



**GLOUCESTERSHIRE
RUGBY
FOOTBALL
UNION**

Operating Procedures

"More Players Playing More Often"

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GLOUCESTERSHIRE RUGBY FOOTBALL UNION LTD OPERATING PROCEDURES

- **RULES**

The rules of "THE GLOUCESTERSHIRE RUGBY FOOTBALL UNION LTD" [hereinafter called "the Union"] are registered under the Industrial & Provident Societies Act Register No: 29240R [Ref 1] and should be read in conjunction with this document.

- **OBJECTIVES & CULTURE**

The objectives of the Constituent Body [CB] are specified in Section I, Rule 3 of the Incorporation Document i.e.:

- To administer the Game in the County of Gloucestershire with the part of the City of Bristol situated north of the true course of the River Avon [as recognised by prior to the reorganisation of Local Government in 1971] ["the County"] on behalf of the Union
- To promote, encourage and extend the Game throughout the County including [but not limited to] the coaching thereof, its development in Schools and at all youth levels and the recruitment, administration and training of referees
- To ensure that the game is played in accordance with the Laws of the Game and is administered in accordance with the World Rugby Regulations and Rules of the Union
- To arrange and undertake representative and other matches as the

Management Board may decide

The culture of the CB is to sustain and further develop the game within Gloucestershire founded upon the RFU core purpose for the community game and the six key drivers.

The core purpose is the strengthening of the member clubs and growing the game in the communities around them.

The six key drivers are:

- Retaining and developing current players
- Recruiting new players
- Retaining and recruiting high quality coaches, referees and volunteers
- Effective and efficient facilities
- Effective and efficient management and governance
- Integration with the local community

• OPERATION & ORGANISATION

The Union is organised into five regions known as Combinations, these being Bristol & District, Cheltenham & District, Forest of Dean, North Gloucestershire and Stroud & District. Representatives are elected from the Combinations to the Management Board of the Union. When a new club is formed it is appointed to a Combination by the Management Board. Combinations are concerned with the welfare of the clubs who choose to join the Combination, and these may include clubs from adjoining CBs. The GRFU utilises the Combinations in the administration of rugby playing and organisational matters. The Combinations provide an essential link between the clubs and the CB.

The affairs of the Union shall be administered by the Management Board, which shall exercise all the powers of the CB expressed in Section IV of the Incorporation Document and without limiting the generality thereof. The role of the Management Board is to establish the strategy for the playing and development of rugby and the game in general in the County and hold the Executive Committee and the LRP Delivery Group to account. The day to day affairs of the County shall be the responsibility of the Executive Committee. The LRP Delivery Group shall be responsible primarily for the delivery of the Local Rugby Plan through the relevant Sectors. The Terms of Reference of the Management Board and each of the Committees are given in Appendix 2.1

The Union shall operate in an honest, open and transparent manner to support the needs of the clubs. All official and authorised Union activities are undertaken on the understanding that they will be to the benefit of the members and the game. This will be achieved through the development of a working partnership founded on trust between the key parties: The Union, the RFU professional staff and our clubs. The key to success will be effective communication.

The Union shall adopt and implement the policies of the RFU based on national legislation in relation to, but not exclusively, on safeguarding [both children and vulnerable adults], data protection, social media, health & safety, equality and

diversity & inclusion.

The schedule for meetings of the Board and Committees is arranged and agreed to meet the terms of reference and ensure good communications with all parties.

All posts shall be taken up and become effective from the end of the relevant General Meeting.

Job Descriptions of the Officers and the role of others are given in Appendix 4

3.a EXECUTIVE COMMITTEE

The Executive Committee shall be chaired by the CB Chair or, in absentia, by the President if no Vice Chair has been appointed.

The role of the Executive Committee is to manage the day to day operational activities and the long-term strategy of the CB, ratified by the Management Board.

The Executive Committee shall consist of:

- **The Officers** as defined in the Incorporation Document and amended from time to time by AGM Resolution currently being: the President, Chair and Hon Treasurer together with the Vice President of the year [being either the Immediate Past President or the President Elect]
- **The Representatives of the County on the Rugby Football Union Council.** [see A2.5 & A4.5]
- **The Sector Head of:** Governance. Other Sector Heads/Chairs may be invited by the Chair as required by the agenda
- **The Chair of the LRP Delivery Group**
- **The Chair of the Appointments Panel**
- **The RFU CB Relationship Manager [or alternate]** - Ex Officio and non-voting
- **The County Administrator** - Ex Officio and non-voting

3.b MANAGEMENT BOARD

The Management Board shall be chaired by the CB Chair or in his absence a nominated alternative.

