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Gloucestershire Rugby Football Union



Operating Procedures

Gloucestershire Rugby Football Union – here to support you

Contact person for the GRFU Operating procedures

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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 and should be read in conjunction with this document.
2. **OBJECTS.** The objects of the Constituent Body are specified in Section 3 of the Incorporation Document, i.e.:
 - 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 IRB Regulations and rules of the Union.
 - To arrange and undertake representative and other matches as the Committee may decide.

3. OPERATION & ORGANISATION

The affairs of the Union shall be administered by the Committee (hereafter called the Management Board) 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 Management Board shall be constituted in accordance with Para. 13 of the Rules of Incorporation. There shall also be a Finance & Operations Committee (see para 3b. below).

The Job Descriptions of the Officers of the union are given in Appendix 1 together with Figures A1a & A1b showing the operations links and the organisation

3.a. THE MANAGEMENT BOARD (MB)

- a) The Management Board shall comprise 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 Board shall consist of:
 - 1) The Officers as defined in the Incorporation Document being the President, Chairman, Hon Secretary & Hon Treasurer together with the Vice President, Vice Chairman and the Immediate Past President
 - 2) The Representatives of the County on the Rugby Football Union Committee.
 - 3) The elected representatives who shall be:

- i District Representatives elected, in the numbers indicated, for the following five Districts in the County; Bristol (3), Cheltenham (1), Forest of Dean (1) Gloucester (2), Stroud (1). For the purposes of the election of representatives to the Management Board, the District to which any club belongs shall be determined by the Management Board.
 - ii One representative from each of the Clubs within the County playing at Level 4 and above Leagues. A club being demoted from this Level shall have representation for one further year
 - iii No more than two Representatives from any associated body (see Para 4).
- 4) Co-opted members shall be elected annually and shall not exceed in number 25% of the total number of members to the Committee as stated in 1), 2) & 3) above. The suitability & performance of co-opted members may be the subject of review by the Appeals, Awards & advisory Committee
 - 5) The County Administrator will be in attendance but have no voting rights
- b) District Representatives shall be determined annually. Nomination forms shall be sent to the District clubs by 1st April. Nominees must be proposed and seconded. Where the number of representatives exceeds the number of appointments to be made in any District a ballot shall be conducted by the County by the 30th April.
 - c) Should the required number of Representatives in any District not be nominated or a vacancy arises during the season, the GRFU Management Board shall have the power to appoint such representative(s).
 - d) District Representatives shall become members of the Management Board with effect from the Annual General Meeting following their nomination or election.

3.b. THE FINANCE & OPERATIONS COMMITTEE (F & O)

The Finance & Operations Committee shall be empowered to:

- make recommendations to the Management Board on matters of finance, forward planning, policy and when called upon to implement on a day to day basis the strategy as defined by the Management Board.
- act as a Finance committee.
- exercise the full executive authority of the union, when the Management Board is not able to meet.

The Finance & Operations Committee will be chaired by the GRFU Vice Chairman and shall comprise: Chairman, Treasurer, Governance, Community Rugby, & one RFU Representative any of whom shall attend meetings as appropriate. The County Administrator will be in attendance but have no voting rights

There shall be no co-option to the F & O committee, but invitations may be issued to appropriate persons, to act in an advisory capacity, as and when required.

3.c. THE SECTOR COMMITTEES

The Management Board shall appoint such committees as are necessary to deal with the affairs of the Constituent Body (see Para. 11.1 of the Rules). The appointment of the Chairman, the composition, powers and terms of reference of each committee shall be determined by the Management Board. Following the Annual General Meeting, the Management Board 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 Board. Additional committees can be formed and existing committees removed by the Management Board to suit the needs of the constituent body.

The terms of reference of each of the Committees are outlined in the Appendix 2 of these Operating Procedures.

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

4. ASSOCIATE AND AFFILIATED BODIES.

The Management Board shall be empowered to admit into membership of the Union any suitable associated or affiliated body.

Definitions:

- i) An Associated Body is one, which has representation on the Rugby Football Union other than through the Constituent Body. These are the County School's Union, The Students RFU, Referees' Federation (representing the N Glos and Bristol Societies)
- ii) An Affiliated Body is one, which does not have representation on the Rugby Football Union other than through the Constituent Body e.g. RFUW and the Combinations. Once accepted into membership of the Union they shall have the same privileges and responsibilities as a club. This includes the nomination, proposing or seconding of District representatives and participation in any subsequent ballot.

