



## **Constitution of Halton Farnworth Hornets Amateur Rugby League Football Club**

### **1-TITLE**

The name shall be "Halton Farnworth Hornets Amateur Rugby League Football Club"(herein referred to as the Club". The Club shall be affiliated to the British Amateur Rugby League Association and The Rugby Football League and the North West Counties Rugby League Associations and as such agrees to abide by the rules of those present organisations.

The aims and objects of the Club shall be :

- To encourage the practice ,promotion, development and participation of Rugby League and all other sporting activities throughout Halton and the wider community.
- To provide coaching, training and competitive opportunities for all.
- To manage and promote Wilmere Lane Sports Ground in Halton and the wider community.
- To organise teams to represent the Club in fixtures ,leagues and in such competitions as the Executive Team shall decide.
- To ensure a Duty Of Care to all members of the Club.
- To provide all its services in a way that is fair to everyone.
- The Club shall be affiliated to its National Governing Body and local/regional bodies as the Executive Team consider appropriate in order to carry out the objectives of the Club.

### **2- MEMBERSHIP TYPES**

(a) Membership of the Club shall be open to all persons of varying sporting preferences within the community irrespective of sex, gender ,age, disability, ethnicity, nationality, sexual orientation, religion or beliefs.

(b) Honorary Member

Honorary Membership of the Club may be conferred upon any member by a majority vote of those present at an Annual General Meeting(AGM). This would be in recognition of someone who has performed outstanding service or who has made an outstanding contribution to the Club. The Executive Team would hold sole responsibility for determining, selecting and honouring members for elevation to Honorary Membership.

### **3- PRESIDENT/HFH VICE PRESIDENTS**

The Executive Team shall be responsible by a simple majority for the selection and promotion of a Club person to the voluntary role of President/HFH Vice President with voting rights. The honour of becoming a President/HFH Vice President shall only apply to a Club person who has had a long and distinguished service of unselfish work for the Club. All pre AGM 2011 Vice Presidents shall relinquish their title after the said AGM and will become known as Honorary Members. New Vice Presidents, ie post AGM 2011 shall be known as HFH Vice Presidents.

All Vice Presidents, Executive Team Officers, coaches and their assistants, players, Club volunteers, family and friends of the Club will be subject to the regulations of the Constitution and by joining the Club shall be deemed to accept the Regulations, the Rules and Bye Laws and the Codes Of Conduct adopted by the Club. Any Vice Presidents, Executive Team Officer, coaches and their assistants, players, Club volunteers, family and friends associated with the Club who infringe any rules contained in the Clubs Constitution or the Club Rules and Bye Laws or any other Club documentation shall have a disciplinary action taken against them.

Where appropriate the Executive Team shall have the power to bestow temporary Honorary Membership upon any visiting organisation, institute, sporting discipline or individual hereof within the community and who is visiting Club premises for the purpose of taking part in any sporting, social or operational activity.

### **4- TRUSTEES OF THE CLUB**

(a) The Executive Team shall have the power to nominate and appoint Trustees as and when required for the purpose of acquiring and holding property or such other purposes where Trustees are required.

(b) To be a Trustee of Halton Farnworth Hornets ARLFC the Trustee must be currently holding a position as an Executive Team Officer on the Halton Farnworth Hornets ARLFC Management Team. Once the position of an Executive Team Officer is relinquished then their position as a Club Trustee is also relinquished. The remaining Executive Team Officers will then appoint another Trustee.

## **5- SUBSCRIPTION AND REGISTRATION FEE'S**

(a) The preferred method of payment for playing members Subscription Fees is by 12(twelve) monthly Standing Orders recurring for subsequent years.

(b) NEW - REINSTATED

- Junior/Young people playing members shall pay an annual registration fee set annually and agreed by the Executive Team.
- Full registration fees are to be paid annually to the Head Of Finance.
- Registration fees are due to paid by January of each subsequent season.