The Management Board shall consist of the Officers and not more

than 30 elected members [or such number as determined from time to time by the CB in General meeting]. The term of office of the members shall commence immediately following the AGM.

The primary role of the Management Board is to hold the Executive Committee and the LRP Delivery Group to account.

The Management Board shall consist of:

- **The Officers** as defined in the Incorporation Document and amended from time to time by AGM Resolution [amended from Incorporation when the County Administrator post replaced that of Hon Secretary]. The Officers currently being: President, Chair and Hon Treasurer, together with the Vice President of the year [being either the Immediate Past President or the President Elect]
- **The Representatives of the County on the Rugby Football Union Council.**
The two representatives on the RFU Council [see A2.5]
- **The Associated Bodies Representatives** [see Point 4] One representative from each of the following: County Schools' Union, Colleges Union, Students Union, and one each from Bristol and Gloucester & District Referees Societies [see A 3.1 for nomination process]
- **The Affiliated Representatives** [see Point 4] One representative from each of the five Combinations in the CB: Bristol & District, Cheltenham & District, Forest of Dean, North Gloucestershire, and Stroud & District. For the purposes of the election of representatives to the Management Board, the Combination to which any club belongs shall be determined by the Management Board [see A 3.2 for election procedure]
- **Sector Heads/Chairs** shall be elected to the Management Board following recommendations for nomination from the Appointment Panel [see Appendix 5.1] to the Executive Committee and subsequent approval by the members at the AGM. Their specific duties are as follows: Age Grade Rugby, Coaching, Competitions, Facilities & Funding, Finance, Governance, Representative Rugby, RugbySafe, Sponsorship, Volunteers, Wellbeing & mental Health and Women & Girls' Rugby. If no nominations are received for a Sector Head/Chair post, or if a vacancy arises during the year, the vacancy will be treated as a casual appointment [see A7.2.1]
- **RFU Delegated Functions: Discipline Chair & Safeguarding Manager/s.** These shall be appointed by the Management Board following recommendation from the Appointments Panel [see A2.3.1 & A2.3.2]
- **Chair of the LRP Delivery Group**
- **Appointments Panel Chair** [see A2.2.1]
- **The County Administrator and the RFU CB Relationship Manager** [or alternate] will be in attendance but have no voting rights

The Management Board may appoint a Vice Chair, if and when required, from a current or former member of the Management Board

with co-option if the latter.

At the discretion of its Chair, others may be invited to attend a meeting of the Management Board for a specific reason.

3.c LOCAL RUGBY PLAN [LRP] DELIVERY GROUP

The Chair shall be appointed by the Appointments Panel, agreed by the Executive Committee, and will become operative after approval by the Management Board

The role of the LRP Delivery Group is to oversee the delivery of the Local Rugby Plan and as such reports to the Executive Committee.

The LRP Delivery Group, in addition to the Chair, shall consist of:

- **The Sector Heads/Chairs** of any Sector that has activities in that season's Local Rugby Plan
- **The Treasurer** - as and when necessary
- **At least one of the Representatives of the County on the Rugby Football Union Council** [see A1.5 and A4.5]
- **The relevant RFU professional staff**

In addition, the LRP Delivery Group may invite to its meetings any individual who may have influence on delivery of activities/projects that affect the Local Rugby Plan.

3.d SECTOR COMMITTEES

The Management Board shall appoint such Sector committees as are necessary to deal with the affairs of the CB. The composition, powers, and terms of reference of each committee shall be determined by the Executive Committee. Following the Annual General Meeting, the Management Board will confirm, or otherwise, the committees. At any time, new individuals can be nominated for a committee by the relevant Sector Head/Chair. Additional committees can be formed and existing committees removed by the Management Board to suit the needs of the CB activities.

The terms of reference of each of the Sector Committees are outlined in Appendix 4.2 of these Operating Procedures.

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

4. ASSOCIATED AND AFFILIATED BODIES

Any suitable associated or affiliated body shall be eligible to become Members of the GRFU
[see Appendix 3 for further detail].