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

- a) Their objectives include one or more of the objectives of the Union (as defined in the Incorporation Document).
- b) They operate within the County of Gloucestershire (as defined in the Incorporation Document).
- c) They have a set of bye-laws approved by the Union or by the RFU (or delegated body e.g. Rugby Football Schools' Union etc.).
- d) At the discretion of the Management Board, they shall be invited to provide one member of the Management Board

Provisions e & f apply to Associate Bodies

- e) The members of the Management Board, who represent an Associate Body, shall be empowered to take part in and vote on, all of 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.
- f) Associate Bodies shall not be required to pay a subscription to the Constituent Body.

Appendix 1 Operations, Organisation & Job Descriptions

Figure A1 (a) GRFU Operations

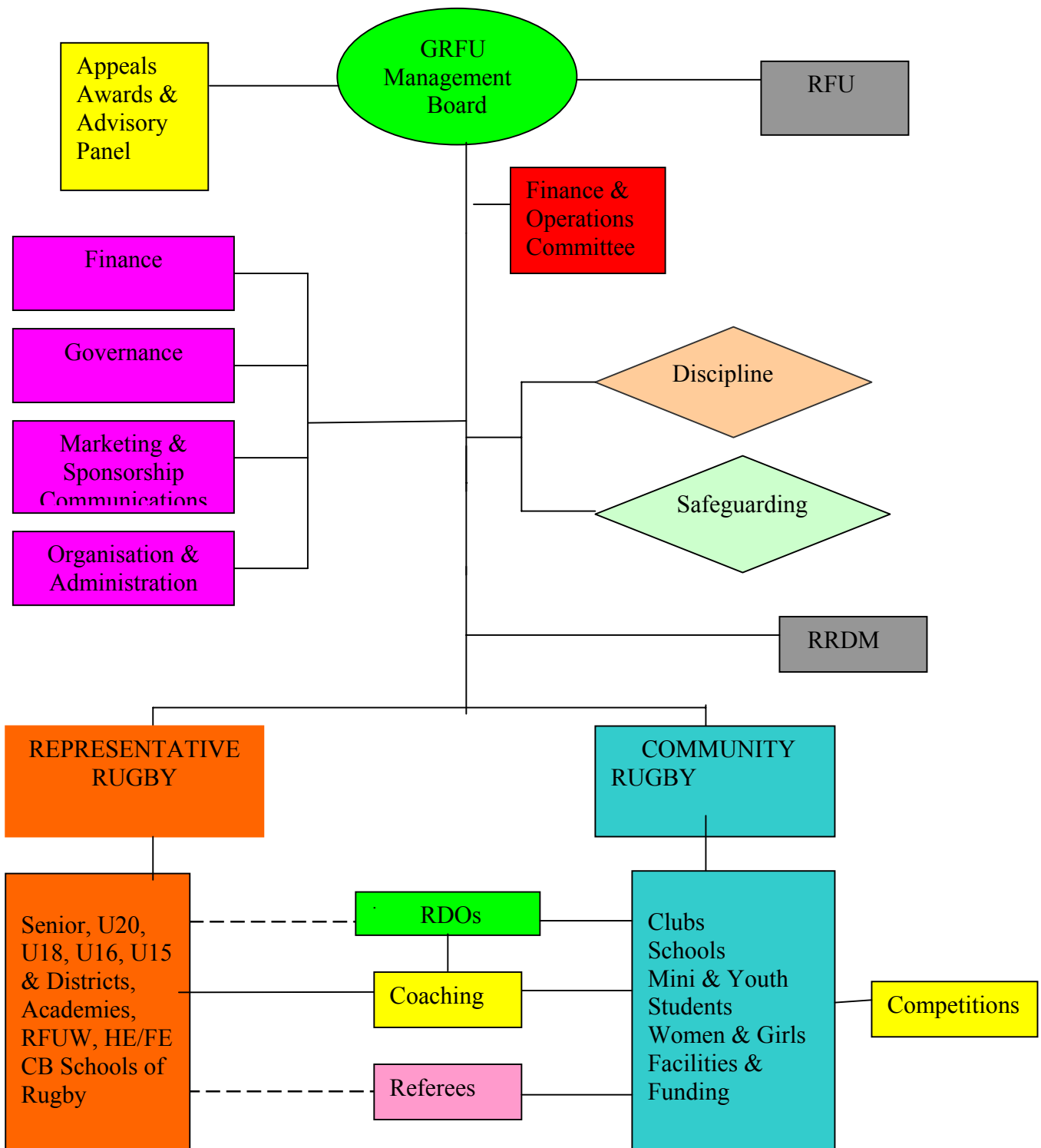
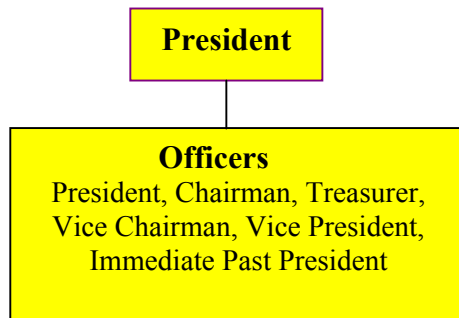


