



Constitution of Halton Farnworth Hornets Amateur Rugby League Football Club

ADDRESS : WILMERE LANE SPORTS GROUND, WILMERE LANE, WIDNES WA8 5UP

1- Aims and Objectives of the Club

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 , 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 objectives 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.
- The Club complies with the conditions of CASC (Community Amateur Sports Cub) status

2-OPERATIONS

(b) Club Awareness Information Policies for Team Coaches, Team Officials and all other roles for which individual volunteer shall be governed by the following policy issues :

- (i) Racial Policy Statements
- (ii) Code Of Conduct for Coaches.
- (iii) Child Protection Policy Statement.
- (iv) Guidelines for the Safeguarding of Children's Welfare.
- (v) Respect Policy
- (vi) Dressing Room Policy
- (vii) Spectators Code Of Conduct
- (viii) Whistle Blowing Policy
- (ix) Tackle It Policy
- (x) Club Coach Code of Conduct
- (xi) Referee Abuse
- (xii) Club Equity Policy
- (xiii) Anti Bullying Policy
- (xiv) Club Constitution
- (xv) Club Internal Disciplinary Procedures
- (xvi) Primary Coaches Handbook
- (xvii) HFH Welcome pack
- (xviii) HFH Social Networking Policy
- (xix) How It All Works

(c) The Club agrees to adopt the Rugby League Child Protection Policy and Implementation Procedure. All individual members are deemed to have read, understood and assented to the Rugby League Code Of Ethics and Conduct(CODE) and as such recognise and adhere to the principles and responsibilities embedded in the code.

2- CLUB MEMBERSHIP

(a) A Club Member shall be deemed to be the current Club President, current Club Vice Presidents, a Club ET Officer, Team Coach, Assistant Team Coach, Team Administrator and parents/ guardians of a player entered on the current players register via the Game Day Management system.

(b) Current annual Club Membership for players is currently set at ten pounds (£10.00) to be paid in January of each participating year. Due payment is deemed to incorporate family membership of the Club.

(c) The Clubs annual membership fee will be reviewed at the Clubs Annual General Meeting or at an Executive Team Officers monthly meeting when approved and confirmed.

(d) For the avoidance of doubt Membership of the Club shall be open to those named under(2a) of varying sporting preferences within the community irrespective of sex, gender ,age, disability, ethnicity, nationality, sexual orientation, religion or beliefs .A person may appeal against such decisions by notifying the Clubs Executive Team Officer (Club Secretary) who will raise the matter at the next monthly Club meeting.

(e)The Clubs Executive Team Officers may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. An appeal maybe lodged to the Executive Team Officers.

(f) Club membership procedures form part of this constitution.

3- SUBSCRIPTION FEE'S

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

(b) Monthly checks are carried out to determine as to whether subscriptions are kept up to date. If not notifications are submitted to those Team Administrators when applicable.

(c) The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

Current Fee's :

- One child playing - £20 per calendar month
- Two Children playing - £25 per calendar month for both children.
- Three Children playing- £30 per calendar month for all three children.

4- STATUS OF RULES

(a) These rules (The Clubs Rules) form a binding agreement between each member of the Club

(b) The Club President, Club 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 and the Codes Of Conduct adopted by the Club. Any President, 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 any other Club documentation shall have a disciplinary action taken against them.

5- 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.

6- 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.

(c) Club Trustees are members to whom the legal title to property is entrusted to hold or use on behalf of the Clubs benefit. The Trustees, for the purpose of signing leases or legal documents as described

