



**THE HELENSVALE RUGBY UNION
FOOTBALL CLUB INC.**

CONSTITUTION, RULES & REGULATIONS

Revised Version Dated January 12th 2022

Helensvale Rugby Union Football Club Inc.

Vision

“to birth a Wallaby”

Sportsmanship

We believe that encouraging sportsmanship and by demonstrating it in our actions we will contribute to the moral development of our Members.

Teamwork *by using teamwork and by involving players, coaches, officials, and parents we can accomplish far more than as a group of individuals. Together we can achieve the extraordinary.*

Continual development *There is no perfect player or coach and it only through continual development that we can achieve our potential and help others to achieve theirs.*

Clarity. *By being open and forth right in the way we manage our Club, we will develop trust and engage the support of our members.*

Ambition. *To achieve your dreams, you need ambition and we believe that encouraging and supporting our members ambitions we will reach our vision.*

POLICIES

To achieve our vision, we intend to use the following policies to guide our actions:

1. Players: The development of our players is our first priority. We shall focus our activities on developing young players in the sport of Rugby Union. Our activities will combine the spirit of the game, sportsmanship, teamwork, skills and tactical training in a safe and enjoyable environment so as best to provide our development program. In union with Try-Rugby and the QRU the Club will provide a grass roots level experience designed to introduce and develop young players into the sport of Rugby Union.

2. Coaches: To provide the best development for our players we need the best coaches we can provide. We shall provide the necessary training and development logistics and administrative support to meet the coaches needs whilst offering a structure for them to develop their skills as coaches.

3. Parents: To engage the support of parents and to educate them how to best support their children in the pursuit of the sport of Rugby Union, we will run an open and communicative organisation that will be able to provide them with the necessary advice and information. We will actively encourage their participation in all parts of the organisation from the executive decision making through the committees to voluntary support.

4. *Officials:* Each sport requires dedicated and skilled officials to provide a safe environment in which the players can enjoy the game. We shall train and develop referees, linespersons and team managers so as able to provide the best support possible for our players on the field, We will strive to attract and develop officials at an early age so as to provide the highest quality match officials for the future.

NAME, OBJECTS AND POWERS.

1. NAME

The Club shall be called the "HELENSVALE RUGBY UNION FOOTBALL CLUB" Herein after referred to as "the Club or Club."

2. DEFINITIONS

Except where the context otherwise permits or requires, the words and expressions listed in the schedule of definitions set out in Rule 18 shall bear the meanings given to them there in.

3. OBJECTIVES

The objectives of The Club shall be:

- 3.1 To promote, encourage and foster the Game for the benefit of the Players including (but not limited to) the coaching thereof at all levels.
- 3.2 To promote, encourage and foster the Game at all levels in the areas of the Ground and the surrounding areas.
- 3.3 To ensure that the game is played in accordance with the Laws of the Game and is administered in accordance with the Rules of the Union.
- 3.4 To undertake such matches and fixtures and other activities as the committee made decide.
- 3.5 To maintain and develop the ground at Helensvale or such location as the committee may from time to time determine as the headquarters of The Club and as a venue for playing the game and conducting the other activities of The Club so as to provide the best possible facilities for members and those visiting the grounds.
- 3.6 To strengthen the bond between The Club and the local community in the areas surrounding the Club.
- 3.7 Every effort should be made to run the club like a normal non-profit business. To ensure the club is cash positive and ethical business decisions are made to ensure the future of the club.

4. POWERS OF THE CLUB

To further its objectives The Club shall have the power to do all such things as are incidental or conducive to the objectives of The Club including (but not limited to) all or any of the following:

- 4.1 Either directly or indirectly to employ, invest and deal with the assets and funds of The Club if such a matter as shall be considered by The Club to be expedient, and to do all such other acts and things and carry on all such other activities [(including but not limited to) leasing, subleasing, releasing, renting, acquiring, altering, erecting, holding, selling, improving, developing, repairing, hiring, lending with or without security or otherwise dealing with real or personal property of any kind] as shall be considered by the committee to be necessary or expedient for the purposes of The Club or the advancement of its interests.
- 4.2 To raise or borrow money for the purposes of or in connection with the activities of The Club or any of them as the committee thinks fit in accordance with the following provisions;
 - 4.2.1 Any sum or sums raised or borrowed may be on mortgage, charge, bonds, or debentures of all or any of the funds or property of The Club whether or not including any floating charge of the whole or part of the undertaking property and assets of The Club both present and future.
 - 4.2.2 At the time of any borrowing the sum of the amount then remaining un-discharged of monies borrowed and the amount of the proposed borrowing shall not exceed \$100,000. or such sum as the Members in General Meeting may from time to time determine.
 - 4.2.3 The rate of interest payable at the time the terms of borrowing are agreed on any money borrowed shall not exceed the rate of interest which in the opinion of the committee represents the market rate of interest for borrowings of a similar amount and on similar terms prevailing at that time except in the case of a mortgage loan the committee may delegate the determination of the interest rate within specified limits to an Officer, Committee Member or Sub-committee.
 - 4.2.4 The Committee may determine from time to time (subject to Rules 4.2.1; 4.2.2; and 4.2.3) the terms and conditions upon which the money is raised or borrowed or security is issued and may vary such terms and conditions.
 - 4.2.5 No person lending money to The Club shall be concerned to see or enquire whether either of the limits imposed by Rule 4.2.2 or Rule 4.2.3 is exceeded at the time of borrowing or issue and if either or both of such limits were to be exceeded no borrowing incurred in excess of such limits shall be invalid unless such person had received express notice to this effect at the time of borrowing.

- 4.3 To give any security or securities whether by way of mortgage or otherwise for the performance of any contracts or any debts, liabilities, or obligations of The Club or other persons or corporations in whose business or undertaking The Club is interested, or to whom or in respect of whom The Club has given any personal covenant, guarantee or indemnity, whether directly or indirectly, and collaterally or further to secure any obligation of whatsoever nature of The Club, by a trust deed or other assurance.
- 4.4 To accept and grant sponsorship and franchises and make such arrangements in connection therewith as the committee shall think fit.
- 4.5 To apply for and hold any licenses, consents, certificates, permissions, and approvals that may be required for or in connection with the activities of The Club and (among other things) to provide catering and such other facilities as the committee shall consider desirable.
- 4.6 To invite, receive and make donations for or otherwise promote or assist in the development or continuance of facilities for, or the prestige of, the Game or any other sport or recreation.
- 4.7 To support (whether by direct subscription, the giving of guarantees or otherwise) any charitable, benevolent, or educational fund, institution or organization, or any even or purpose of a public or general nature, the support of which will or may, in the opinion of the committee, directly or indirectly benefit, or is, calculated so to benefit, The Club or its activities or its employees, ex-employees, players, former players or their dependents.
- 4.8 To promote arrange and organize competitions and entertainments in connection with the Game and any other sport or recreation.
- 4.9 To maintain bank accounts in credit or overdrawn on such terms as the Committee shall think fit including the giving of guarantees and indemnities in respect of direct debits and other money transmission or collection systems.
- 4.10 To pass such resolutions, regulations and instructions that shall be binding on all Members as are considered necessary for the better management, organization, administration and regulation of The Club.
- 4.11 To settle, conduct or enforce or resist either in court of law or by arbitration any suit, debt, liability or claim by or against The Club.

5 MEMBERSHIP

- 5.0 The Members of The Club shall be the persons whose names are for the time being registered in the Register of Members.

- 5.0.1 Registered Players with the Helensvale Rugby Union Football Club Inc. eighteen years and above who have paid their affiliation fees are automatically Members of The Club.
- 5.0.2 To become a member of the Helensvale Rugby Union Football Club Inc. an application must be forwarded and seconded by two existing members to the Membership Committee. Parents of Junior Members shall become members as determined by Rule 13.5.
- 5.2 Details of the subscription payable by each Member as determined by Rule 13.1 and Rule 13.2 shall be kept by the Club Registrar and shall be available for inspection by Members at all reasonable times.
- 5.3 The Committee shall have the power not to admit to Membership a person's application. There shall be no obligation to state any reason for the rejection of an application.
- 5.4 No person may be accepted as a candidate for voting membership under the age of eighteen years and the purported admission of a person under the age of eighteen years shall be void.
- 5.5 The committee shall have the power to create a class of persons called juniors or with such other title as the committee may decide using as criteria age, ticket holding or otherwise as it shall think fit. Juniors under the age of 18 shall not have voting rights, rather their rights and membership privileges (as under section 5 of the constitution) shall be granted to their parent member (or legal guardian). In terms of specific rights to parent members:
- (a) a parent member is any person who is the parent or legal guardian of a fully registered child player under the age of 18*
- (b) parent members may attend and vote on any matter at meetings of the Club provided that only one vote may be exercised in respect of a child player. In the event that a parent member is the parent or guardian of two or more child players, then one vote is exercisable for each of those fully registered child players.*
- 5.6 A Member may resign from The Club at any time by giving to the Club Secretary written notice of the intention to do so provided that the Member shall remain liable for all monies then due and owing to The Club.
- 5.7 The President or Club Secretary or any person appointed by either of them shall have the power to order the withdrawal from the Ground of any Member who is in breach of any of these Rules. Any Rule or Regulation of the Union which is applicable to the Ground or use by its members or who otherwise is, in the opinion of The President or the Club Secretary or their appointee or appointees guilty of misconduct shall apply. The same power exists where any member continues with assumptions, allegations or innuendo despite the complaint being fully addressed and closed. It is important that the best interest of the Club is maintained at all times, and the members work towards a common goal.

