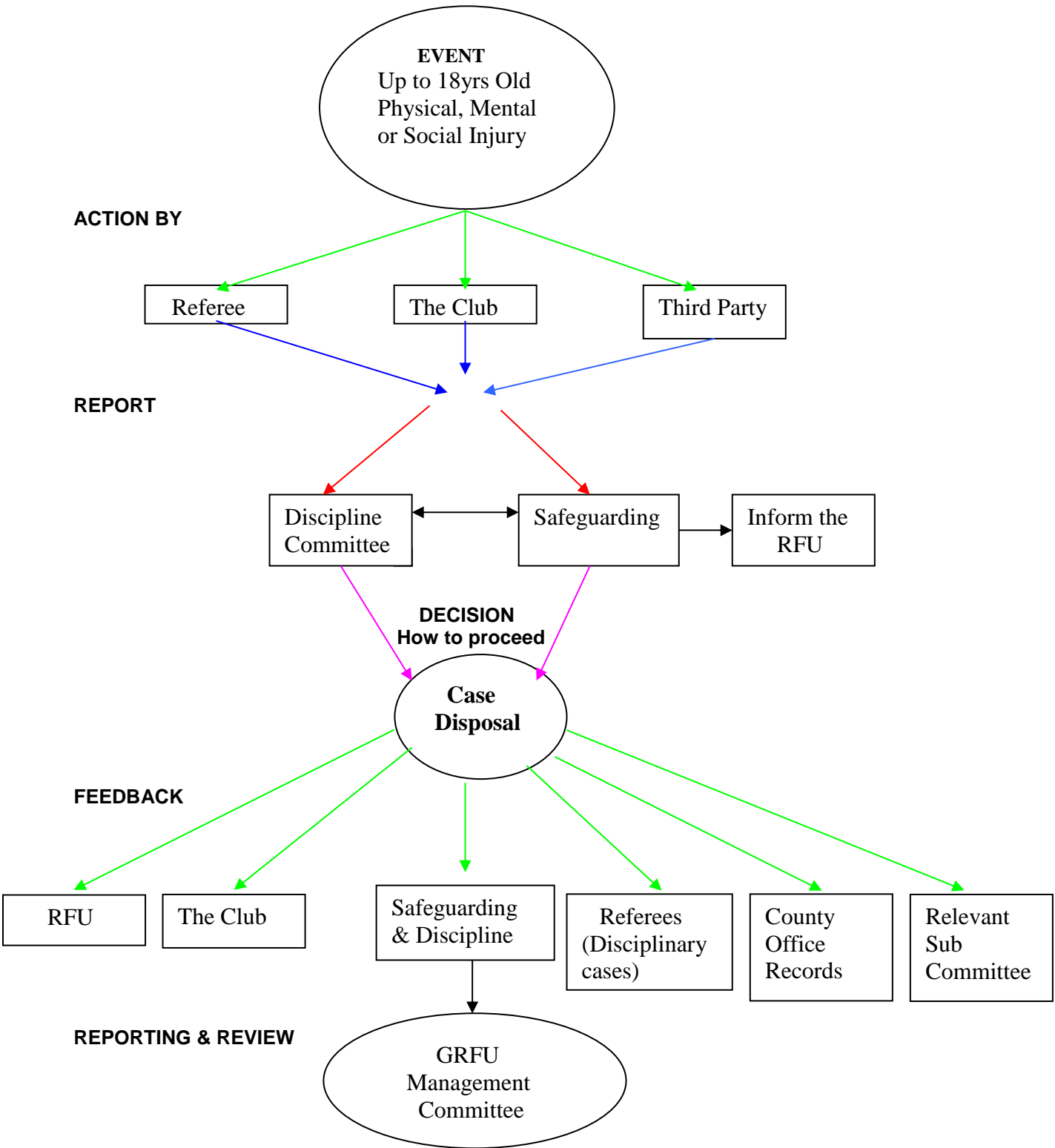
The Case Management Group will make one of three decisions:

- Incident will be dealt with by RFU Safeguarding Management Team in conjunction with RFU Legal & Governance Directorate - Serious Cases where child abuse or serious misconduct is reported.
- Incident will be dealt with by Constituent Body and CB Disciplinary Committee - Mid range cases mainly regarding poor practice by coaches, officials or spectators.
- Incident to be dealt with by Club with support and advice from CBSM and other committees as appropriate - Low level cases of poor practice as above.