Definitions:

- An **Associated Body** is one which has representation on the Rugby Football Union other than through the CB. These include the County Schools' Union, the Colleges Union, the Students Union and the Referees Societies representing Bristol and Gloucester & District
- An **Affiliated Body** is one which does not have representation on the Rugby Football Union. These are: Bristol & District Combination, Cheltenham & District Combination, Forest of Dean Combination, North Gloucestershire Combination, and Stroud & District Combination. The Combinations have been formed to support and assist the clubs in their region. They shall have the same privileges and responsibilities as corporate bodies [see Incorporation Document Section II 5.5]

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

- a) Operate within the County of Gloucestershire [as defined in the Incorporation Document]
- b) Have a set of bye-laws approved by the Union or by the RFU [or delegated body e.g. England Rugby Football Schools' Union etc.]
- c) Each Associated Body shall be invited to provide one member of the Management Board
- d) The members of the Management Board, who represent an Associate Body, shall be empowered to take part in and vote on, all the affairs of the Union, except on any aspect relating to the Rugby Football Union, where the Associate Body is also represented by another body on the Rugby Football Union
- e) Associate Bodies shall not be required to pay a subscription to the CB

APPENDICES

Appendix 1: Membership

A1.1 The GRFU Patron

- An eminent person invited to take on the role
- HRH The Princess Royal has been the GRFU Patron since 1989

A1.2 Life Members

- Life Membership is awarded to volunteers for a substantial contribution to the

activities of the GRFU over a long period. Life Membership carries with it a range of privileges which are given under the Rules of the GRFU [Section II Membership] together with items agreed from time to time by the Management Board

- The President of the GRFU has the responsibility of nominating candidates for Life Membership. Such nominations shall be considered for approval by the Executive Committee

A1.3 Ordinary Members

- Members of the GRFU are as defined in the Rules of the GRFU [Section II Membership] and include affiliated Clubs, associated and affiliated bodies together with members of the Management Board including their co-opted members and Life Members

A1.4 Honorary Members

- The Appointments Panel have the responsibility of nominating candidates for Honorary Membership
- Honorary Member status is for individuals who would not normally qualify for election as Life Members, perhaps because of their paid status, and is given for service to the GRFU beyond and above that expected
- It carries with it the same privileges as Life Membership but have no voting rights
- Such nominations shall be considered for approval by the Executive Committee

A1.5 Patron Members

- Patron Members are persons wishing to be associated with and to support the GRFU
- Application to become a Patron is accepted at the discretion of the GRFU
- Patrons may attend the GRFU AGM but have no voting rights
- A donation will be made annually at the beginning of each season. The minimum level of donation is decided from time to time by the Management Board
- Applications may be made for international match tickets. The conditions for such applications will be agreed by the Management Board
- Tickets for County Championship games will be made available under conditions agreed by the Management Board

A1.6 Co-opted Members

- As and when deemed necessary and in line with these Operating Procedures, it may be desirable to co-opt suitable persons to the Management Board or other task groups
- The Appointments Panel has the responsibility of recommending persons for co-option and the Management Board for the approval and advising on the terms of reference of the co-opted person
- All co-option terminates at the AGM of the season of appointment and if they are to continue beyond a season will need renewal
- The co-opted person has the same voting rights and privileges as any member of the specific body to which they are co-opted

Appendix 2 - Terms of Reference of Boards, Committee Appointed Bodies and Others

A2.1 The Board and Committees Meeting [Schedule](#)

A2.1.1 Executive Committee

The Committee shall be chaired by the GRFU Chair or nominated alternative. The Board shall meet circa six times each year as indicated in A2.1. The generic agenda for Executive Committee meetings is shown in A10.4.

- Exercise all powers of the CB except those exercised by the Management Board as stated in A2.1.1
- The Executive Committee shall not exercise any of its powers in a way which is inconsistent with the objectives of the CB policies of the Management Board
- Develop the policy & strategy for the CB for approval by the Management Board
- Through the Governance Sector ensure that there is compliance with good governance principles by the Sectors, the Management Board, Committees, and others within the GRFU
- Interface with the RFU
- Be held to account by the Management Board

- Manage the affairs of the GRFU on a day to day basis
- Provide the Management Board with regular reports to allow it to perform its responsibility of holding the Executive Committee to account
- Monitor the performance and implement remedial action of the LRP Delivery Group through its Chair
- Review the GRFU Operating Procedures and the Incorporation status at least twice each year
- Support and implement the Delegated Functions of Discipline, Safeguarding and league administration as required by the RFU
- Co-ordinate the production of the Strategic Plan for approval by the Management Board
- Produce the Local Rugby Plan for approval by Management Board
- Monitor all financial performances through the Treasurer
- Develop the annual budget and the longer-term finance plan for approval by Management Board
- Respond to the recommendations of the Appointments Panel ensuring there is a succession plan and undertake activities to ensure adequate resources are available
- Monitor performance of RFU staff through the appropriate RFU contact

A2.1.2 Management Board

The Management Board shall be chaired by the GRFU Chair or nominated alternative and shall meet circa 8 times each year as indicated in A2.1. The generic agenda for Management Board meetings is shown in A10.4.