- 5.8 The Committee shall have the power to terminate or suspend for such a period as it see fit the membership of or to reprimand a Member for any infringement of these Rules, any Regulations, the Rules or Regulations of the Union, the laws of the game or the GCDRU Regulations or for any conduct prejudicial to the interests of The Club or the Game. The procedure for the exercise of this power shall be prescribed by the Committee and details thereof shall be kept by The Club Secretary and shall be available for inspection by Members at all reasonable times
- 5.8.1 Appeal against rejection or termination of membership. A person whose application for membership has been rejected, or whose membership has been terminated, may give the Secretary written notice of the person's intention to appeal against the decision.
- 5.8.2 A notice of intention to appeal must be given to the secretary within one month after the person receives written notice of the decision.
- 5.8.3 If the secretary receives a notice of intention to appeal, the secretary must, within one month after the day of receipt call a General Meeting to decide the appeal.
- 5.8.4 At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should be terminated.
- 5.8.5 Also, the management committee and committee members who rejected the application or terminated the membership must be given an opportunity to show why the application should be rejected or terminated.
- 5.8.6 An appeal must be decided by a vote of members present at the meeting (No proxy votes allowed).
- 5.8.7 If a person whose application has been rejected does not appeal against the decision within one month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the application fee paid by the person.
- 5.9 A Member shall cease to be a Member, on resignation or on termination of membership by the Committee or on their death.
- 5.10 Each person who is in Membership with The Club at the date these Rules take effect shall be admitted to Membership in accordance to Rule 5 and any person in Membership at that date under the age of eighteen years shall be granted the status of a junior in accordance with Rule 5.5.

6 MEETINGS

- 6.1 All General Meetings shall be held at the Ground or elsewhere as the Committee may determine and any such Meeting other than an Annual General Meeting shall be called a Special General meeting.

- 6.2 The chairman of all such meetings shall be appointed by the committee in advance of the proposed annual general meeting, members will be notified of the proposed chair of the meeting at the same time the annual general meeting is announced.
- 6.3 Every Member shall be entitled to attend any General Meeting but will not be included in the debate over the issue or be able to vote over the conclusion of the issue. The quorum at any General Meeting shall be at least 50% of the Management Committee.
- 6.4 All resolutions shall be decided by a majority of votes recorded except where these Rules provide for a special resolution, which shall require a majority of at least two thirds of the votes recorded.

7 ANNUAL GENERAL MEETINGS

- 7.1 Not later than the 31st December in every year a General Meeting shall be held (to be known as the Annual General Meeting) for the transaction of the following business:
- 7.1.1 To consider and approve (with or without amendment) the minutes of the previous Annual General Meeting.
- 7.1.2 To receive and approve a Report from the committee on the affairs of The Clubs since the previous Annual General Meeting.
- 7.1.3 To receive and approve a Financial Statement for the preceding financial year
- 7.1.4 To elect the Officers for the ensuing year – President, Vice-President, Secretary or Secretary/Registrar and Treasurer are mandatory offices and as such are included in Rule 10. Other members of the Committee currently elected at the AGM for the ensuing year are as follows; Rugby Director & Communication, Marketing and Grants.
- 7.1.5 For individuals who are no longer active within The Club but who have given outstanding service over a number of years the Committee can recommend them to the Annual General meeting for the honorary title of Life Member.
- 7.1.6 To consider as a special resolution any addition or alteration to these Rules duly proposed in accordance with Rule 7.5.
- 7.1.7 To consider any other motion or business duly proposed in accordance with Rule 7.5
- 7.1.8 To consider any other business of which due notice shall have been given in writing two weeks prior to the AGM.
- 7.1.9 To hear any other relevant matter for the consideration of the Committee during the ensuing year, but on which no voting shall be allowed.