In all cases the RFU and GRFU CBSM will support all parties as appropriate. The GRFU will operate a strict 'need to know' policy on all safeguarding cases. Some cases may require intervention by Disciplinary Committee either at Club, County or RFU level. Clubs have disciplinary responsibilities as shown in the schools and youth regulations.

The Chairman, Chair of Governance and Chair of Safeguarding will review each case after disposal to identify and apply any lessons learned on a strictly need to know basis. If necessary recommendations may be made for changes to the process. These will be considered by the Management Committee for approval.

Figure A8.2.1 Safeguarding Process



A8.3 Leagues Administration

To be added

Appendix 9

Procedures and Governance Directly Relating to Clubs

A9.1 Affiliation Applications

Application by a club for affiliation to the GRFU, as required under para 5.4 of Incorporation, shall be submitted on the appropriate form to the County Office. When the application requirements are considered to be complete, a meeting of the Panel will be convened.

The Panel will meet with the Club to consider the application and suitability of the club for affiliation on the Club's premises if appropriate. The matters to be considered on the suitability of the Club for affiliation should include:

- Is the Club properly constituted
- Is the constitution adequate
- Is the club meeting a need for rugby in the locality
- What will be the impact on existing clubs in the locality
- Is the Club sustainable

The recommendation for affiliation from the Panel will be considered for approval by the Management Committee, either at the next convenient MC meeting or by email. The Club will be notified of the outcome by the County Office. If approved the Club will be allocated to an appropriate Combination. The relevant Combination will be notified.

A9.2 Competitions

A9.2.1 Breach of Rules

The procedure for dealing with breaches of competitions rules shall be dealt with following the principles of natural justice. (see Appendix 9). To that end, all procedural and technical considerations, must take second place to the paramount object of being as just and fair to all parties as is consistent with a duty to the Game. The Competitions Committee is delegated the authority by the GRFU Management Committee to deal with such matters.

If a club has been deemed to have breached the Competitions Rules the following procedures should be adopted:

- The Competitions Secretary shall inform the club of the breach and that a hearing will take place
- The club shall be informed of the arrangements for the hearing, shall be provided with all the relevant information and be invited to attend
- The Panel shall consist of the Chairman and two other members of the Competitions Committee who, through their own club affiliation, do not have an interest in the outcome of the case other than to see that the decision is fair and just
- The Competitions Committee shall state the case to be answered
- The Club shall state their position
- The Panel shall retire to consider their decision
- The decision and the rationale behind it, shall be conveyed to the Club and subsequently put in writing to them normally, within 7 days of the hearing

The written judgment should include:

- Details of the Panel
- Details of those attending
- Details of the case to be answered
- A list of any documentary evidence received
- A summary of the evidence presented at the hearing

- An analysis of that evidence that leads to the findings of the Panel
- A statement of the findings
- Details of the Right of Appeal
- In the event that the Club is not satisfied with the decision taken by the Panel it has the right to appeal to the GRFU See A5.1.1

A9.2.2 Clubs and CB Leagues

1. The default position, for all GRFU club 1st XVs, who opt to play in the RFU League system, at Level 8 and below, is that they must play in GRFU RFU Leagues.

2. The default position, for all GRFU club 2nd and lower XVs and any GRFU club 1st XVs who opt not to play in the RFU Leagues, must play in GRFU organised competitions or play friendlies.