- Act as the forum of representation for all member clubs, associated & affiliated bodies
- Hold the Executive Committee to account
- Hold the LRP Delivery Group to account
- Monitor and review all aspects of rugby within the CB
- Highlight successes & issues
- Promote open discussion as a basis for developing the Strategic Plan, the

Local Rugby Plan, and other plans

- Approve the policy & strategy for the CB
- Approve the Strategic Plan/s
- Approve the Local Rugby Plan
- Approve the annual budget and longer-term financial plan produced by the Executive Committee
- Approve the date, time, and location of General Meetings
- Approve appointment of LRP Delivery Group Chair, Sector Heads/Chairs and others as identified in these Operating Procedures
- Approve the terms of reference or dissolution of Sector Committees, Panels, and others necessary to deal with the affairs of the CB as recommended by the Executive Committee
- To otherwise enact the Powers of the CB as stated in Section IV of Incorporation under the Rules of the GRFU

A2.1.3 Local Rugby Plan [LRP] Delivery Group

The Group shall be chaired by a member nominated by the Appointments Panel and approved by the Management Board, responsible for overseeing the delivery of the Local Rugby Plan.

The LRP Delivery Group shall:

- meet circa four times each year
- set, direct, manage and monitor the work of the relevant Sector Head/Chair in particular in delivering the LRP
- report to the Executive Committee on issues that affect the delivery of the LRP
- report to the Management Board on progress regarding key delivery issues of the LRP, with the Treasurer reporting on the finances of the plan
- recommend any change in policy or priorities to the Management Board
- provide input to the next season's planning process based on carry over, clubs needs and any other relevant items
- provide an end of year performance report on each of the projects in the

A2.2 Sectors

- All Sectors of the GRFU are fully responsible and answerable to the Management Board and on a day to day basis to the Executive Committee. Powers delegated from the GRFU Management Board are stated within the Sector terms of reference and/or within the Rules pertaining to the Sector function. All Sectors will work in accordance with the agreed GRFU strategy and action plans. The Management Board has delegated the responsibility and budget to enable Sector Heads/Chairs to manage their Sectors. Sector Heads/Chairs will make regular reports, as required, to the Executive Committee and to the Management Board
- The appointment of a Secretary and the composition of committees to meet the operating requirement of each committee will be undertaken by the Sector Head/Chair, also considering recommendations from the Appointments Panel
- The role of Sector Heads/Chairs for the delegated functions of Discipline and Safeguarding, will be appointed by the Appointments Panel, ideally from the existing Discipline and Safeguarding committee to ensure the RFU requirement is met and that the role is filled by someone fully trained and knowledgeable within the Sector. Alternatively, the role may be filled by a previous member of that committee or a qualified person who has been involved in another CB or who is otherwise suitably qualified and has undergone any essential RFU training courses
- Minutes or notes shall be produced for meetings of Sector committees, panels and other groups where deemed appropriate. When produced, such minutes will be circulated through the County Office to the Management Board and the other relevant bodies and where necessary decisions are considered for ratification. Items of business on matters going outside the CB must be approved by the Executive Committee or where deemed necessary by the Management Board either at a meeting or by communication
- Accounts where appropriate shall be kept by all Sectors and by other bodies. Financial statements will be provided to the Treasurer on a regular basis and to the Executive Committee and/or Management Board on request. Financial control, budgetary control, payments, and receipts will be through the GRFU Treasurer

A2.3 Sectors with RFU Delegated Powers

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

Rugby Football Union delegates powers to Constituent Bodies for the purpose of the governance of the game within the CB. The following Committees will act, on behalf

of the CB, in accordance with these delegated powers:

- Discipline
- Safeguarding
- Leagues' Administration

A2.3.1 Discipline

The Disciplinary Committee operates according to the RFU Regulations and the GRFU Operating Procedures in Appendix 8.1.