- 7.2 Notice of every Annual General Meeting stating the date time and venue of such meeting shall be provided not less than four clear weeks prior to the date of the Meeting either by a: publishing in the local paper in either Public notices or Sports Notices. orb; a mail out to all current Members.
- 7.3 The Election of the Officers – shall be subject to the following provisions:
- 7.3.1 Any Member shall have the right to make nominations, with the consent of the candidate, for election to any one or more of the offices named in or created under the provision of Rule 10.1. Such nominations must be sent so as to reach the Club Secretary two weeks prior to the AGM. Whilst forms can be obtained from the club and members are encouraged to use them it is not mandatory. Providing the nomination is in writing, legible, proposed and seconded by current members, and in time, it will be accepted. The Committee also have the right to make nominations for the election of Officers.
- 7.3.2 The election of each Officer shall be decided by a majority of votes recorded from the Members present at the Annual General Meeting.
- 7.3.3 In the event of an equal number of votes being cast for two or more candidates for any Office a further election for that Office will be held for those candidates who were equal.
- 7.3.4 Where a vote between two candidates remains equal the Chairman shall have the casting Vote.
- 7.4 The election of Committee Members – shall be subject to the following provisions:
- 7.4.1 Any Member shall have the right to make nominations, with the consent of the candidate, for election to any one or more of the offices named in or created under the provision of Rule 11.1. Such nominations must be sent so as to to reach the Club Secretary two weeks prior to the AGM. The Committee also have the right to make nominations for the election of Committee Members.
- 7.4.2 The election of each Committee Member shall be decided by a majority of votes recorded.
- 7.4.3 In the event of an equal number of votes being cast for two or more Candidates for the last seat on the Committee a further election for that seat will be held for those Candidates who were equal.
- 7.4.4 Where a vote between two candidates remains equal the Chairman shall have the casting Vote.
- 7.5 Proposals for alterations or additions to the rules or any other motion to be submitted to an Annual General meeting shall be subject to the following provisions:
- 7.5.1 Any proposal shall be submitted in writing to the Club Secretary two weeks prior to the AGM duly proposed by one member and seconded by another.

7.5.2 Copies of all such proposals shall be provided with the Agenda of the Annual General Meeting.

8 SPECIAL GENERAL MEETINGS

- 8.1 The Committee may convene at any time a Special General Meeting by giving all Members two clear weeks' notice thereof stating the date, time and venue thereof and the resolution or resolutions to be moved or other business to be transacted thereat.
- 8.2 The Committee shall also convene a Special Meeting on receipt by the Club Secretary of a written requisition signed by not less than fifteen Members. Each requisition must clearly state the specific resolution to be moved.

9 OFFICERS AND COMMITTEE

The affairs of The Club shall be administered by the Management Committee, which shall exercise all the powers of The Club expressed in Rule 4 and without limiting the generality thereof:

- 9.1 The Committee shall have power to appoint such sub-committees as are considered necessary to deal with the affairs of The Club. Additional Members can be co-opted to serve on these sub-committees, but one member will need to report activities to the Main Committee when required.

Recommended sub-committees are as follows:

Canteen
Bar
Events/Entertainment
Website
PR
Graphic design
Sponsorship
Fundraising
Disciplinary
Improvements/maintenance

- 9.2 The Committee shall have the power to co-opt additional members to serve on it or any sub-committee as and when deemed necessary.

10 OFFICERS AND DUTIES

- 10.1 The Officers of The Club shall be The President, Vice-President, Club Secretary/ Registrar, Treasurer and such other Officers as The Club may in General Meeting from time to time determine.

10.2 All Officers of The Club shall be elected at each Annual General Meeting in accordance with Rule 7.1.4.

10.3 Each Officer on election at an Annual General Meeting shall hold office from the end of that Meeting until the end of the next Annual General Meeting but shall be eligible for re-election from year to year until reaching the limitations laid down in Rule 10.2.

10.4 If any such office shall fall vacant between one Annual General Meeting and the next such vacancy shall be filled by the Committee for the period of the vacancy.

10.5 Each Officer of The Club has duties and responsibilities as follows:

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10.5.1 President

The president is the principal leader of the Club and has overall responsibility for the Club's administration and development.

The President is elected by the members and is responsible for representing the views of the Club and its members.

Responsibilities and duties:

- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent Club at local, regional, state and national levels
- Act as facilitator for Club activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
- Drive the development of the Club
- Be the sole spokesperson for the Club to outside interests
- Arbitrates in disputes

10.5.2 Vice-President

The Vice President is the assisting leader of the club and the primary responsibility of the Vice President is to be prepared to assume the powers and duties of the President in his absence.