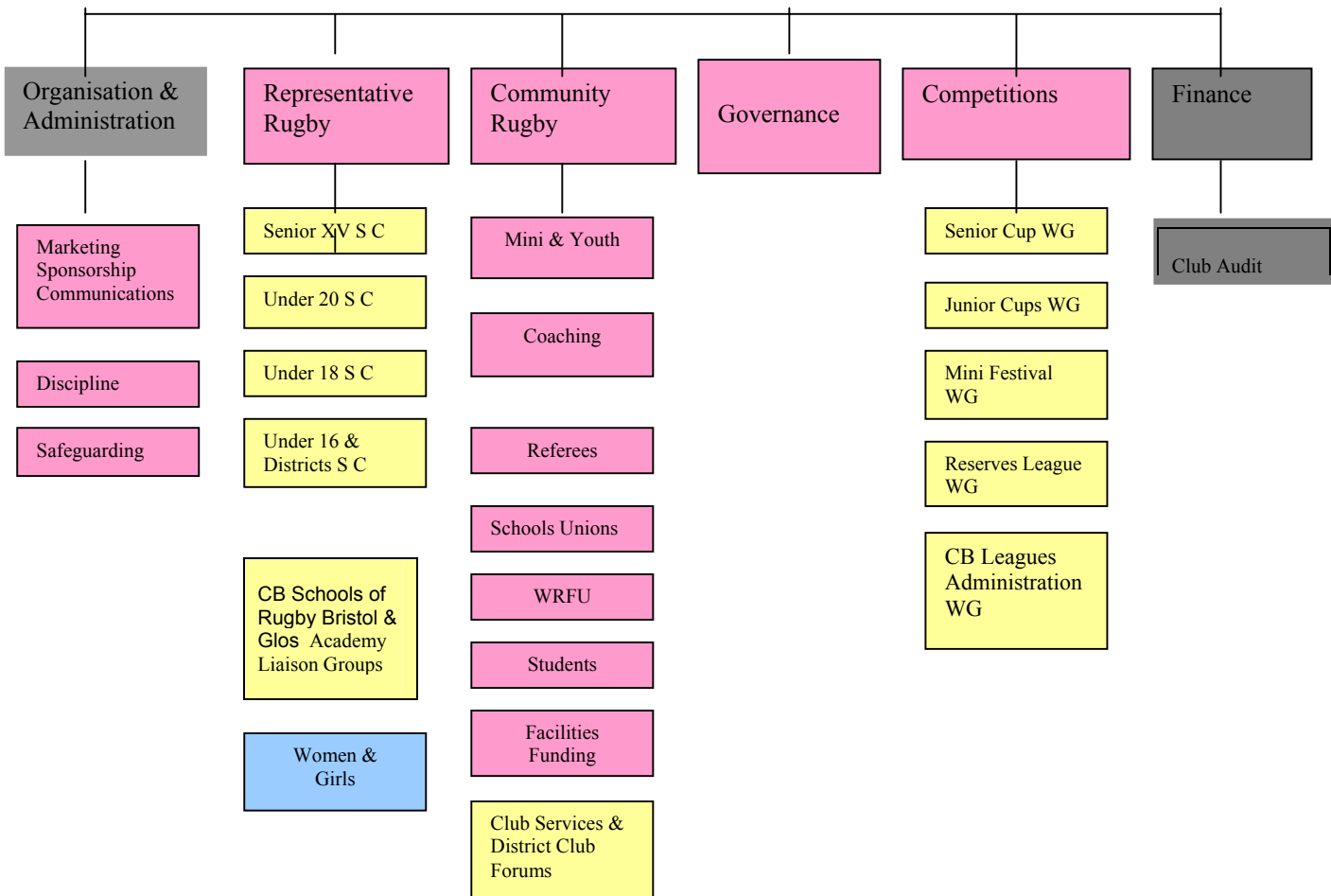
Figure A1 (b) GRFU Organisation



Management Board

The Officers, RFU Reps, Governance, County Administrator, Representatives of National Leagues Clubs, Districts & other Bodies. Sector Chairmen (as below),

Sectors: MB Members shown in purple boxes



Appendix 1 (C) Job Descriptions

A1(C).1 The Officers & County Administrator

President

An Officer

Act as a figurehead for the GRFU

Represent the County at Club functions, presentations and awards, County Representative games and one England International each season.