The Chair of the Disciplinary Committee is appointed by the Management Board, on the recommendation of the Appointments Panel, who in turn approve the membership and modus operandi.

A2.3.2 Safeguarding

The Safeguarding Committee operates according to the procedures laid out in the RFU Handbook and in Appendix A8.2.

The Chair/Manager/s of Safeguarding is/are appointed by the Management Board, on the recommendation of the Appointments Panel, who in turn approve the membership and modus operandi.

A2.3.3 Leagues' Administration

The Competitions Committee operates according to the procedures as delegated by the RFU in running the County Leagues in conjunction with the South West District Organising Committee [SW DOC].

The Chair of the Competition Committee is appointed by the Management Board on the recommendation of the Appointments Panel who in turn approve the membership and modus operandi.

A2.4 Appointed Bodies

A2.4.1 Appointments Panel

The Appointments Panel will be responsible for all GRFU appointments, annual reviews of appointees and the preparation of a succession plan. Appointments will be agreed by the Executive Committee and become operative after approval by the Management Board. Members will ratify by election all appointments [save paid staff] at the AGM.

The composition of the Panel will be approved by the Management Board.

The Chair will be appointed initially for two years with a rolling tenure and will be, if possible, a recent Past President who is still active within the GRFU and preferably with experience on the Panel.

The Chair will be nominated by the previous Panel for approval by the Management Board.

The recommended composition of the Panel, in addition to the Chair is: Chair of Governance and one other Sector Head/Chair, an independent person, and up to two others. The Panel Chair will nominate the members for approval by the Management Board.

From time to time others may be invited to meetings by the Panel Chair.

A2.4.2 Appeals Panel

The Panel will be chaired by the President or a Past President together with an Officer or a senior Management Board member appointed by the Management Board. Two additional members or such number as defined by the Panel Chair, may be appointed as appropriate to the subject matter and who have no conflict of interest. The Panel will convene as required to deal with appeals.

If deemed to be necessary by the Executive Committee or the Management Board or by members, the group will undertake scrutiny or audit of the activities of the CB and report to the Officers.

The Panel will consider requests from GRFU Member Clubs and other bodies in the event of disputes on the decisions or actions of the CB, its committees or individual members. This does not include appeals against decisions of those committees with delegated powers from the RFU, ie; Discipline, Safeguarding, and Leagues' Administration.

The business and decisions of the Panel will remain confidential to the members of the Panel and only that agreed by the Panel for dissemination will be released through the Panel Chair.

A2.4.3 Awards & Advisory Panel

The Awards Panel will be chaired by the President or a Past President who will nominate up to three Management Board members for the panel. The composition of the Panel who are appointed annually shall be approved by the Management Board. The results from the Panel will be ratified by the Management Board before the individuals are notified by the County Office.

A2.4.4 Affiliation Panel

Application by a club for affiliation to the GRFU, as required under Section II, 5.4 of Incorporation Document, shall be submitted on the appropriate form to the County Office. The Panel to hear the application will be chaired by the President and comprise the Chair of Governance and one other member of the Management Board. The composition of the Panel will be approved by the Management Board, who will ensure no conflict of interest. Fulfilment of the requirements for affiliation, including the constitution, will be considered by the Chair of Governance and, if necessary, discussed with the applicant Club. When the application requirements are considered to be complete, a meeting of the Panel will be convened.

Application for change of name of a Club is a Governance matter. If necessary, the Affiliation Panel will be convened to consider the application.

A2.5 Representatives to the RFU Council

The GRFU is currently represented by two elected members on the RFU Council. The representatives are normally elected for three-year terms unless the Management Board agrees to an annual or two-year term to co-ordinate succession or for some other local reason. Those elected for the first time must be elected for a minimum period of two years. Under RFU Rules, Council members **may be re-elected but can only** serve up to nine years unless elected to higher office. There are separate RFU Rules on the removal of Council Members for irregularities in office.

Appendix 3: Associated & Affiliated Bodies

A3.1 Associated Bodies

Associated Bodies shall operate within their bye laws.

- Each of the Associated Bodies shall be responsible for nominating a representative to the Management Board
- The GRFU shall be notified of the name of the representative by 30 June each year

A3.1.1 County Schools' Union

A3.1.2 Colleges Union

A3.1.3 Students Union

A3.1.4 Gloucestershire Federation of Rugby Union Referees

A3.1.4.1 Bristol & District Referees Society

A3.1.4.2 Gloucester & District Referees Society

A3.2 Affiliated Bodies

Affiliated Bodies shall operate within their bye laws.