7- 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 Vice 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 - Girls and Boys section (new March 2023)
 - Each of the Executive Team Officers have a Role Description for their own individual roles. The role descriptions can be amended when necessary, at any of the Clubs Monthly meeting or AGM.
- (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) No person can hold more than one position on the Executive Team.
- (d) Only the Club President, Vice Presidents and Team Officers shall have the right to vote at meetings involving the Executive Team and the Clubs Management group.
- (e) The Executive Team shall hold twelve (12) monthly meetings to discuss Club business.
- (f) Four (4) 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.
- (g) The Executive Team shall be responsible for adopting new policy ,codes of practice and rules that affect the organisation of the Club.
- (h) 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.
- (i)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.
- (j) 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.
- (k) The Executive Team shall also have the power to appoint specialist advisers to the Executive Team as necessary to fulfil Club business.
- (l) 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.
- (m) The Executive Team shall have the power to prevent any junior player from representing the Club if it is felt that to do so would adversely affect their education.
- (n) No fixtures shall be arranged without the written or verbal agreement of the Executive Team.
- (o) In the event of an Executive Team Officer being unable to attend any Executive Team meeting, then that person shall be allowed to vote by proxy, provided the appropriate Club voting paper is used, placed in a sealed envelope and handed to the Club secretary in advance of the meeting.
- (p) The President and HFH Vice Presidents of the Club will be allowed to attend all meetings and will be allowed to vote on issues within the Club.
- (q) All decisions by the Executive Team are final.
- (r) The Executive Team shall have the power to deal with all matters not provided for in the Club Constitution.
- (s) If any of the Executive Team Officers or other Management Committee Officers declare there is a conflict of interest in the decision making process via a vote at any said meeting shall not have a vote in the voting process.
- (t) The Executive Team are fully aware of their responsibilities relating to the Equality Act and have considered how their behaviours, policies, procedures and leadership influence both current and new players and members.

8- 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 four(4) 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.
 - 5- Transact any other notified business.

9- 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 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.
- (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.

10- 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 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 fo an Annual General Meeting.
- (e) Procedures for attending and voting shall be the same as for an AGM.

11- DISCIPLINE

- (a) The Club and its members will be subject to and will comply with RFL regulations
- (b) The Club and its members will cooperate with any RFL or Constituent Body disciplinary investigations and proceedings
- (c) Follow the Clubs Internal Disciplinary Procedures.

12-FINANCE

- (a) All monies however raised by any age group team for and behalf of the Club/Team must be sanctioned by the Executive Team and accounted for to the Head of Finance on a monthly basis.
- (b) A member must first obtain written permission from the Executive Team to enter into any negotiation or agreement with regard to sponsorship of any team or player. Any such sponsor shall be governed by the Executive Team in determining the quality, specification and kit supplier/manufacturer. Any kit or equipment sponsor shall become the property of the Club.
- (c)All purchasing will be controlled and implemented by the Executive Team or sanctioned by them in writing to a selected Club member.
- (d)The number of signatories on a cheque shall be any two from three and a limit of five shall be imposed on the number of pre signed cheques.
- (e) The Head Of Finance shall be responsible for providing all income and expenditure documentation at each Executive Team meetings and to declare the financial standing of the Club to the Team Members present(not to be minuted)
- (f) A limit of one hundred pounds(£100) shall be imposed on the purchase of stationary for Wilmere Lane Sports Ground with purchasing above this value going to the Head Of Finance for approval.
- (g) Each season the coaches and administrators must complete and sign a Fund Raising Declaration confirming any fund raising activities for that season.
- (h) Funds raised must be passed to the Head Of Finance by the end of each month along with receipts for any items purchased.
- (i) The Head Of Finance will maintain a record of income and expenditure for each team. Funds will be available for use on request.
- (j) All such funds raised shall belong to the Club.
- (k) The financial year of the Club shall end on August 31st
- (l) All funds belonging to the Club shall be deposited with a banked or building society in accounts that shall carry the name of the Club.
- (m) All surplus income generated by the Club shall be invested back into the Club at the discretion of the Executive Team.
- (n) The Head Of Finance as elected to the appointment shall be responsible for the finances of the Club.
- (o) A statement of the annual accounts shall be presented by the Head Of Finance at the AGM.
- (p) Four(4) progressive statements of accounts shall be presented by the Head Of Finance at the Executive Team quarterly finance meetings with the fourth quarter being the AGM presentation.
- (q) All accounts shall operate on any two signatories from three. This shall comprise of the Head Of Finance, the Club Chairperson and any other one Executive Team Officer.
- (r) Any team, coach and any parents found to be responsible for fines incurred as a consequence of misbehaviour by the Clubs governing bodies- for whatever nature- shall be met by that particular age group, who shall be held responsible for the full payment of the imposed fine.
- (s) The Club shall pay all fines(not applicable to 4g) incurred for/by Coaches/player(s) representing the Club as identified by the Clubs governing bodies i.e. North West Counties, BARLA or the RFL. If the same Coach/player(s) continue incurring fines then action will be taken by the Executive Team to rectify this problem.
- (t) Once players commence playing and have fulfilled their first fixture then monthly subs payments will commence

13- CASC (Community Amateur Sports Club)-REF : CH5679

- Fully compliant with CASC status

14- SAFEGUARDING

- Codes of Conducts are issued to new and current playing members.
- The Child Welfare Officer is responsible for all Child Welfare matters.
- Safeguarding matters are reported to the Management Committee at the Clubs monthly meetings.