Responsibilities and duties:

In President's absence the Vice President assumes the responsibilities of the President

Manage committee and/or executive meetings

- Manage the annual general meeting
- Represent the club at local, regional, state and national levels
- Act as a facilitator for club activities
- Plans, coordinates, and recruits' committees to manage a series of meetings and programs
- Coordinates programs with the president and the executive committee
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
- Assess the human resource needs for the club for general running and special events
- Recruit and recommend the appointment of volunteers to roles that suit them
- Organise the orientation and the induction of volunteers

- Work with the Secretary organising volunteer rosters and maintaining records
- Identify and organise the training and education opportunities for volunteers
- Develop job descriptions for all required tasks
- Ensure that volunteers are reimbursed for their approved out-of-pocket expenses
- Ensure all volunteers are recognised for their efforts
- Submit regular reports to the club committee

10.5.3 Treasurer

The treasurer is the chief financial management officer for the Club.

Responsibilities and duties:

- Prepare a budget and monitor it carefully
- Keep the Club's books up to date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that monies received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Send out accounts
- Pay the bills
- Any other duties or responsibilities imposed by the Club's Constitution or requested by the Club's Management Committee
- Where possible, the role of Treasurer should be held by a qualified accountant. Best endeavours are to be made to make such appointments.

Where more than one family member holds a Management Committee role, the role of Treasurer cannot be held by either family member.

10.5.4 Secretary/Registrar

The Secretary is the chief administration officer of your Club. This person provides the coordinating link between members, the management committee and outside agencies. The registrar is the person responsible for keeping club records, particularly making sure all players are financial, registered and entered on the appropriate database.

Responsibilities and duties:

- Prepare the agenda for Club meetings in consultation with the President
- Send adequate notice of the meetings
- Collect and collate reports from committee members
- Call for and receive nominations for committee positions for the Club AGM
- Take the minutes of the meetings
- Write up the minutes as soon as possible after the meeting
- Read, reply and file correspondence
- Maintain files of legal documents such as constitutions, leases and titles
- Ensure that all participants are registered to the Club on the ARU's Rugby Link database and maintain the accuracy of these records

- Collect player registration fees via Rugby Link
- Supply coaching staff with periodic reports on player registrations
- Allocate the compilation of Club records annually including:
- Player eligibility for final series
- Historic records

11 MANAGEMENT COMMITTEE

- 11.1 The Management Committee shall consist of The officers and other Committee Members duly elected at the Annual general meeting in accordance with Rule 7.4. Members of the Committee shall hold office from the end of one Annual General Meeting at which he/she is elected until the end of the following Annual General Meeting and shall be eligible for re-election from year to year within the limitations of Rule 10.4.
- 11.2 The quorum at any meeting of the Management Committee shall be at least 50% of the Management Committee (or such other number as may be determined by The club in a General meeting).
- 11.3 The Management Committee shall discuss all issues relevant to club business before a vote is taken. The purpose of a committee is for issues to be raised and discussed and all members of the Committee must be offered the opportunity to air their views on Club matters in open debate. Decisions are not made by individually canvassing members simply to gain a majority vote.
- 11.4 Committee Members shall receive no remuneration for serving on the Committee other than payment of authorized for carrying out their duties.
- 11.5 The Management Committee will meet at least once per Month during the Season unless otherwise informed by The Club President or Club Secretary.
- 11.6 Management Committee Members failing to attend, without excuse, three meetings in succession will be required to stand down and will be replaced as per Rule 9.2 .
- 11.7 Matters for Consideration: All matters that members wish to be discussed by the committee are to be submitted, in writing, to The Club Secretary at least one week prior to the Management Committee Meeting.
- 11.8 Sub-Committee Members wishing to attend and raise issues with the Management Committee may do so by submitting an application to The Club Secretary, in writing, stating the reasons for doing so, at least one week prior to the Management Committee Meeting. Sub-Committee members can be included in the debate over the issue but not able to vote over the conclusion of the issue.

- 11.8.1 General Members raising issues with the Management Committee will be invited to state their case to the Management Committee but will not be included in the debate over the issue or be able to vote over the conclusion of the issue. The president may invite the member to offer further opinion as seen fit.
- 11.9 All Members may attend Management Committee meetings as silent audience but may not take part in the management Committee debates or votes.
- 11.10 The president may invite General Members to address the Management Committee to offer advice or opinion if relevant, but members are not to be invited to join in the subsequent debate.
- 11.11 If the President rules that an issue to be discussed is to be confidential then all silent Audience members will be required to leave until the conclusion of the debate.