Member of the Management Board

Acts as a 'sounding' board

Under takes 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

Vice President

An Officer

Member of the Management Board

To support and shadow the President

Stand in for the President where necessary

Develop an understanding of GRFU administration and organisation for Presidency

Attend Management Board meetings

Provide a formal link with the Combinations

Immediate Past President

An Officer

Member of the Management Board

Acts as a 'sounding board'

Provides the liaison with the Life Members and acts as Almoner

Supports all GRFU activities where appropriate

Responsible for Scrutiny and Audit

Chairman

An Officer

Chair of the Management Board and the District Forums

Responsible for ensuring the implementation of the GRFU Strategy and drive through the priority initiatives

Taking day to day operational decisions in association with appropriate management Board members

To carry out regular health checks of the organization and keep succession planning in the headlines.

Attend and advise when necessary the sub committee meetings at least once per year

Acts as CB nominee to the Rugby Football Union and represent the County at appropriate RFU conferences

Vice Chairman

An Officer

Supports and Shadows the Chairman

Member of the Management Board

Chairs the meetings in the absence of the Chairman

Responsible for development of proposals on succession management

Treasurer

An Officer

Responsible for all finance matters within the GRFU

Member of the Management Board

Works closely with the Sector Chairmen on Finance matters

Prepares the annual budget and the finance plan

Implements financial control on the budget and generally monitor finance activities

Prepares the Annual accounts

Ensure that statutory finance obligations are met including audit, tax and VAT

Maintain close contact with the RFU on finance matters

County Administrator

The County Administrator is a salaried position, responding to the Management Board and directly managed by the Chairman.

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.

Provide administrative support for the Sector Chairmen

Provide the Secretariat function to the Management Board

Act as personal assistant to the Chairman

Provide the key interface with the media.

Attend conferences as required

Carry out a range of activities to include:

- Management of the website

- Updating and arranging the production of the handbook

- Arrange the AGM

- Develop and manage the Clubs database

A1 (C).2 Committee, Working Group & Task Group Chairmen

For all the appointments:

Responsible to the Management Board for all activities in their jurisdiction

Report formally as and when requested to the Management Board and to the Finance & Operations Committee

Work within the GRFU Strategic and Business Plan and RFU Strategic Plan

Chair the committee/SG/WG as appropriate

Convene meetings as and when appropriate

Produce minutes of meetings in the GRFU format for circulation by the County Office

Establish and agree a budget and financial control procedures with GRFU Treasurer where appropriate

Maintain accounts in association with the Treasurer

Produce the relevant sections of the Business Plan

Provide updating for the Operating Rules

Maintain an awareness of RFU and other bodies on relevant matters

Develop the committee membership and meet the succession management plan

Arrange and seek approval from the Management Board for co-options to their committee to ensure adequate expertise to meet the needs of the committee

Liaise with the other Sector Committees/WG/TG

Appendix 2

Terms of Reference of Management Board, F & O Committee, Sector Committees, Task Groups, Advisory Groups and other bodies

A2.1 The Management Board

- Within powers delegated by the Rugby Football Union to CBs establish policies to govern and administrate the game within the CB.
- Review and monitor such policies on an annual basis to ensure they remain effective, relevant and cost effective.
- Delegate of the implementation of policy to the relevant Committees and approve the annual budget.
- Monitor the performance of the organisation against the Business & Strategic Plan

A4.2 The Finance & Operations Committee

- make recommendations to the Management Board on matters of finance, forward planning, policy and when called upon to implement on a day to day basis the strategy as defined by the Management Board.
- act as a Finance committee.
- exercise the full executive authority of the union, when the Management Board is not able to meet.

A4.3 Sector Committees, Advisory Groups, Task Groups and other appointed Bodies

A4.3.1 General matters

All sectors of the GRFU organisation are fully responsible and answerable to the Management Board. All sectors will work in accordance with the agreed GRFU strategy and action plans. The Management Board has delegated the, responsibility and budget to enable chairmen to manage their sectors day-to-day unfettered. Specific annual targets for sectors are contained in the GRFU Business & Strategic Plan. Sector chairmen will make regular reports to the MB to an agreed programme. The broad terms of reference for each sector are stated in A4.3.2 below. They are not rigid and will be amended to reflect changes in priorities or to implement new activities

The appointment of Chairman, Secretary and the composition of committees and other bodies shall be approved by the Management Board. All bodies shall report regularly to their parent body as shown in the GRFU Organisation chart Appendix 1

Minutes shall be produced for all committee AD, TG and appointed meetings. These minutes will be circulated through the County Office to the Executive and General Committees and where necessary decisions considered for ratification. Items of business on matters going outside the CB must be approved by the Management Board either at a meeting or by communication

Accounts shall be kept by all Sectors and where appropriate by other bodies. Financial statements will be provided to the Treasurer on a regular basis and to the Management Board or the F & O Committee on request

Financial control, budgetary control, payments and receipts will be through the GRFU Treasurer

A4.3.2 Specific terms of reference for sectors

Finance

- On a day today basis control the budget and seek Management 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 application etc as necessary.
- Prepare annual budget and a system of budgetary control.
- Monitor, review and control all expenditure.
- Manage and administer RFU conditional funding.