3. Applications for GRFU teams to play in other organised leagues, or for teams from clubs in other CBs to play in GRFU RFU Leagues or other GRFU league competitions, will be considered, but the following criteria must be met before the GRFU accepts the request:

- a. The club can demonstrate that GRFU cannot provide the correct level of competition for the standard of players, or
- b. Acceptance of the application, or the setting of a possible precedent, will not, first and foremost, undermine the viability of the competitions to the detriment of GRFU clubs in general, and
- c. A GRFU club can demonstrate that their travel to fulfil away fixtures will be less if they participated in the relevant competition in another CB
- d. If a club from another CB can demonstrate that their travel to fulfil away fixtures will be less if they participated in a GRFU competition, than the relevant competition in their own CB and their involvement will not be significantly detrimental to the GRFU clubs in that competition, in terms of travel to away fixtures.

4. If applications to transfer fulfil those criteria, both GRFU and the other relevant CB must agree.

5. An agreement to transfer must be confirmed annually to ensure that the conditions set out above still apply.

A9.2.3 Nominations to National Competitions

All Gloucestershire clubs at level 7 who are in full membership of the GRFU Section 1, will be invited to participate in the GRFU Level 7 County Cup, with the winner going forward to represent the GRFU in the Divisional section of the RFU Intermediate Cup competition.

All clubs in level 8 who are in full membership of their respective CBs, will be invited to participate in the GRFU Level 8 knock out competition, with the winner going forward in the Divisional section of the RFU Senior Vase competition.

All Clubs in level 9 and below who are in full membership of their respective CBs, will be invited to participate in the GRFU Level 9 knock out Competition, with the winner going forward in the Divisional section of the RFU Junior Vase competition.

Guidance notes:

In deciding who shall be invited into the GRFU knock out Competition the GRFU Competitions Committee may take into account the playing strength of the Clubs.

In deciding who shall be nominated for the RFU competitions, the GRFU Competitions Committee may take into account such issues as (but not exclusively):

- *Clubs that fulfil their playing obligations*
- *Discipline record*

A9.2.4 Age Grade Rugby

GRFU Rules to Manage Applications Made Under RFU Regulation 15

The RFU provides guidance on the enforcement of mini and youth players playing out of their age grade. The relevant RFU Regulations 15 Age Grade Rugby & RFU Regulation 21 Safeguarding of children, young people and vulnerable adults. Also the RFU Codes of Practice provides Guidance.

These regulations are published by the RFU and may be found on the RFU website. The relevant Application Form and guidance can be found on the RFU website.

A9.3 Finance

A9.3.1 Subscriptions

The annual subscription for affiliation to the GRFU is agreed at an AGM. The subscription must be paid by 31st October each year. Failure to do may limit the privileges offered to the Club.

A9.3.2 Review of Club Accounts

All Clubs and Affiliated Bodies shall submit their annual accounts, audited where required, to the Treasurer of GRFU by 1 November each year. This requirement for the submission of accounts is in addition to any RFU requirement that may exist.

The accounts will be reviewed by the GRFU and where considered appropriate, comments will be passed back to the organisation concerned. The GRFU is under no obligation and accepts no responsibility in connection with the reviewing of the accounts.

Any Club or Affiliated Body failing to submit their accounts by the set date may be subjected to sanctions by the GRFU.

A9.4 Election of Representatives to the RFU

Ordinary members and Life Members may nominate candidates. The closing date for nominations shall be 31 March each year.

If more nominations are received than there are vacancies for representative(s) to the RFU, the procedure should be as follows:

- There should be an election by postal vote
- Within fourteen days of the closing date for nominations, each Club should be sent the relevant documentation to submit their vote(s)
- The documentation to Clubs should consist of:
 - Covering letter of explanation of the procedure
 - Ballot sheet
 - Stamped & addressed envelope for return of the ballot sheet
- The covering letter should explain the basis for determining the result of the election, details of the Returning Officer and the closing date. If the election is for more than one representative, the Clubs should be advised to use all their votes.
- Candidates should be discouraged from mailing individual clubs.
- The Ballot sheet should contain the names of the candidates in random drawn order alongside the box to indicate the vote with an 'X' and a CV, not exceeding one hundred words, should be supplied by the candidate. The sheet should also indicate: the name of the Club, signature of an Officer

(Chairman, Secretary or Treasurer), closing date for receipt of Ballot sheets, name and address of Returning Officer.