15- GENERAL

(a) The Club colours shall be Green, Red, Pink recognising girls section and/or black/white. These colours shall only be used in a combination of designs for the manufacture of jerseys ,shorts and socks which are approved at the time by the Executive Team.

(b) Post Protectors for both playing and training must be used and are compulsory.

(c)It is a disciplinary offence for any member/associate whether playing or otherwise to behave in an abusive manner or to discriminate on grounds of race, colour, gender, religion, disability or political belief. Any member who is found guilty by the Disciplinary Committee shall have their membership revoked.

(e) The wearing of the Club Polo Shirt(in design at the time) plus the wearing of the Club tracksuit bottoms(in design at the time) are both mandatory wear for both fixtures at home and away.

(f) Any encroachment on to the pitch by spectators or unauthorised personnel incurs a personal fine of £150, set by the NWC's, which will not be paid by the Club.

(g) Under no circumstances should parents/guardians contact NWC representatives without firstly contacting an HFH Executive Team Officer who will then be responsible for acting on your behalf. Disciplinary procedures may ensue for those found guilty of not following Club policy.

(h) Squad numbers:

It will be 'mandatory' for a coach to accept players (to make up a squad), up to twice the number of those who can play at any one time in a game. This will aid fulfilling the RFL ruling of each child should be allowed to play half a game.

i.e. U7's - 7 a side - up to 14 in the squad

U9's - 9 a side - up to 18 in a squad.

The individual coach may have a bigger squad if he/she can manage training and games.

(i) The new Clubhouse (The Wilmere Lounge) from January 2022 must be used for all future end of season team presentations.

(j) The Wilmere Lane site in its entirety is a no dogs allowed site(except for guide dogs). All those on entering the site will be politely asked to leave.

k) The wearing of hi viz jackets on match days is mandatory for all age groups. Any fines incurred by the Clubs governing bodies will be met by the team guilty of failing to wear the hi viz jackets.

(l) Technical areas - all teams from under 12's and upwards must utilise the areas designated as technical areas. It is mandatory to do so. Any fines incurred by the Clubs governing bodies for using the said technical areas will be met by the team responsible.

(m) From the start of each annual season then each team must have a first aider and GDM(Game Day Manager) in place for the first fixture.

(n) 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.

(o) 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 parties) that are a consequence of any comments or information posted on third party websites.

(p) 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 constitution and approved by the Executive Team.

(q) 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.

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

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

2. 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.

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

4. 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)

(s) All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.

(t) Any tours, trips or other special arrangements which a coach or member maybe considering must be sanctioned and approved in writing by the Executive Team. Special attention should also be given to overseas tours, whereby the Club Secretary will need to seek written permission.

19- ANTI DOPING POLICY

- The Club has adopted the RFL's Anti Doping Policy.

20- COACHING

(a) All coaches must acquire the minimum coaching qualifications as laid down by the North West Counties Rugby League Association, BARLA and The Rugby Football League or as expressly stipulated by the HFH Executive Team.

(b) Any potential new volunteering coach shall meet with the Executive Team for an informal assessment before the Club commits to sending that person on a UKCC Coaching Course. This shall be organised and arranged by the Executive Team.

(c) Payment of Coaching Course fee's shall be made by the Club subject to new coaches completing the Clubs CPD Declaration Pro Forma (HFH quality document iv (HFH/05/001/C.4.0)). If a newly qualified coach decides to leave the Club they shall be liable to repay a percentage of the coaching course fee, as appropriate to the period they leave the Club after qualifying.

21- AWARDS AND HONOURS

(a) All awards and mementoes to individual players or teams must be approved and sanctioned in advance by the Executive Team.

(b) Annual team presentation awards are limited to five (5) major trophies per team.

(c) The Executive Team shall advise who the supplier(s) and value of the major trophies and squad trophies towards the end of each season.