Governance

- Responsible for Governance matters including policies and changes reflecting RFU policies
- Deals with all matters of protocol, rules & regulations, organisation and legal issues
- In support of the Management Board develops the CB Business & Strategic Plan
- Maintain and develop the Operating Procedures

Community Rugby

- Responsible to the Management Board for the GRFU Community Rugby Programme;
- Plan, co-ordinate and monitor regularly the Community Rugby Action Plan in conjunction with the RRDM, the RDO's, Schools Union, HE/FE Representatives and the RFUW;
- Co-ordinate, with the RRDM the RDO/CRC Work Programmes and the setting of budgets and priorities;
- Act as CB co-ordinator for Toolkit Bids and their monitoring;
- Co-ordinate the activities of the Clubs Forum, Mini and youth Committee and other related bodies;
- Identify funding sources, advising clubs on funding applications and providing guidance as appropriate;
- In conjunction with the Facilities Working Group establish priorities for RFU financial support;
- Work within the GRFU Strategic Plan.

Mini & Youth Rugby

- Organise regular meetings bi-monthly of the Mini & Youth Forum.
- Maintain links between the GRFU Forum and Bristol Junior Combination organisation as one Sector.
- Provide support for Mini and Youth rugby throughout the CB.
- Encourage clubs to apply for the RFU Seal of Approval in order to meet and maintain RFU standards.
- 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.

Coaching

- Strive to improve the quality and number of coaches supporting the game at all levels within the CB.
- Work with the CDO 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 CDO 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 IRB 'Rugby Ready course, available online, and encourage 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 School of Rugby to deliver a quality rugby development programme.
- Work with the RFU and CDO 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

Clubs Service & Support

TO BE ADDED

Facilities & Funding

TO BE ADDED

Representative and Elite Rugby

Strategically responsible for: the County XV, U20s XV, U18s XV, Bristol Schools U15s & U16s Age Grade Sides, Gloucestershire Schools U15s & U16s Age Grade Sides and the CB Schools of Rugby (SOR).

The County XV, U20s XV & U18s XV representative sides have organising 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 strategic coherence across representative rugby in GRFU. Ensure they are maximising the chance of achieving their major objective.

The County XV

County Senior Representative Rugby (Playing) Committee

- Identifying all players within the National Leagues eligible for Gloucestershire, and produce a squad capable of winning the County Championship.
- Organising squad sessions and appropriate coaching.
- In consultation with the Chair of CB Representative & Rugby Development, identifying and appointing a manager and coaches.
- Liaising with the U20 Group on player identification.

- Advising County Senior Representative Rugby (Playing) Management Committee on playing and players' requirements for County matches.
- Maintaining accounts and preparing a budget to cover playing matters (including kit, equipment, players' expenses and any travel to matches, but not including players, accommodation and meals).

County Senior Representative Rugby (Administration) Committee

- Booking grounds and other facilities for County XV home games.
- Arranging match officials for County XV home games.
- Marketing County games in the local press and in GRFU clubs.
- Producing match programmes for County XV home games.
- Making arrangements for hosting and entertaining opponents County committee and GRFU guests.
- Arranging the post-match dinners following County XV home games.
- Arranging accommodation for playing squad, team management and GRFU committee members for County XV away games.
- Booking coaches for playing squad, team management and GRFU committee members to travel to County XV away games.
- Liaising with the Committee of GRFU opponents in the County Championship.
- Maintaining accounts and preparing a budget to cover all aspects of their responsibilities.

In undertaking these tasks this management committee is to take full account of playing and players' requirements as advised to them by Playing Management Committee.

Under 20 Representative Rugby

- Producing a squad capable of winning the National U20 Competition.
- Organising squad sessions and appropriate coaching.
- Organising all aspects of the National U20 Competition games and warm-up matches.
- In consultation with the Chair of CB Representative & Rugby Development and the Coaching Sub-Committee, identifying and appointing a manager and coaches.
- Liaising with the U18 Group on player identification.
- Maintaining accounts and preparing a budget to cover all aspects of U20 representative rugby.

