

# PAIGNTON RUGBY FOOTBALL CLUB LTD

## RULES

1. **NAME.** The Club shall be known as the Paignton Rugby Football Club Ltd.
2. **ADDRESS** The Club premises shall consist of the Clubhouse located at Queens Park, Queens Road, Paignton TQ4 6AT
3. **OBJECTS.** The objects of the Club are the furthestmost of Rugby Football and other non-political sporting, social, educational, and creative and recreation activities.
4. **THE CLUB** is a Members' Club. Open to all the community without discrimination on the grounds of ethnicity, nationality, sexual orientation, religious belief, sex, age or disability except as a requirement of a particular sport.
5. The Club is non-profit making and any surplus income or gains must be reinvested in the Club. At no time must any Club asset be distributed to members or third parties whether in cash or kind.
6. **MANAGEMENT.** The Club shall be managed by a Board of Directors and the property of the Club shall be vested in the Board of Directors for the time being. It shall have control of the finances of the Club, the power to engage, control and dismiss the Club's servants and all such administrative power as may be necessary for the carrying out of the objects of the Club in accordance with the rules.
7. **DIRECTORS OF THE CLUB** The President, Chairman, Vice-Chairman, Secretary, Treasurer, Commercial Manager plus up to seven (7) Directors
8. **GENERAL REPRESENTATIVES OF THE CLUB** Fixture Secretary, Match Secretary, Bar Manager, Past Players Association Representative, Social Secretary, Rugby Secretary, Membership Secretary, FirstXVManager, Devon Rugby Football Union Liaison Officer. The Club Captain shall be elected annually. (See Rule 13)
9. All the above Officers with the exception of the President, Club Captain shall be elected annually at the Annual General Meeting. The President shall be elected by invitation by the Board of Directors. The Chairman shall have been a member, either by election or co-option, of the Board of Directors for at least one year immediately prior to his period of office.

The Club Captain, Ladies Representative and Team Captains shall be elected at such time and place and in such manner as shall be decided by the Board of Directors.

Any member of the Board of Directors who fails to attend three consecutive meetings of the committee without reasonable excuse, shall be deemed to have resigned and his place may be filled with a co-opted member until the Next A.G.M. when he must be elected.
10. **MANAGING TRUSTEES** No Longer Applies
11. **BY LAWS.** The Board of Directors may from time to time make, vary or revoke bylaws (not Inconsistent with these rules) for the regulation of the internal affairs of the Club and the conduct of Members and until revoked all bylaws shall be binding on the members. These By Laws may be Implemented, revoked or altered by a two thirds majority of the Board of Directors meeting and voting and must be posted on the notice board at least twenty-eight days before they are due to take Effect.

The duties and responsibilities of all officers shall be set down in writing and approved by the Board of Directors from time to time.

The Company Secretary shall conduct the correspondence of the Club and shall have custody of all documents Belonging to the Club and keep full records of the Club. The Secretary or Assistant Secretary shall keep full and accurate minutes of all proceedings.

The Finance Director shall keep such accurate and proper books of account as will enable him or her at every Annual General Meeting, or at other times as may be required by the Board of Directors upon reasonable notice, to present to the Club a full and accurate report.

In order to assist the performance of the Finance Director, it will be illegal without the express permission of the Finance Director for any member or Officer to retain any separate funds collected from either members or non-members for any purpose whatsoever. Unless otherwise agreed with the Finance Director, any monies so collected must immediately be handed over to the Finance Director.

12.

## DISCIPLINE

All members of the Club are expected to behave in a manner appropriate with the bounds of common decency and Common Law. Members must not by their actions whether on the Premises and Grounds or off, bring the good name of Paignton R.F.C.Ltd into disrepute Where a member behaves in such a manner and the Board feel that the matter should be Investigated, a written submission must be made which will be forwarded to the Discipline Sub Committee, where it will be investigated either by written submission or a personal hearing. The Result will be conveyed to the disciplined member, the complainant and the Board of Directors. The Member will then have the right to an appeal to the Board of Directors.and in the event of a withdrawal of membership an appeal to the Annual General Meeting

Where a player or spectator has reason to be reported to the Devon R.F.U. or the Rugby Football Union, on any disciplinary matter. Prior to the hearing with the Devon R.F.U.or the R.F.U.Authorities. the member will be required to appear before the club Discipline Sub Committee and may be awarded a punishment. This then will be conveyed to the Disciplinary Panel of Devon or the R.F.U on the Members behalf. At the Disciplinary Panel hearing, the member will be entitled to be accompanied by a member of the Board of Directors or any other member as a friend.

The Member may at his own Cost take a Legal Representative to act on his behalf at any Disciplinary Panel hearing of the R.F.U. and Devon RFU.

13. **QUORUM.** Five Members shall form a Quorum.

