



RULES AND BYE LAWS OF HALTON FARNWORTH HORNETS AMATEUR RUGBY LEAGUE CLUB

1-TITLE

The name shall be Halton Farnworth Hornets Amateur Rugby League Club(hereinafter referred to as the “Club”)

2-OPERATIONS

(a) Any person representing the Club must be a fully paid up member(currently not applicable), a categorised Manager or an Executive Team Officer. Such position holdings must abide by and uphold the rules of the Club or of any other organisation to which the Club is affiliated.

(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 Rules And Bye Laws
- (xvi) Club Internal Disciplinary Procedures
- (xvii) Primary Coaches Handbook
- (xviii) HFH Welcome pack
- (xix) HFH Social Networking Policy
- (xx) 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.

3-MANAGEMENT

(a) 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.

(b) No fixtures shall be arranged without the written or verbal agreement of the Executive Team.

(c) 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.

(d)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.

(e) 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 from the RFL.

(f) Any Club volunteer who is nominated and seconded for co-opting onto the Management Group in a specific discipline/role (Manager of that role) shall be determined for selection by the Executive Team who are responsible for ensuring Volunteers performance in their specific Role is sufficient to fulfil the Clubs expectations of that discipline. To achieve this, the Executive Team shall carry out periodic monitoring and assessment meetings with the Manager to appraise the Role. These assessment meetings shall be documented.

4-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

5- 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.

(d) Any member having their membership revoked or who voluntarily leaves the Club under disciplinary circumstances shall need to complete a new application should they wish to rejoin the Club at a future date. This shall be considered by the Executive Team whose decision is final and absolute.

(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.

6- 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.

7- 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.

8- GENERAL DATA PROTECTION REGULATION(GPDR)

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.

9- AMENDMENTS TO THE RULES AND BYE LAWS

The Club Rules and Bye Laws may be altered but only by a resolution passed by a two thirds of those present and voting at an AGM or a SGM for that purpose.

10- CHANGES

4- 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

11- DECLARATION

Halton Farnworth Hornets ARLFC hereby adopts and accepts these Rules and Bye Laws as a current operating guide regulating the actions of members.

FRANK HYLAND- CLUB PRESIDENT

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

BREN HOUGHTON – CLUB CHAIRPERSON- 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 2022 AGM- CHANGE TO TITLE

CHRIS FROES- HEAD OF TECHNOLOGY

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

KERRY EDMONDSON - HEAD OF ACCREDITATIONS AND REGISTRATIONS GIRLS AND BOYS SECTION - NEW MARCH 2023