Under 18 Representative Rugby

- Producing a squad to play in the County matches to maximise the chances for Gloucestershire players to be selected for the SW Divisional Squad.
- Organising squad sessions and appropriate coaching.
- Organising all aspects of the U18s matches.
- In consultation with the Chair of CB Representative & Rugby Development and the Coaching Sub-Committee identifying and appointing a manager and coaches.
- Liaising with the 2 Schools Unions in the County and the Rugby Managers of the CB SORs on player identification.
- Maintaining accounts and preparing a budget to cover all aspects of U18 representative rugby.

Bristol Schools & Gloucestershire Schools U15s & U16s Age Grade Sides

The Bristol Schools U15s & U16s Age Grade Sides and the Gloucestershire Schools U15s & U16s Age Grade Sides are organised by their respective Schools Unions. While all 4 age-grade sides aim to win their matches, their principle objective is to develop young players to play at representative levels, and to maximise the chances for Bristol and Gloucestershire players to be selected for the SW Divisional Squads. The Chair of CB Representative & Rugby Development is to:

- Provide support from the GRFU to the 2 Schools Union; this can include coach identification and training and additional budget provision.
- Provide clear guidance to the Schools Union to ensure that talented youngsters at non-rugby playing schools who have learnt their rugby at GRFU clubs have an equal opportunity to play in the relevant Schools age-grade sides.

CB Schools of Rugby

CB SoR are the building blocks of the elite performance development pathway in England. The programme is designed to identify and support the development of the most talented young players between the ages of 13 and 16 in each CB, including girls at U15. The focus of the SoR is to develop core technical skills together with tactical appreciation of the game as well as educating these athletes on the fitness, lifestyle and mental components of elite performance. Each CB SoR is a partnership between the CB and the Regional Academies generally based at Premiership Clubs. Consequently, there are 2 CB SoR in Gloucestershire – CB SoR (Bristol) and CB SoR (Gloucester). The Chair of CB Representative & Rugby Development is to:

- Oversee the appointment of a CB SoR Manager for each of the 2 SoRs who have oversight of the work of their respective CB SoR Administrators.
- Oversee the identification of a CB SoR Administrator for each of the 2 SoRs who, in turn, are responsible for: planning and running the SoR programme in accordance with RFU SoR Guidelines 2009; executing the athlete identification process; preparing exit strategies for players who are not able to benefit fully from the programme; ensuring there are opportunities coach induction and development; keeping records of players' details, attendance and performance profiles; and liaison with the respective Schools Unions to enhance the playing opportunities for SoR athletes.
- Work with the Regional Academies to ensure they fully support their respective SoR and, in particular, provide coach development programmes and physio support.
- Oversee the budget provided by the RFU to run the 2 CB SoRs.
- Represent the GRFU at the 2 Regional Academy Liaison Groups which are required to review the performance of their respective CB SoR and report accordingly to the RFU.

Competitions

- Regulate, promote, administrate, format, choose venues and invite teams to participate in the following County wide competitions.
- County Senior Cup Competition.
 - County Senior Intermediate Cup Competition.
 - Under 19's County Cup Competition.
 - Under 19's Merit Table
 - Junior Cup Competitions (Under 13's to Under 17's).
 - County Festival for U8 to U12
 - County U7 Fun Day, One Day, Sunday.

- Administer the County Leagues on behalf of the RFU.
- Invite clubs to represent the GRFU in any National competitions.
- Organise, manage and administrate the Gloucestershire Reserve Leagues.
- Arrange annual reviews both north and south and report accordingly.
- Organise and administrate the Under 19's Merit Table.
- Monitor and advise on school rugby competitions suitable for the development of emerging schools.

Discipline

- Ensure that discipline cases are fully reported and copies of the report archived
- Demonstrate that the RFU procedures are being followed
- Liaise with the Safeguarding in accordance with the agreed procedure as shown in Fig A6
- Update the Management Committee on discipline matters raised by the RFU

Safeguarding

- Implement all aspects of the RFU Safeguarding Policy across the CB in association with Discipline as shown in Figures A6
- 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 CRB process within the CB to ensure that all individuals working with young people meet the CRB (and ISA, when it goes live) 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 and the County Administrator.
- 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 with club Seal of Approval accreditation by confirming the evidence relating to Safeguarding issues is accurate.