- A stamped and addressed envelope should be provided. This should be addressed to the Returning Officer and contain a clear indication that it contains a 'Return for the RFU Ballot' or Return for the GRFU Ballot.
- The Returning Officer should be the President or if a candidate, the Vice President.
- The closing date for Receipt of Ballot Forms by the Returning Officer shall be twenty eight days after the closing date for nominations.
- The scrutineers shall be the President, Vice President and one nominated member from the Management Committee. If either the President or Vice President is a candidate the Chairman followed by the Treasurer shall be appointed.
- The votes shall be counted and the results declared within three days of the Closing Date for receipt of votes.
- The result of the ballot shall be notified to the Officers and the members of the Management Committee at the earliest opportunity.
- For the Representatives to the RFU, the GRFU County Administrator will notify the RFU the names of the elected candidates by 1 April.
- Any other matters relating to the election of Representatives to the RFU, are as stated in the RFU Rules - Constituent Body Representatives

RFU Rules - 17 Constituent Body Representatives

The above proposals differ from the RFU Rules in the following aspects.

- 1. The President replaces the Chairman in the duties stated*
- 2. The scrutineers are the President, Vice President and one other instead of the Chairman and two others*

A9.5 Discipline - Responsibilities of Clubs

This should be read in conjunction with A8.1 Discipline Procedures

1. Club Disciplinary Panels - Every club shall appoint a Disciplinary Panel charged with the responsibility of maintaining the standards of discipline within the Club. They are further required to take appropriate action in accordance with these Regulations and, unless set out to the contrary, shall be responsible for their own members. They will also be responsible for investigating allegations of foul play and/or acts of misconduct which have taken place on club premises or as part of a club activity.

2. Notification Following a Red Card (Flow Chart 1) - In all cases Club Secretaries must report to the GRFU Disciplinary Secretary within 48 hours after the match or, when an RFU Disciplinary Panel has jurisdiction, to the RFU Head of Discipline, the name of any player who has been ordered off the playing enclosure. (The list that excludes the RFU from delegation to the Constituent Bodies is contained in Regulation 19.1.10) players are suspended until their case has been dealt with by GRFU or RFU.

A9.6 Safeguarding - Responsibilities of Clubs

This should be read in conjunction with A8.2 Safeguarding Procedures

The RFU Safeguarding Policy gives a framework that seeks to protect children, young people and, since 2013, vulnerable people. In protecting these groups we are seeking to provide a safe framework for those working with children, young people and vulnerable adults. This work also

includes the integration of a Code of Conduct; this explains some of what is expected from players, officials and spectators. The policy requires Disclosure & Barring Service (DBS) checks of all persons in regular supervisory contact with children and young people and has replaced the CRB checks.

The RFU Safeguarding Policy places a responsibility on all persons involved in the administration, coaching, refereeing, playing or any other capacity of the game, to ensure the well-being of all children, young people and vulnerable adults is safeguarded. The following is to be read in conjunction with the RFU Safeguarding Policy and the RFU Safeguarding Toolkit which are available on englandrugby.com

When an incident occurs or a child protection issue is reported, clubs should note that:

- It is not the duty of any RFU employee, club official or any other person to decide if abuse is or is not occurring: IT IS THEIR DUTY TO REPORT CONCERNS IMMEDIATELY.
- Any person can report a safeguarding concern/incident to the GRFU CB Safeguarding Team or directly to the RFU, be they a parent, coach, referee, club official or other party.
- It is preferable for incidents to be reported through the club's Club Safeguarding Officer (CSO).
- Reports should be in writing: RFU Safeguarding Incident Form or GRFU Safeguarding Incident Form can be used for this purpose. These are available via the club CSO, GRFU Safeguarding Team or can be downloaded from the RFU website.
- All reports of Safeguarding incidents will be forwarded to the RFU Safeguarding Team that assesses these reports within the Case Referral Management Group, in order to ensure correct and appropriate action is taken.
- The RFU Case Referral Group will make a decision on how the matter will be dealt with; bearing in mind the Safeguarding Principle "Safeguarding of the Child is Paramount."
- Any person, including the Club CSO, CB Safeguarding Manager and or RFU Case Management Group, is at liberty to and will report concerns direct to statutory agencies (Police, Social Services & NSPCC) BUT must also report this fact to both the CB Safeguarding Manager and the RFU.