12 Club Finance

- 12.1 The Club's income shall be obtained from:
- i The Subscriptions of Members.
 - ii Players Affiliation Fees.
 - iii From investments and securities, from sponsorship and from any other available source.
 - iv Sales from Food and Bar services
 - v Sales from uniform and other stocks
- 12.2 The profits of The Club shall be applied only in furthering the objects of the club.
- 12.3 A monthly Club Finance Report must be made available at the regular Monthly Management Committee Meetings, together with any expenses or payments to be made or made since the last meeting.
Any queries /discrepancies must be raised and reported back as closed by the following meeting date.
- 12.4 A Financial Statement shall be made to 30th September in each year and presented at the Annual General Meeting.
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- 12.5 Due to many customers requiring payment of invoices within 7 or 14 days of receipt of such invoices, payment of the invoice up to 2000 can be authorised by at least three of the Club's Executive Officers and ratified at the next Management Committee Meeting. Larger sum still need to be approved by the full Management Committee regardless of the due date time frame.
- 12.6 Due to the modern nature of payments it is recommended the club obtain a debit card for the purpose of eliminating the use of petty cash; thus enabling the treasurer to easily track and reconcile payments. The use of the card can be authorised by 3 executive officers of the club.

13 SUBSCRIPTIONS/ PLAYERS FEES.

- 13.1 Each Member shall pay to The Club by 1st April such annual subscription as the Committee may from time to time determine, failure to pay such subscription within the agreed period will result in the termination of the member's membership with The Club.
- 13.2 The Committee may decide to charge a membership fee of nothing, however the Management Committee reserves the right, at any time deemed fit, to set the subscription to whatever level determined necessary for the support of The Club. N.B: Once a subscription fee has been paid, it is paid, and any charges to the subscription fee before the next payment due date will not incur a 'top up' charge or rebate.
- 13.3 All Players shall pay by the 1st April such Fees as shall be determined at the Annual General Meeting to cover Insurance, Affiliation Fess, uniforms and playing equipment needed to further the game. No Player will be permitted to train or play in any game if they have not paid their fees by the due date.
- 13.4 Any person who wishes to join after April 1st cannot join a team either in training or asa Player until they have Registered and paid their fees in full.
- 13.5 Parents of Junior members, having paid junior fees as above for their children will,subject to acceptance of membership by the Membership sub-committee, become members and their subscription will be included as part of their child's/children'sPlayers fees.

14 DUTIES OF OTHER COMMITTEE ROLES

- 14.1 Rugby Director
The rugby director is responsible for the management of the club's coaching program and promoting the value of coaching within the club.

Responsibilities and duties:

- In conjunction with State Coaching Co-ordinator, ensure all club coaches hold appropriate qualifications and are registered with the club for the current season
- Ensure all coaching staff hold a current Blue Card
- Ensure there are enough coaches for the club's requirements
- Develop a budget for the club's coaching accreditation program
- Provide all relevant information to the Secretary to ensure records of club coaches and coaching qualifications are maintained
- Develop an understanding of the role of sports science in coaching
- Arrange appropriate coach training sessions, locations, dates and times
- Be available to assist at games if necessary
- Foster a positive club spirit amongst all coaches and encourage them to participate in a sporting manner
- Enhance feelings of self confidence and self-esteem within the club coaches
- Meet regularly with coaches to discuss performance and provide feedback
- Arrange for, and conduct where appropriate, assessments of the club's coaches
- Encourage maximum participation from the club's coaches
- Liaise with other Committee members regularly
- Constantly highlight the club's support of the ARU National Code of Conduct

- Continually seek out potential coaches and recruit whenever possible

14.2 Communication, Marketing and Grants

The communications manager is the main channel of information between your Club and its members. Information may come from the Club itself, State Union/ARU and/or outside agencies.

The Grants Officer make applications to various organisations that offer grants as they arise and ensures that the Club meets the criteria specified by the Offeror. Once applications are made the Grants Officer is also responsible for following up the applications.