Representation of the clubs shall be through the five Combinations of the GRFU. In seeking nominations and electing their representative each Combination shall ensure that all Clubs in their region, whether they are members of the Combination, can nominate and vote.

- Representatives shall be determined annually or otherwise as decided by the Combination. The GRFU shall be notified by the Combination of their representative by 30 June each year
- Representatives shall become members of the Management Board with effect from the Annual General Meeting

A3.2.1 [Bristol & District Combination](#)

A3.2.2 [Cheltenham & District Combination](#)

A3.2.3 Forest of Dean Combination

A3.2.4 [North Gloucestershire Combination](#)

A3.2.5 Stroud & District Combination

Appendix 4: Job Descriptions

A4.1 Officers

A4.1.1 President

- A two-year appointment
- An Officer of the GRFU
- Act as a figurehead for the GRFU
- Member of the Executive Committee and Management Board
- Represent the County at club functions, presentations and awards, County representative games and one England International each season
- Act as a “sounding board”
- Undertake the pastoral role
- Point of contact for information and advice
- Chair the Annual General Meeting
- Provide reports, notes and forewords for meetings, documents, and programmes

A4.1.2 Vice President

The appointment is: Either **President Elect**

- One-year appointment preceding the Presidency
- An Officer of GRFU

Or **Immediate Past President**

- One-year appointment following the Presidency
- An Officer of GRFU

The role includes:

- Member of the Executive Committee and the Management Board
- Stand in for and support the President where necessary
- Develop an understanding of GRFU administration and organisation in preparation for Presidency
- Provide the liaison with the Life Members and act as Almoner
- Provide a formal link with the Combinations

A4.1.3 Chair

- Accepted as a three-year appointment followed by a rolling annual appointment, but according to Incorporation shall be approved each year by the AGM
- An Officer of the GRFU and the senior ranking Executive Officer
- Chair of the Executive Committee with responsibility for the day to day operation of the CB

- Chair of the Management Board with the responsibilities that entails
- Responsible for ensuring the implementation of the GRFU Strategic Plan, in order to achieve the agreed priority initiatives
- Make day to day operational decisions in association with appropriate Executive Committee members
- Line Manager for the County Administrator with the option of delegating this responsibility
- Carry out regular health checks of the organisation and keep succession planning to the forefront
- Attend and advise, when necessary, the Sector committee meetings at least once per year
- Act as CB nominee to the Rugby Football Union and represent the County at appropriate RFU conferences

A4.1.4 Treasurer

- Accepted as a three-year appointment followed by a rolling annual appointment, but according to Incorporation shall be approved each year by the AGM
- An Officer of the GRFU
- Responsible for all finance matters within the GRFU
- Member of the Executive Committee, the Management Board, and the LRP Delivery Group
- Work closely with the Sector Heads/Chairs on finance matters
- Prepare the annual budget and the finance plan
- Implement financial control on the budget and generally monitor finance activities
- Prepare the Annual accounts
- Ensure that statutory finance obligations are met including audit, tax and VAT
- Maintain close contact with the RFU on finance matters
- Ensure a robust back-up system is in place for the finance records and the accounts
 - On a day to day basis, control the budget and seek Executive Committee approval for changes to the agreed budget
 - Make recommendations on policy on all aspects for funding the game
 - Review financial stability of member clubs and make recommendations on grant and lottery applications etc as necessary
 - Prepare annual budget and a system of budgetary control
 - Monitor, review and control all expenditure
 - Manage and administer RFU funding within the LRP
 - Ensure a robust back up system is in place for the finance records of the GRFU
 - Brief the County Administrator on accessing the financial records of the GRFU

A4.2 Sector Head/Chair and Manager

- Responsible to the Executive Committee on a day to day basis for all activities in their jurisdiction