When an incident has been reported, the Case Management Group will make one of three decisions:

- Incident will be dealt with by RFU Safeguarding Team in conjunction with RFU Disciplinary Committee and other statutory agencies; eg in Serious Safeguarding Cases where child abuse or serious misconduct has been reported.
- Incident will be dealt with by Constituent Body and CB Disciplinary Committee. Such incidents will be the mid-range cases mainly regarding poor practice by coaches, officials or spectators.
- Incident will be dealt with by Club with support and advice from CB Safeguarding Manager and other committees as appropriate. Such as in low level cases of poor practice as above.

A9.7 Data Protection

The GRFU will in all respects adopt and follow the Data Protection procedures as laid down by the RFU and based upon national legislation. The standards required and the principles to be adopted will be passed on to members and will be monitored as far as possible by Governance. This will be promoted with all members of the Union.

The approach for CB operations is stated in A5.2.1

Appendix 10
GRFU General Meetings

A General Meeting shall be called and administered in accordance with para III of the Rules of Incorporation.

A10.1 Annual General Meetings

The AGM shall not be later than 31 July each year with notice being received by the members not less than fourteen days before the date of the meeting

The AGM will be Chaired by the GRFU President.

10.1.1 AGM – Generic Agenda

Note items marked with asterisk are statutory items required to be taken

ANNUAL GENERAL MEETING
to be held at 7.30pm on <DATE> at <VENUE>

AGENDA

Welcome - GRFU President – <NAME>

1. STATUTORY BUSINESS ITEMS:

- a) Approval of the Notice of the Meeting *
- b) Apologies
- c) Minutes of the AGM held on <DATE OF PREVIOUS AGM>
- d) Matters arising from the Minutes
- e) Financial Statement – <SEASON>*
- f) Appointment of the Auditors *
- g) Consideration & Noting of Current Operating Procedures
- h) Consideration of Resolutions submitted under Rule 8.5

2. BOARD REPORTS:

- a) The Executive Board – [GRFU Chairman – <NAME>]
- b) The Management Committee – GRFU Chairman <NAME>]
- c) The Rugby Committee – [GB Chairman – <NAME>]
- d) Matters relating to the welfare of the County for noting by the MC

3. ELECTIONS:

- a) Election of Officers (Annex 1) *
- b) Election of Sector Heads (Annex 2) *
- c) RFU Council Appointments for noting (Annex 3)

4. AWARDS:

- a) GRFU Life Members
- b) GRFU Honorary Members
- c) Gloucestershire Awards
- d) President's Award
- e) Refs Long Service Awards
- f) Under 20s Player of the Year [Mike Shore Award]

5. CLOSING ADDRESS – The President

Annexes

Annex 1

Election of the Officers for the season - (Rule 8.3.1 & Rule 12.1)

President or Vice President – <NAME> Depending on year of cycle

(Proposer & Seconder)

Chairman – <NAME>

(Proposer & Seconder)

Honorary Treasurer – <NAME>

(Proposer & Seconder)

Annex 2

Election of Sector Heads

(Proposed and seconded by:)

Coaching –

Communications –

Competitions –

Facilities & Funding –

Governance –

Marketing & Sponsorship

Mini & Youth –

Representative –

RugbySafe -

Volunteers –

Women & Girls –

Annex 3

RFU Council Representatives for <SEASON> – for noting only.

<Two Names>

Sector Head Discipline <Name> and Sector Head Safeguarding <Name> - for noting only

These are appointed annually by the Management Committee to perform the relevant functions.

A10.2 Finance EGM

When the unaudited accounts are approved at the AGM an EGM will be called for the formal approval of those accounts. This will not be later than 31 December following the AGM. A Finance EGM may be called for other reasons.