14. **SUB-COMMITTEES.**

The Board of Directors shall have the power to appoint Sub-Committees as shall be required from time to time as they shall deem necessary and with such powers as they may determine.

15. **VACANCIES.** The Board of Directors shall have the power to fill any vacancies that may occur within the limits of Rules 7 and 8; and shall have the power to co-opt members not exceeding five in number if and when considered necessary

16. **ANNUAL GENERAL MEETING.** Shall be held on the first Monday in July, at a venue to be exhibited on the Club notice board on or before the last day of February, prior to the meeting, also in the local press on the Friday ten days prior to the Meeting. **Members may also be notified by Electronic or Postal Means.** A copy of the Club's Financial Statement shall be available to all members attending the meeting.

17. **EXTRAORDINARY GENERAL MEETINGS.** An Extraordinary General Meeting may be held at any time on request in writing (stating the reason for the meeting) of not less than fifteen members, or by the Board of Directors. Fourteen days notice shall be given to all members of the date/time/venue of the meeting by the Club Secretary. No other business may be discussed other than that for which the meeting has been called.

18. **BOARD OF DIRECTORS.** Members shall serve for a period of three years, and shall be eligible for re-election. In addition to those Officers named in Rule 7, Seven members shall be elected to serve on the Board of Directors. Seven members shall form a quorum.

19. **AFFILIATIONS.** The Club shall be affiliated to the English Rugby Football Union and the Devon Rugby Football Union. The Club shall partake in all leagues and Competitions as shall be notified by the RFU and DRFU.

20. **COLOURS** The colours of the Club shall be red and white in a combination as shall be decided by the Board of Directors who shall also decide the change strip.

21 **CLUBHOUSE AND GROUND** The Clubhouse shall be the Sports pavilion in Queens Park, Paignton and the Main Grounds shall be at Queens Park Paignton or such premises as shall be decided by the Board of Directors, from time to time.

22. **CLUB CAPTAIN.** Shall be elected at a meeting of current senior players and must be a General (not Social) member of the Club. The meeting shall take place on the last Tuesday in March annually. At the same time Captains of the Senior Teams, on recommendation of the Committee, shall be elected for the following season. These appointments shall be ratified at the Annual General Meeting. The Club Chairman shall preside over the elections and shall have the power of voting.

23. **TRAINING.** Training nights shall be determined by the Club Coach in conjunction with the Board of Directors

**24. PLAYERS' ASSOCIATION.** Players selected to play shall be in the Club dressing room not later than thirty minutes prior to the stated kick-off time; away matches, players shall be in the designated departure point at the time stated.

**25. HONORARY SOLICITOR AND AUDITOR.** The Club shall appoint an Honorary Solicitor and Honorary Auditor who shall hold office for a period of one year, and shall be eligible for re-election. Appointments shall be ratified at the Annual General Meeting.

**26. SMOKING. Smoking at any time is not permitted in any part of the Club House or the Enclosed Stand**

**27. SUPPLY OF ALCOHOLIC LIQUOR.** The permitted Hours for the Sale and Supply of intoxicating liquor shall be such as may from time to time be fixed by the Bar Sub Committee, in accordance with the provisions of the Licensing Act 2003, and as notified to The Licensing Department at Torbay Council and the Devon and Cornwall Police. The Club shall not be open on Christmas Day.

28. **MEMBERSHIP**

**A. MEMBERSHIP APPLICATIONS.** Any person wishing to join the Club may do so in two ways:

1 By being proposed for membership by an existing member and seconded by member.

2 By visiting the Club premises as a visitor and then applying for membership.

Each applicant for membership must fill out an application form and pass to the Membership Secretary or if not available a member of the Board of Directors. This application form will be displayed on the Club Notice Board for at least 48 hours thereafter, and any objections to this application from other members of the Club must be delivered to the Club Secretary in writing. Election of membership shall be by the Board of Directors, whose decision shall be final. No reason shall be given to any candidate in the event of rejection. No person may become a member until 48 hours have elapsed from the application for membership has been lodged. After this time the prospective member may use the Club facilities as a TEMPORARY CLASS MEMBER" until the application has been ratified by the Executive Committee

All applications for membership must be accompanied by the current subscription

**B MEMBERSHIP.** The Club is a Member's Club (as per Rule 3) and is therefore subject to the legal requirements applying to Licensed Clubs as laid down by the [Licensing Act 2003](#) and any such amendments. Election to membership shall be available to the whole Community and shall be granted provided that the membership conditions have been met. Membership is deemed to be when a member has paid their subscription for the year. Membership of the Club is open to the following classes of members: -

**B/1 Member Categories are** Life/Honorary, Players, Vice Presidents and Ordinary Members. Families of Junior Playing Members and Colt Members. Persons elected to membership shall be entitled to use and enjoy, in common with other members, the Club premises and facilities within the Club, and as such shall be entitled to attend and vote at all General Meetings of the Club except Junior Playing Members.