- Report to the Management Board, Executive Committee and the LRP Delivery Group
- Work within the GRFU Strategic Plan and RFU Strategic Plan
- Chair the Sector committee
- Convene meetings as and when appropriate
- Maintain records of Sector meeting
- Establish and agree a budget and financial control procedures with GRFU Treasurer, where appropriate
- Maintain accounts in association with the Treasurer
- Produce and deliver the relevant sections of the GRFU Strategic Plan and the LRP
- Provide updates for the Operating Procedures specifically for June and December and when requested
- Maintain an awareness of RFU and other bodies on matters relevant to the Sector
- Develop the committee membership and meet the succession management plan in association with the Appointments Panel
- Seek approval where required from the Executive Committee or the Management Board for appointments and co-options to the Sector/committee to ensure adequate expertise to meet the needs of their function
- Liaise with the other Sector Committees and County Office and provide updates on the Sector activity as required
- Encourage involvement in GRFU activities as part of succession planning

A4.3 County Administrator

- The County Administrator is a salaried position, responsible to the Management Board and directly managed by the CB Chair or nominated alternative
 - Contract and the Terms of Employment and other employment legalities will be managed by the GRFU Treasurer. The copies of relevant documents will be held by the County Office and available for reference [Ref 2]
 - Undertake the specified duties within the terms of the contract. Work outside these terms must be authorised by the line manager. Voluntary

rugby related activities may be undertaken providing there is no conflict of interest

- Ex Officio non-voting member of the Executive Committee and the Management Board
- Manage the County Office as the main communication centre for the County and provide the formal communications link with the RFU and other relevant bodies

The key aspects of the role are:

- administration and management of records
- organise and support meetings
- communicate with stakeholders
- marketing

To include:

- providing the Secretariat function to the Executive Committee and the Management Board
- attending other meetings as required
- providing a focal point for communications, marketing, and enquiries
- producing minutes, letters and County documents as required
- updating Club Secretaries and GRFU personnel with all relevant information on a daily basis and through regular correspondence
- Liaising with all Associated/Affiliated bodies

by:

- Developing and managing various databases
- Maintaining County records and archives including the monthly accounts back-up
- Maintaining effective communications within the GRFU structure, the Clubs and RFU staff
- Promoting e-communications and maintain standards of use
- Developing and maintaining the use of Social Media
- Managing the GRFU website and Email network
- Maintaining a working relationship with the press & media
- Establishing & maintaining relationships with County, City & District Councils
- Maintain a working relationship with the RFU

communications department

- Work in collaboration with Sector Heads/Chairs to produce updates/newsletters
- Developing & maintaining the web site including use as a management tool of communication
- Manage the GRFU archives
- In association with the Sponsorship Sector, maximise the marketing opportunities of GRFU

A4.4 Appointed Bodies

The bodies are appointed by the Management Board on an annual basis to conduct specific tasks on behalf of that Committee.

A4.4.1 Appointments Panel

The Appointments Panel will annually assess, for the purpose of succession, the suitability of members and others for the role of Officers of the GRFU as detailed in the Operating Procedures. It will make recommendations to the Executive Committee on the appointment of Sector Heads/Chairs including those in the delegated responsibility role and other listed GRFU posts, for ratification at the AGM. All posts will be reviewed annually by the Panel – following review and/or resignation job descriptions may be amended to reflect operational needs and recommendations made taking account of other sectors and any wider organisational considerations.

It will be responsible for nominations of all Sector Heads/Chairs including those for the delegated RFU functions of Discipline and Safeguarding for approval by the Management Board.

It will annually provide to the Executive Committee a Succession Plan for consideration. In relation to succession matters, the Panel will arrange, where possible, for appropriate training and mentoring of appointees within the GRFU.

Should vacancies arise during the year, the Panel will provide the Executive Committee with guidance on a 'casual' appointment following due process.

No position to be offered to anyone without the agreement of the Executive Committee processed through the Appointments Panel.

The Appointments Panel will consider and recommend to the Executive Committee the appointment and remuneration of any paid staff and ensure that annual reviews are undertaken of paid staff.

The Chair of the Appointments Panel will report to the Executive Committee.

A4.4.2 Appeals Panel

Natural Justice and Fairness: The overriding consideration in the conduct of appeals and hearings is that they should be just and fair. The panel must at all times observe the rules of natural justice relating to the conduct of the hearing process

The panel must be:

- Impartial, that is free of prejudice or bias and not have an interest in the outcome other than to see that the decision is fair
- Careful and thorough in its consideration of the procedures and evidence

All decisions, together with the reasons for those decisions should be recorded in writing and archived in the County Office records.

A4.4.3 Awards & Advisory Panel

The Panel shall consider nominations for awards which may be made by clubs, Associated and Affiliated organisations within the GRFU or as defined for a specific award. The Panel results will be conveyed to the relevant Sector Head/Chair and to the Executive Committee.