Responsibilities and duties:

- Communicate information between State Union/ARU and the Club and its members
- Disseminate by email, website, notice and/or newsletter, any information from within the Club and outside the Club, relevant to all members
- Oversee the management of the Club website
- Act in conjunction with the Committee for the marketing of the Club to the community and to potential new members
- Raise the profile of the Club to internal and external audiences
- Maximise publicity for the Club's games, events and activities
- Communicate results of home games
- Source content and images
- Keep up to date with the latest happenings in the Club and community
- Apply for various grants as they arise
- Communicate with grant bodies, State Union/ARU, City Council and other organizations on grant applications
- Follow up on all grants applications
- Prepare reports and acquittals for successful grant application
- Manage the Event subcommittee (if applicable)
- Plan and coordinate social events for the season
- Organise the End of Year Presentation night

15. BEHAVIOUR

15.1 The behaviour of members and guests at The Club and whilst visiting other Clubs is of utmost importance to maintain the reputation of The Club. The Club supports the concepts of 'the spirit of the game' and 'good sportsmanship' and behaviour of all members must follow these principles.

15.2 As a centre that promotes youth activities it is necessary that all members consider their own actions and those of others with the junior members in mind. Bad language, drunkenness, abusive or unnecessarily aggressive behaviour either on or of the pitch cannot be accepted by club members.

- 15.3.1 Rumor and innuendo can have a seriously detrimental effect on The Club spirit and all members and officers and officials of The club are encouraged to use The Club procedures to bring to the Management Committee's attention any issues that it is felt should be raised. Members are encouraged on hearing a rumour, to suggest to the source that they substantiate it and take it to the Committee or to drop the subject entirely.
- 15.3.2 The Management Committee must at all times ensure that any assumption, innuendo or allegation be brought to the Committee as a matter of priority. In the event it is deemed that a Committee Member has in fact been a party to such assumption, innuendo or allegation then it should be treated as a complaint and the Committee member will then be asked to answer the case as per the standard procedure as set out in Clause 15.4. In the event that after the vote, the Committee Member is found to be in breach of the aforementioned clause, then the Committee Member will be stood down with immediate effect and a decision made as per Clause 5.7 and 5.8 pertaining to their future Membership.
- 15.3.3 Any accusations directed at a current member or at the Management Committee, must be put in writing and forwarded to the Club Secretary. Such accusations must be supported by specific detail and fact.
The accusations must be tabled at the next Management Committee meeting. The Committee, by vote, must determine whether there is sufficient fact to support the allegation and whether further action is required. Such action taken must be minuted. Such complaints and allegations must be addressed within 28 days, and any notice of meetings must be placed in writing, giving the parties at least 14 days notice of the intended meeting.
In the event that the Committee, by vote, decides that no further action is required the a letter is sent to the member advising them of the decision made.
- 15.4 If a member has complaint against a member of the Management Committee then the accused member, after answering the case, will be excluded from the debate pending the Management Committee's decision and will not be allowed to vote on the issue.
- 15.5 In return, all officers and officials of The Club are reminded that The Club's aim is to be transparent and to be governed by consensus. you are to consider carefully whether you have the authority to make a decision, and if not who should the issue be forwarded to.
- 15.6 In very simple terms:
The Management Committee runs The Club
The President chairs the Committee.
The Secretary takes notes and does the mail, and advises on rules, regulations and processes.
The Registrar keeps a Register of Players/members. The Treasurer keeps records
The junior Coordinator co-ordinates and organises. The Coaches coach.
The sub-committees generate ideas and run thing as directed. The volunteers do all the hard work.
This may seem flippant but if you consider the role of each of them you will know who to discuss what with.

16 GROUND REGULATIONS

- 16.1 Notice: Entry to the Ground is expressly subject to acceptance by the visitor of these Ground Regulations and the rules and regulations of the Helensvale Rugby Union Football Club Inc. rules and GCDRU regulations in respect of the relevant Competition. The Ground Regulations incorporate The Club's Customer Charter (if any). Entry to the Ground shall constitute acceptance of the Ground regulations.
- 16.2 "Ground" means this football stadium and all locations owned, occupied or utilized by The Club.
- 16.3 "The Club or Club" means The Helensvale Rugby Union Football Club inc .
- 16.4 "Match" means any Rugby Union match taking place at the ground.
- 16.5 Permission to enter or remain within the Ground (notwithstanding possession of any ticket) is at the absolute discretion of The Club, any police officer or authorised steward. On no account will admission be granted to a person who is subject to a current banning order.
- 16.6 The Club excludes to the maximum extent permitted by law and liability for loss, injury or damage to persons/property in or around the ground.
- 16.7 No guarantees can be given by The Club that a match will take place at a particular time or on a particular date and The Club reserves the right to reschedule the Match without notice and without any liability whatsoever.
- 16.8 In the event of a postponement or abandonment of the Match, refunds (if any) will be made in accordance to The Club's Customer Charter. The Club will have no further liability whatsoever, including (but not limited to) any indirect or consequential loss or damage, such as, (but not limited to) loss of enjoyment or travel costs.
- 16.9 All persons seeking entrance to the Ground acknowledge The Club's right to search any person entering the Ground and to refuse entry to or eject from the Ground any person refusing to submit to such a search.
- 16.10 The following articles must not be brought within the Ground:-
Knives, fireworks, smoke canisters, air horns, flares, weapons, dangerous or hazardous items, laser devices, glass bottles, glass vessels, poles and any article that might be used as a weapon and/or compromise public safety. Any person in possession of such items will be refused entry to the Ground.
- 16.11 The use of threatening behaviour, foul or abusive language is strictly forbidden and will result in arrest and/or ejection from the Ground. The Club may impose a ban for one or more Matches.