(d) In situations whereby a team wishes to purchase trophies in excess of the stipulated values or in excess of the stipulated quantity, a written application must be made to the Executive Team for approval.

(e) The President's Trophy shall become known as The Dave Walsh Presidents Trophy and voted upon by the Clubs Past Presidents, the Clubs existing Club President, Vice Presidents and the Executive Team. This award is in due recognition of an individual who has made and outstanding contribution to the Club over a number of years.

(f) The Joe Martin Trophy shall remain as a volunteer award and voted upon by the Clubs Past Presidents, the Clubs existing Club President, Vice Presidents and the Executive Team. This award is presented to the volunteer of the year who has made an outstanding contribution for the season.

(g) The Colin Fillingham trophy shall become known as The Colin Fillingham Award. It shall be presented annually to a player selected from the age groups u'10's to u'13's age groups. One nomination per team shall be submitted by the Team Coach with reasons for the nomination. The Executive Team at their discretion shall select the winning nomination.

(h) The Club Chairperson reserves the privilege to make the casting vote if a vote is a tie.

22- GENERAL DATA PROTECTION REGULATION (GDPR)

a) The Club needs to keep personal data about its committee, members, volunteers and supporters in order to carry out group activities.

b) We will collect, store, use amend, share, destroy or delete personal data only in ways which protect peoples privacy and comply with the General Data Protection (GDPR) and other relevant legislation.

c) We will only collect, store and use the minimum amount of data that we need for clear purposes and will not collect, store or use data we do not need.

d) We will only collect, store and use data for :

- purposes for which an individual has given complicit consent.
- purposes that are in our legitimate interests.
- contracts with the individual whose data it is.
- to comply with legal obligations
- to protect someone's life
- to perform public tasks

e) We will provide individuals with details of the data we have about them when requested by the relevant individual.

f) We will delete data if requested by the relevant individual unless we need to keep it for legal reasons.

g) We will endeavour to keep personal data up to date and accurate.

h) We will store personal data securely.

i) We will keep clear records of the purposes of collecting and holding specific data to ensure it is only used for these purposes.

j) We will not share personal data with third parties without the specific consent of the relevant individual unless legally required to do so.

k) To uphold this policy we will maintain a set of data protection procedures for our committee and volunteers to follow.

l) If you have any concerns please contact any Executive Team Member

23- 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- now deleted - March 2023**
- **6a Management - Head of Accreditation - Girls section - new February 2023- now deleted - March 2023**
- **6a Management - Head Of Accreditation - Boys and Girls Sections - new March 2023**

24- CHANGES TO CLUB GOVERNANCE

1- FINANCE

- 4(i) - (l) - inclusive - NEW AGM 2015.
- 4l-4s(inclusive) transferred from the Clubs Constitution at the Annual General Meeting held on Friday November 16th 2018.
- 8- Data protection added at the Annual General Meeting held on Friday November 16th 2018
- Finance (4g) Change to wording due to increase in brawl payments - June 1st 2019
- NEW- 4 r,s,t and u added- September 2019
- 5(h) Added AGM July 16th 2021

2- OPERATIONS

- Additions and amendments made to the list of code of conducts- AGM 2022

3- FINANCE

- 4T ADDED

4- GENERAL

5a - Changes to Clubs colours - AGM 2022

5i- Added AGM 2022

5j - Added AGM 2022

NEW- April 20th 2023- 2 Club operations

- (xvi) Club Internal Disciplinary Procedures
- (xvii) Primary Coaches Handbook
- (xviii) HFH Welcome pack
- (xix) HFH Social Networking Policy
- (xx) How It All Works

25- 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.

26- 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

BREN HOUGHTON – CLUB CHAIR – NEW AGM 2024

BRIAN TOBIN – CLUB VICE CHAIRPERSON- NEW AGM 2024

PAUL MARTIN– CLUB SECRETARY

JIMMY DODD – HEAD OF FINANCE

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

DANNY DURBIN – HEAD OF CLUB DEVELOPMENT - NEW FEBRUARY 2023

CHRIS FROES - HEAD OF TECHNOLOGY

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

KERRY EDMONDSON – HEAD OF ACCREDITATIONS AND REGISTRATIONS

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

Revised March 2023

Revised and issued – February 1st 2025