## **6- MANAGEMENT**

(a) The management of the Club shall be vested in an Executive Team comprising of Vice Presidents(appointed) and elected Team Officers of the Club consisting of :

- The Club President (non elected)
- Vice Presidents(appointed)(new September 2019)
- The Club Chairperson
- The Club Secretary
- The Head Of Finance
- Assistant To Head Of Finance
- The Head Of Registrations
- Head of Club Development(new AGM 2022)
- The Head Of Events and Fund Raising(new AGM 2016)
- Head of Technology( new June 2020 )
- Child Welfare Officer (new March 2021)
- Head of Accreditation - Boys section (new February 2023)
- Head of Accreditation - Girls section (new February 2023)

(b) Each of the elected Team Officers shall for initial period of three(3) years except for the Team Officers voluntary role which has become rostered to stand for re election on a twelve(12) month anniversary cycle. The re election or election of a new volunteer into that Executive Team shall then warrant the Executive Team voluntary role reverting to the bottom of the rostering schedule. Team Officers voluntary role that runs a full three(3) years term i.e. does not fall within the rostered schedule for those years, shall stand down but still be eligible for re election for another three(3) years. Thereon after, should that Team Officers Voluntary role become rostered to stand for a twelve(12) months re election at subsequent AGM's, the above procedure shall be followed. It shall be the responsibility of the Club Secretary to draw up and amend an agreeable roster in conjunction with all Team Officers.

(c) Only Vice Presidents and Team Officers shall have the right to vote at meetings involving the Executive Team and the Clubs Management group and/or the Clubs Subs Groups.

(d) The Executive Team shall hold monthly meetings with current quarterly meetings substituted specifically for the purpose of reviewing all financial matters of the Club.

(e) Three(3) elected Executive Team Officers are required for a quorum for business to be agreed at an Executive Team meeting providing the Club Chairperson or Club Secretary is present.

(f) The Executive Team shall be responsible for adopting new policy ,codes of practice and rules that affect the organisation of the Club.

(g) The Executive Team shall have the power to establish a Management Group comprising of co opted members managing a specific role to meet the objectives of the Club and to delegate such duties as may be considered appropriate.

(h)The Executive Team shall also have the power to establish Sub Groups and/or Steering Groups comprising of volunteers to assist in meeting objectives of the Club.

(I) The Executive Team shall also have the power to appoint individuals to perform certain duties on behalf of the Executive Team and to delegate to those individuals such duties as they consider appropriate.

(j) The Executive Team shall also have the power to appoint specialist advisers to the Executive Team as necessary to fulfil Club business.

(k) Both current and future Executive Team Officers will sign a confidentiality contract. One for their own records and one for the possession of the Club.

## **7- ANNUAL GENERAL MEETING PROTOCOL**

(a) The AGM shall be held annually as dictated by the practical circumstances at the time.

(b) Notice of the date, time, venue and agenda of the AGM shall be posted on the notice boards in the premises used by the Club for a period of at least twenty one(21) days prior to the proposed date by the Club Secretary.

(c)There must be at least three(3) elected Executive Team Officers available to form a quorum for an AGM (or SGM) to proceed plus the Club Chairperson. At any AGM (or SGM) only the business for which the meeting was called may be discussed.

(d)The notice shall invite nominations for election to the Executive Team or the Management Group to be sent to the Club Secretary when such positions become available. In these circumstances any nominations shall be proposed, seconded and handed to the Club Secretary. Nominations shall close fourteen(14) days(midnight)prior to the date of the Annual General Meeting.

(e) Each nomination shall be considered by the Executive Team Officers which shall by a simple majority determine the suitability of the nominee for the voluntary role applied for.

(f) Only nominations submitted within the time scales and on the Clubs official Nomination Application Form. Application Forms can be accepted by the Club Secretary.

(g) The said notice will also invite written resolutions to be considered at the AGM with such written resolutions being forwarded to the Club Secretary no later than fourteen(14) days(midnight) prior to the date of the AGM.