Marketing Sponsorship & communications

- Promote the image and brand of the GRFU in the clubs, around the County and elsewhere.
- Market the CB Brand
- Facilitate sponsorship & Patronage of the GRFU

- Maintain a working relationship with the RFU Regional Press Officer
- Maximise the Marketing opportunities of the RFU Web site
- Produce a regular GRFU Newsletter
- Define, procure and manage corporate equipment and clothing

Appeals, Awards & Advisory Group

Refer to Appendix A5.1

Appendix 3

Committees with Delegated Powers

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

The 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

A3.1 Discipline See Appendix 4.3.2

A3.2 Safeguarding See Appendix 4.3.2 and also Appendix 6 for procedures

**A3.3 League Administration
TO BE ADDED**

Appendix 4

Affiliated & Associated Bodies

Affiliated and Associated bodies will act in accordance with their bye-laws

A4.1 Associated Bodies

- 4.1.1 Gloucestershire Federation of Referees
 - Bristol Referees Society
 - Gloucester & District Referees Society
- 4.1.2 Gloucestershire Rugby Football Schools Union
- 4.1.3 Student Rugby Football Union
- 4.1.4 Rugby Football Union for Women

A4.2 Affiliated Bodies

- 4.2.1 Bristol & District Combination
- 4.2.2 Bristol Junior Combination
- 4.2.3 Cheltenham & District Combination
- 4.2.4 Forest of Dean Combination
- 4.2.5 North Gloucester Combination
- 4.2.6 Stroud & District Combination

Appendix 5

Organisational Matters and Procedures

A5.1 Appeals, Awards and Advisory Panel

The Panel will be chaired by the President and additionally comprise the two most recent past Presidents who have no interest in the business to hand. The Panel will convene as required to deal with appeals awards and to advise the Management Board through the Chairman of the MB of any operation or organisation matter for which it has concern.

If deemed to be necessary by the Management Board 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 actions of the CB. This does not include the activities of those committees with delegated powers from the RFU for example Discipline.

A5.2 Election of Representatives to the RFU and District Representatives to the GRFU

If more nominations are received than there are vacancies for representative(s) to the RFU or District Representatives to the GRFU 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 Board. 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 General 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 #17 - 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*

A5.3 Appointment of Managers and Coaches to the Representatives sides

Procedure to be included when agreed

A5.4 Review of 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.

Appendix 6

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 Child Protection Policy*
- 9.2.3 *To co-ordinate the management of CRB disclosure*
- 9.3.4 *To ensure that all reported cases are managed in line with RFU/RFU(W) policies*
- 9.2.5 *To provide support to clubs in their implementation of RFU/RFU(W) policies and procedures relating to the Safeguarding of young people*

Appendix 2

- 1. *Support Clubs to produce a Child Protection Policy*
- 2. *Monitor club implementation of Child Protection 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 CRB disclosure within the CB*
- 5. *Establish contact with Social Services and Area Child Protection Committees*
- 6. *Have a formal role on relevant committees within the CB*

Key steps in the procedure

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

The RFU Safeguarding Management Policy also gives a framework by way of codes of conduct for players, officials and spectators. This policy also advises on matters such as CRB 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. When an Incident Occurs or a Child Protection 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 CBWM) 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 clubs Child Protection Officer. (CPO)

- Reports should be in writing: RFU Safeguarding Management Reporting Form or GRFU CBWM Reporting Form can be used for this purpose. These are available via the club CPO, GRFU CBWM 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 CPO, CBWM and or RFU Case Management Group are at liberty and will report concerns direct to statutory agencies (Police, Social Services & NSPCC) BUT must also report this fact to CBWM / RFU.