**B/2 Junior Members.** (Players up to the age of 18 on the 1<sup>st</sup> September preceding subscription). Persons elected to membership in accordance with General members - BUT SHALL NOT be entitled to attend or vote at all General Meetings of the Club. Junior Members parents/guardians will automatically become a Social Member.

**B/3 Honorary/Life Members.** Such persons who have performed valuable contributions and duties to the Club and have been elected to Honorary or Life Membership, will enjoy the same privileges as General members but, are relieved of all liability to pay subscriptions. Honorary and Life Members shall not exceed 6 Honorary and 12 Life Members. Nominations for Honorary / Life Members shall be made by the Executive Committee to the Annual General Meeting and carried by a two-thirds majority of those attending. This may be altered by a motion at the Annual General Meeting.

**B/4 Affiliated Members.** Such persons who are members of other Associations and Clubs affiliated to Paignton RFC who shall be entitled to use and enjoy the facilities within the Club as Associate members on payment of a Group Fee.

**B/5 Affiliated Members.** Such persons who have become Associate members to use and enjoy the facilities within the Club do NOT qualify as General Members such persons shall NOT be entitled to attend and vote at General Meetings and shall in all other respects be entitled to other privileges of Membership. With the exception of AFFILIATED MEMBERS all the above classes include in the subscription a provision of membership for wives, spouses and girlfriends.

**B/6 SUBSCRIPTION.** The rates of subscription shall be fixed at the Annual General Meeting on a Resolution from the Board of Directors and shall be carried by a simple majority.

## MEMBERSHIP CONDITIONS

1. All members belonging to the Club will be provided with a membership card, fixture list and a copy of the Club Rules.
2. The membership card provides admittance to the Club premises and grounds and gives on payment of a Donation or Admission to all fixtures. (Honorary and Life Members have free admission to all fixtures).
3. All members are required every year to renew their membership by payment of a subscription and completion of a Renewal Application Form.
4. New Members are required to complete an application form to apply for membership.
5. NON-PAYMENT of a subscription by 30<sup>th</sup> November means that the member is deemed to have resigned and MUST re-apply for membership.  
Any member wishing to resign must send written notice to the Club Secretary
6. The Board of Directors has the power to reject membership applications and also ask a member to resign (see Membership Application) without explanation but MAY return part of the subscription monies paid for the current year.
7. **GUESTS / VISITORS**
8. Members may introduce and entertain friends at the Club, and there shall be kept on the Club's premises a visitor's book in which both member and guest shall sign.
9. The introducing member is responsible for the visitor and their observance to the Club rules and must ensure that they do NOT leave the Club before the visitor.
10. Visitors may not purchase anything on sale at the Club.
11. Any person whose membership has been terminated or rejected cannot be in any circumstances introduced as a guest.
12. Visitors unknown to any members of the Club may apply to a member of the Committee for the purpose of visiting the Club to view the facilities and premises, with the intention of joining the Club at a later date.
13. Notwithstanding the above section hereof, visiting Players, Officials and their friends may be admitted to the Club premises on match days and enjoy the facilities as Associate/Affiliated Members.
14. On no more than twelve occasions per annum, commencing 1<sup>st</sup> September, admission to the Club premises shall be permitted to persons other than members and their guests. Such persons shall be admitted to attend functions promoted by and the responsibility of a member who shall be required to be present on the Club premises during the duration of the function. Such functions shall be held on with the approval of the Board of Directors and shall be organised for the purpose of raising money for funds or to discharge the liabilities of the Club. Persons attending such functions shall be Members, their bona fide guests or members of the public who have purchased a ticket prior to the date of the function. Persons other than those listed shall be refused admission and there shall be no sales of tickets at the door on the day of the event. **A written notice shall be forwarded to the Licensing Officer at Torbay Council and the Officer in Charge at Paignton Police Station**
15. **Change of Address.** Members shall communicate any change of address to the Club Secretary and any notice posted to the last known address of the member shall be deemed to have been properly served on that member for the purpose of these rules or anything therein contained.
30. **AMENDMENT OF RULES.** The Rules of the Club may from time to time be revoked, altered or added to by the Board of Directors, and notice of any such revocations, alterations or additions shall be posted on the Club Notice Board for twenty-eight days by the Club Secretary and shall be ratified at the Annual General Meeting
31. **INTERPRETATION.** Any dispute of difference which may arise as to the meaning or interpretation of any Rules or Bylaws or as to the powers of any Club Officer shall be determined by the Board of Directors whose decision shall be final and binding on all Members.
32. **CLUB DISSOLUTION.** If the Club is dissolved any assets must be given or transferred to another CASC, a registered Charity or the Sport's Governing Body.

**Rules Amended 09/03/2000**

**Rules Amended 30/05/2009 The words Executive Committee changed to Board of Directors on incorporated as a Company Ltd by Guarantee**

**Gilmour Fox  
Company Secretary**