(h) At the AGM the meeting will :

- 1- Receive the annual report from the Club Chairperson
- 2- Receive the Financial Statement and the Head of Finance's Report
- 3- Elect the Executive Team Officers for the ensuing three(3) years for those positions that become eligible as described in the roster. Terms are applicable as per the Club Secretary's published roster.
- 4- Consider any amendments/resolutions to the Constitution and/or Rules and Bye Laws and the Disciplinary procedures.
- 5- Transact any other notified business,

## **8- VOTING RIGHTS**

(a) At an AGM(or EGM) only the Club President, Vice Presidents and UK qualified Team Coaches or their Team Deputy(UKCC Qualified or is actively undertaking a recognised coaching course) shall be entitled to vote. In instances whereby the Teams Head Coach is unable to attend the AGM(or EGM) and is also unable to complete a proxy vote then it shall become the responsibility of the Team Head Coach to notify the Club Secretary in writing of the name of the Team Deputy Coach. This shall occur no more than fourteen(14) (midnight) prior to the date of the AGM(or EGM). Failure to comply with this clause shall render a team age group losing a vote at the AGM(or EGM)

(b) In the case of a tie, the Club Chairperson shall have a casting vote. Should the Club Chairperson be contending the election, the Club Secretary shall take the casting vote.

(c)UKCC Qualified Team Coaches or their Team Deputy Coach(in accordance with rule(6j)) will be allowed to vote at an AGM (or EGM) and will be allowed to vote at an AGM(or EGM) with one vote per team.

(d)In order to be allowed to vote at an AGM(or EGM) other than UKCC qualified Team Coaches or their Team Deputy Coach, all other persons having then the Executive Team shall decide criteria needed to be implemented at the AGM(or EGM)

(e) In the event of a person who has voting rights and is unable to attend an AGM(or EGM), a proxy vote shall be permitted provided that person uses the appropriate club voting paper , places it in a sealed envelope and presented to the Club Secretary no later than fourteen(14)days prior to the date set of the AGM(or EGM)

(f) In the event of any election being contested, the election shall take place by the completion of written voting papers to be distributed at the meeting. It shall be the Club Chairpersons responsibility for distributing, receiving back and collating the voting papers. In the circumstances whereby the Club Chairpersons is a contestant, the Club Secretary shall take over the responsibility of the vote. In the event of both the Club Chairperson and the Club Secretary are contestants than the Head Of Finance shall be responsible.

(g) Any resolution to be considered by the Annual General Meeting shall be decided by a simple majority except for any resolution proposing an amendment to the Club Constitution created here under which shall be decided by a two thirds majority in favour of the said resolution.

(h) The Executive Team shall have the power from time to time to make and revoke Bye Laws(not consistent with this Constitution) or the Rules and Regulations of any bodies to which the Club is affiliated(the regulation of the Internal Affairs of the Club and the conduct of members). Such Bye Laws variations and revocations shall be ratified at each AGM of the Club and should be posted on the notice board in the premises used by the Club

(i)Any new volunteer joining Halton Farnworth Hornets ARLFC and engages in a volunteering role which possesses voting rights as consequence of the role description, shall not be permitted to vote until a period of twelve(12) calendar months have elapsed from the date of completing a Halton Farnworth Hornets Volunteer Proforma.

(j) Any person attending an AGM(or EGM) and is suspected of consuming alcohol will be asked to leave the meeting and not return and shall take no part thereon in any functionality of the meeting.

## **9- EXTRA ORDINARY GENERAL MEETING**

(a) An Extraordinary General Meeting(EGM) can only be called by the Executive Team Officers by way of a simple majority vote to discuss changes to the Constitution or Rules or Bye Laws or any other Club business too urgent to wait for the AGM.

(b) An EGM can also be applied for at any other time upon receipt by the Club Secretary of a hand written letter delivered via the postal system to the Club Secretary's home address. The letter must detail those reasons for the application. This must be supported by five(5) fully paid up Club members(currently not applicable) who have voting rights at the Club and have signed, printed their full name, age group team involvement and voluntary role and dated the application letter individually.

(c)The Executive Team shall consider the application at their next scheduled meeting and the Club Secretary shall notify the applicant within twenty one days(21) of the Executive Teams decision.

(d)Twenty One(21) days notice of the EGM must be given to the Club Secretary of any such meeting. Notice of an EGM shall be posted in the

same manner as for an Annual General Meeting.

(e) Procedures for attending and voting shall be the same as for an AGM.

## **10- GENERAL**

(a) When required notices shall be posted at the Club premises or sent to individual members of the last known address.