- 16.12 Racial abuse, chanting or harassment is strictly forbidden and will result in arrest and/or ejection from the Ground. The Club may impose a ban for one or more Matches.
- 16.13 The following acts are offences under the Gold Coast Rugby Union Football Club Rules:
- i The throwing of any object within the ground without lawful authority or excuse
 - ii The chanting of anything of an indecent or racist nature
 - iii The entry onto the playing area or any adjacent area to which spectators are not generally admitted without lawful authority or excuse.
- 16.14 A Conviction resulting from any of the above will result in a Banning Order being made.
- 16.15 Nobody may stand in any seating area whilst play is in progress. Persistent standing in seated areas whilst play is in progress is strictly forbidden and may result in ejection from the Ground.
- 16.16 The obstruction of gangways, access ways, exits and entrances, stairways and like places is strictly forbidden. Nobody entering the Ground shall be permitted to climb onto any structures within the Grounds.
Smoking in No Smoking areas is strictly forbidden.
- 16.17 Mobile Telephones are permitted within the Ground, provided that they are used for personal and private use.
- 16.18 The following are offences for which a person can be arrested by a police officer and conviction could result in a Banning order being made:
Attempting to enter the Ground or being inside the Ground whilst Drunk.
Any individual who has entered any part of the Ground designated for the use of supporters to which he does not belong may be ejected from the ground either for purposes of his own safety or for any other reason.
- 16.19 No person (other than a person who holds an appropriate licence) may bring into the Ground any equipment which is capable of recording or transmitting (by digital or other means) any audio, visual or audiovisual material or any information or data in relation to the Match or the Ground. Copyright in any unauthorised recording or transmission is assigned (by way of present assignment of future copyright pursuant to section 91 of the Copyright, Designs and Patents Act 1988) to The Club.
- 16.20 No goods (including literature) of any nature may be offered either free or for sale by any person within the ground without the express written permission of The Club.
- 16.21 Tickets are not transferable and may not be offered for sale without the prior written permission of The Club. Any tickets offered for sale may be confiscated.
- 16.22 At all times whilst present on the Ground, persons must comply with any and all instructions of any steward or Officer of The Club and/or any police officer. Failure to comply with any instruction may lead to immediate ejection from the Ground.

16.23 The Club reserves absolutely the right to eject from the Ground any person failing to comply with any of the Ground Regulations or whose presence within the Ground is, or could, reasonably be construed as constituting a source of danger, nuisance or annoyance to any other person. This could lead to further action by The club including, but not limited to, the withdrawal of any season ticket (without reimbursement) and other benefits.

Entry to the ground shall constitute acceptance of the Ground Regulations

Addendum and explanations

RESERVED

SCHEDULE OF DEFINITIONS

<u>Club or The Club</u>	Means Helensvale Rugby Union Football Club Inc.
<u>Committee</u>	Means the committee designation in Rule 11.
<u>Financial Statement</u>	Means a Balance Sheet together with income and expenditure account.
<u>Game</u>	Means The game of Rugby Union football
<u>General Meeting</u>	Means a general meeting of Members.
<u>GCDRU</u>	Means International GOLD COAST DISTRICT RUGBY UNION, which The Club is a Member.
<u>Laws of the Game</u>	Means The Laws promulgated by the IRS.
<u>Officers</u>	Means the Officers designated in Rule 10.
<u>Member</u>	Means a Financial Member of The Club.
<u>Player</u>	Means a person who has paid their Subscription Fee and plays in a Team.
<u>Regulation</u>	Means a resolution, regulation or instruction made in accordance with Rule 4.10.
<u>Rules</u>	Means the Rules of The Club for the Mean Time.
<u>Union</u>	Means the Rugby Football Union.