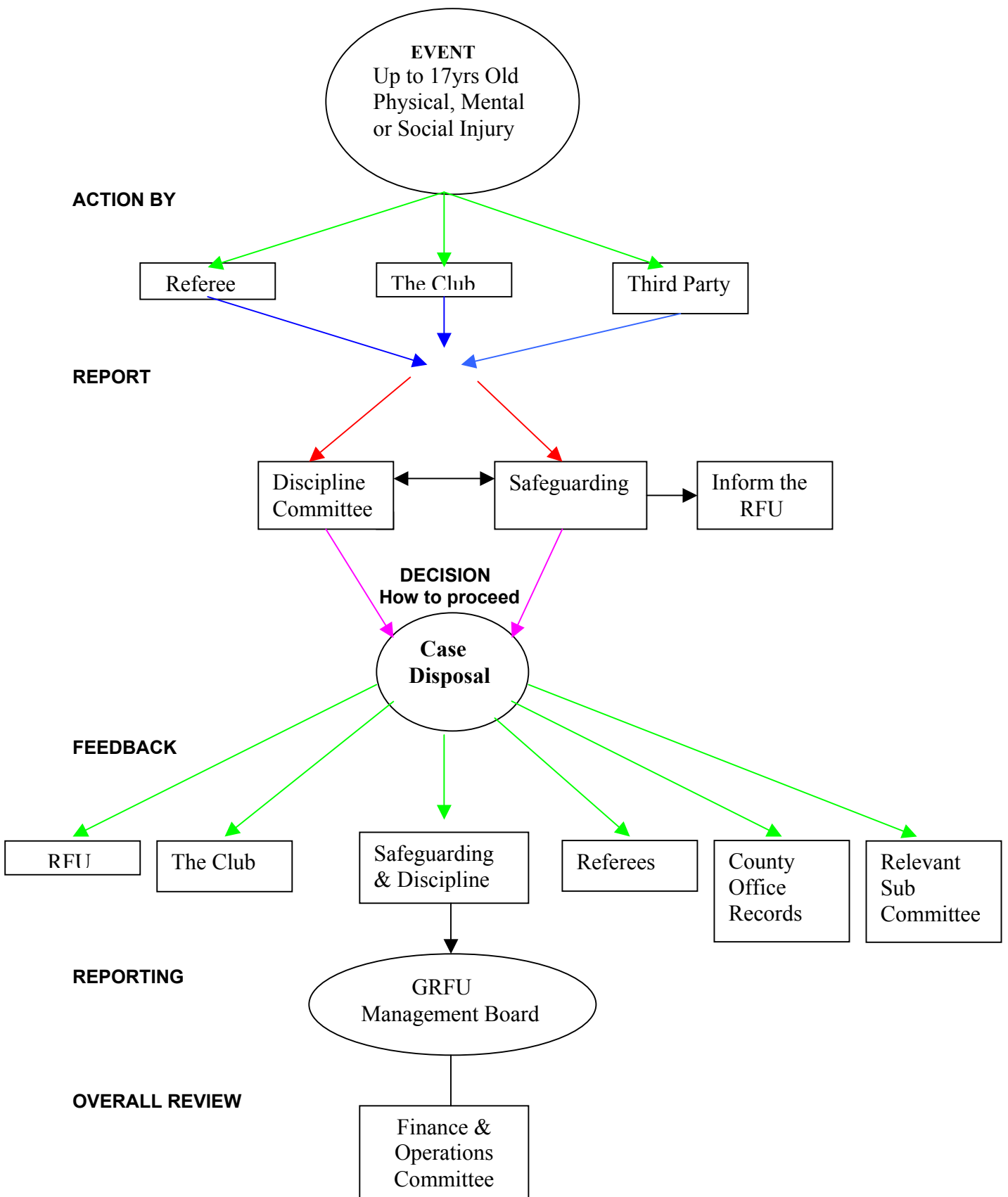
When an Incident has been reported:

The Case Management Group will make one of three decisions:

- Incident will be dealt with by RFU Safeguarding Management Team in conjunction with RFU Disciplinary Committee. 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 CBWM and other committees as appropriate. Low level cases of poor practice as above.

In all cases the RFU and GRFU CBWM will support all parties as appropriate. Some cases may require intervention by Disciplinary Committee either at Club, County or RFU. Clubs have disciplinary responsibilities as shown in the schools and youth regulations.

Figure A6 Safeguarding Process



Appendix 7

Nominations to National Competitions

All Gloucestershire clubs in level 7 (Western Counties North) who are in full membership of the GRFU Section 1 will be invited to participate in the GRFU preliminary section of the RFU National Intermediate Cup competition with the winner going forward to represent the GRFU in the Divisional section of the competition.

Gloucestershire clubs in level 8 (Gloucestershire Premier) who are in full membership of the GRFU Section 1 will be invited to participate in the GRFU preliminary section of the RFU National Senior Vase competition with the winner going forward to represent the GRFU in the Divisional section of the competition

Gloucestershire clubs in level 9 and below (Gloucestershire One, Two and Three) who are in full membership of the GRFU Section 1 may be invited to participate in the GRFU preliminary section of the RFU National Junior Vase competition with the winner going forward to represent the GRFU in the Divisional section of the competition.

Appendix 8 Appeals Procedure

An Appeal to the GRFU shall be submitted to the County office in writing, signed by the Club Secretary and accompanied by the fee of £100 paid on a Club cheque

Appeals to the GRFU shall be dealt with by the Management Board through The Appeals, Awards and Advisory Panel which is appointed as stated in A5.1. The Panel will comprise members with the appropriate knowledge and expertise who have no declared involvement in the case or the appellant parties. The Panel will be chaired by the President, an Officer or a senior member. 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 appellant shall be notified of the arrangements for the Appeal meeting and invited to attend, with a representative if required, and provide, in advance of the meeting, such submissions in support of the Appeal as may be considered relevant. The Panel will inform the Management Board and the appellant of the result of the Appeal in writing (through the County Administrator) and the rationale behind the decision. 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 September 2010 stated in Regulation 13.10.10) .

Appendix 9

Referees Examiners

Role and appointment