A10.3 Other General Meetings

An Extraordinary Meeting may be called by members in accordance with the procedures of Incorporation. This has to be for the consideration of a specific item, or items, of business.

A10.4 Management Committee Meetings – Generic Agenda

The Management Committee shall meet six times each year (see A2.1)

MANAGEMENT COMMITTEE MEETING

Date

Venue

Chaired by the GRFU Chairman

GENERIC AGENDA (Not all items will be taken at every meeting)

- 1. Welcome:** The President
- 2. Apologies:**
- 3. Declaration of interest**
- 4. Notes of previous meeting and matters arising not on the agenda**
- 5. Report from the Executive Board**
- 6. Reports from Associated and Affiliated Bodies**
- 7. RFU staff – local delivery report**
- 8. Matters from the Executive Board for discussion and approval (e.g. Annual Delivery Plan**
- 9. Approve recommendations from the Appointments Panel for certain posts e.g. Chair of Game Board, Sector Heads, Panels and any others identified in the Operating Procedures**

10. Approve recommendations from the Appointments Panel for Sector Heads of RFU
Delegated functions of Discipline and Safeguarding (prior to AGM)
11. Review and monitor all aspects of rugby in the CB and if necessary pass on to Executive Board for consideration. Identify successes and failure
12. Approve terms of reference or dissolution of Sectors, Panels and others as recommended by the Executive Board
13. Approve the arrangements for GRFU General Meetings
14. Consider contents of report to Executive Board
15. AOB
16. Date and arrangements for the next meeting

A10.5 Executive Board Meetings – Generic Agenda

The Executive Board shall meet six times a year (see A2.1)

EXECUTIVE BOARD MEETING

Date

Venue

Chaired by the GRFU Chairman

GENERIC AGENDA

Not all items will be taken at every meeting)

1. **Welcome:** The Chairman
2. **Apologies:**
3. **Declaration of Interest**
4. **Notes of previous meeting and matters arising not on the agenda**
5. **Matters arising from Sector Reports which require discussion and/or decision**
6. **RFU business:**
 - a. for discussion and action by Management Committee
 - b. for discussion and decision
7. **Consider any Business arising from the Management Committee**
8. **Risk Review - business and operation**
9. **Monitor the performance of the Rugby Committee and implement any remedial action**
10. **Annual Delivery Plan**

- 11. Strategic Plan**
- 12. Budget and long-term finance plan**
- 13. Development of Policy and Strategy**
- 14. Governance: compliance with good practice**
- 15. Consider recommendations from the Appointments Panel**
- 16. Consider contents of report to Management Committee**
- 17. AOB**
- 18. Date and arrangements for the next meeting**

Appendix 11

Maintenance and Approval of Operating Procedures

11.1 Approval of Operating Procedures

In December each year the Management Committee shall review and if appropriate approve updates in these procedures. The updated document will then be circulated to the GRFU Membership as stated in Appendix 1.

In June each year the Management Committee shall review the updated version of the Procedures and if appropriate give its approval. The document shall be circulated for the AGM when the document will be taken for approval. As it is a living document any comments made at the AGM by the members shall be taken into consideration for the next update. The approved document will be circulated to the GRFU Membership as listed in Appendix 1.

11.2 Maintenance and updating

The Operating Procedures is a living document and as such requires regular maintenance

All members of the Management Committee and any other interested parties are encouraged to propose revisions not only on the text but also of the layout.

The Operating Procedures should be the first port of call when any matter arises where guidance is required.

Generally, the draft of updates will be circulated to the Management Committee a few weeks in advance of the review by them in December and June. Any comments arising are included in the final draft considered at the review, thus maximising the opportunity to achieve an acceptable version.

In producing the Procedures, the aim is to provide clear and concise statements. The inclusion of extracts from RFU or other regulations is avoided as, when they are amended the text in the Procedures then also have to be revised. Where necessary references and website connections are stated.

References

Reference Documents are held by the County Office and can be accessed by contacting the County Administrator Some documents may also be on the GRFU website

1. Incorporation Document
2. Terms of Employment Handbook
3. RFU documentation on rules and regulations