(b) The Club shall be at liberty to effect insurance that shall be appropriate to protect the members of the Executive Team, the Management Group and any Sub Groups against any loss or damage to any member, guest or third party.

(c) Members shall not purport to represent the Club in an official capacity on any website or discussion board unless authorised to do so in writing by the Executive Team and that members accept full liability for any losses (such as damage to the reputation of the Club or third party) that are a consequence of any comments or information posted on third party websites.

(d) All decisions by the Executive Team are final.

(e) The Executive Team shall have the power to deal with all matters not provided for in the Club Constitution and or Bye Laws.

(f) The property and funds of the Club shall not be used for the direct or indirect private benefit of HFH persons or others and there for all surplus income or profits shall be reinvested into the Club unless reasonably permitted for within the Club rules and approved by the Executive Team.

(g) The Club may provide sporting and related social facilities, sporting equipment, coaching courses, insurance cover, medical treatment, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

(h) The Club may also in connection with the sports purposes of the Club:

a. Sell and supply food, drink and related sports clothing and equipment.

b. Have the option to employ persons(though not for playing) and remunerate them for providing goods and services on fair terms set by the Executive Team without the persons concerned being present.

c. Pay for reasonable hospitality for visiting teams and guests.

d. Indemnify the Executive Team and those acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club(but only to the extent of assets)

e. Deadline changes are fourteen(14) days.

## **11- WINDING UP**

(a) A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of members.

(b) The Executive Team shall be responsible for the orderly winding up of the Club affairs.

(c) After settling all liabilities of the Club, the Executive Team shall dispose of the net assets remaining to on/or more of the following :

1- A registered charitable organisations

2- Another club which is CASC registered

3- The sport's National Governing Body for use by them for related community sports.

## **13- AMENDMENTS TO THE CONSTITUTION**

The Constitution may be altered but only by a resolution passed by two thirds of those present and voting at an AGM or a EGM called for that purpose.

### **CHANGES**

- **ANNUAL GENERAL MEETING FRIDAY NOVEMBER 16TH 2018 -**
- **5(b) reinstated**
- **10) Finance - transferred to the Club Rules and Bye Laws under (4)**
- **6a- Vice Presidents added - September 2019**
- **6c- Vice Presidents added - September 2019**
- **14- Vice Presidents added - September 2019**
- **6a Management - Change from Head Of Club and School Development to Head Of Club Development -AGM July 15th 2022**
- **6a Management - Removal of Head of Site Maintenance**
- **6a Management.- Assistant to Head Of Finance - new**
- **6a Management - Head of Accreditation - Boys section - new February 2023**
- **6a Management - Head of Accreditation - Girls section - new February 2023**

**14- DECLARATION**

Halton Farnworth Hornets ARLFC hereby adopts and accepts this Constitution as a current operating guide regulating the actions of the members.

**FRANK HYLAND - PRESIDENT**

**IAN YATES - CLUB VICE PRESIDENT / CLUB ADMINISTRATOR-NEW NOVEMBER 2021**

**BRIAN TOBIN – CLUB CHAIRPERSON**

**PAUL MARTIN– CLUB SECRETARY**

**JIMMY DODD – HEAD OF FINANCE**

**KEVIN BROWN - ASSISTANT TO HEAD OF FINANCE - NEW OCTOBER 2021**

**STE McKEOWN– HEAD OF REGISTRATIONS**

**DANNY DURBIN – HEAD OF CLUB DEVELOPMENT - NEW FEBRUARY 2023**

**BREN HOUGHTON - HEAD OF EVENTS AND FUNDRAISING**

**CHRIS FROES - HEAD OF TECHNOLOGY**

**NEIL COWELL - CHILD WELFARE OFFICER(PRIMARY CONTACT) MARCH 2021**

**KERRY EDMONDSON - HEAD OF ACCREDITATION - BOYS SECTION**

**GERARD LANE - HEAD OF ACCREDITATION - GIRLS SECTION**

**Revised copy September 16th 2020**

**New Club President - Frank Hyland - September 21st 2020**

**Revised issue re - changes to wording September 21st 2020**

**Reissue August 2nd 2021**