A4.4.4 Affiliation Panel

The Panel shall consider any application by a club for affiliation to the GRFU, as required under Section II, 5.4 of Incorporation Document. Fulfilment of the requirements for affiliation, including the constitution, will be considered by the Chair of Governance and, if necessary, discussed with the applicant. When the application requirements are considered to be complete, a meeting of the Panel will be convened. The outcome of the application will be reported by the panel to the Management Board.

Applications for the change of name of a Club is a Governance matter. If required, it will be dealt with by convening the Affiliation Panel.

A4.5 Representatives to RFU Council

- Represent the GRFU on the RFU Council
- Report as appropriate to the GRFU Executive Committee, Management Board, LRP Delivery Group, Combinations, and the Clubs
- Promote the GRFU as and when appropriate
- Act according to the RFU Council Members' Terms of Reference

A4.6 Representatives of Associated and Affiliated Bodies

- Communicate the views of the bodies they represent to the GRFU
- Report back to the bodies they represent and promote the activities and culture of the GRFU to those bodies

Appendix 5: Delegated Powers

A5.1 From the RFU to the GRFU

The Rugby Football Union delegates powers to Constituent Bodies for the purpose of the governance of the game within the CB.

A5.1.1 Discipline

The functions of Discipline are delegated to the CB under Governance. The operation of these Sectors must meet the conditions laid down by the RFU.

- Ensure that discipline cases are fully reported, and copies of the report archived
- Demonstrate that the RFU regulations and procedures in relation to discipline are being followed
- Liaise with Safeguarding in accordance with the agreed procedure as shown in Figure A8.2.1
- Produce and make available guidance on GRFU Discipline procedures and process
- Update the Management Board on discipline matters raised by the RFU

This summarises the responsibilities for Clubs/Club Disciplinary Committees and sets out the process by which all Disciplinary cases are managed.

A5.1.2 Safeguarding

The functions of Safeguarding are delegated to the CB under Governance. The operation of these Sectors must meet the conditions laid down by the RFU.

- Implement all aspects of the [RFU Safeguarding Children Policy](#) across the CB in association with Discipline as shown in Figure A8.2.1
- Assist clubs to identify, develop, train, support and maintain a team of Club Safeguarding Officers [CSOs]
- Co-ordinate a programme of formal training, in conjunction with CSOs and/or the [RFU Safeguarding Team](#) for club personnel involved in working with young people
- In conjunction with the CSOs, develop an effective DBS process within the CB to ensure that all individuals working with young people and vulnerable adults meet the DBS requirements
- Ensure that all safeguarding issues and incidents involving adult/ and children/young people under 18 are reported promptly to the RFU Safeguarding Team
- Conduct investigations as requested by the RFU Safeguarding Team and be available to attend RFU, CB or Club Disciplinary hearings when required
- Monitor, on an annual basis, 10% of the clubs with players and teams under 18 within the CB and return audit forms to the RFU Safeguarding Team for analysis

- Assist clubs with the RFU Accreditation Programme, or similar, by confirming the evidence relating to Safeguarding issues is accurate

A5.1.3 Leagues' Administration

The County Leagues are managed by the Competitions Sector through the CB on behalf of the RFU.

A5.2 From GRFU Management Board to Sectors and Others

A5.2.1 Competitions

The running of all competitions within the CB is delegated to the Competitions Sector by the Management Board. The Sector will deal with Breach of Rules cases as stated under A9.2.1. If there is an appeal against a decision this will be dealt with under A7.2.1.

Provide full competition results and reports to County Office.

A5.2.2 General Data Protection Regulations [GDPR]

Data protection requirements will be met in CB operations based on [guidance from the RFU](#). Advice will be passed to members but without obligation.

The County's GDPR policy will be made available on the [GRFU website](#)

A Data Officer will be appointed annually by the Executive Committee from among the Officers of the GRFU. The Data Officer and County Administrator will be wholly responsible for all aspects of data protection within the administrative activities of the GRFU.

The Data Officer and County Administrator will have access to all data within the administrative regime of the GRFU and, where relevant, the RFU database.

Appendix 6: Organisation & Procedures for Sectors

A6.1 Age Grade Rugby

- Organise regular meetings of the Age Grade Rugby committee, ideally made up of representatives from all five Combinations and relevant others i.e. Schools' Representative
- Promote the RFU core values to all Clubs, coaches, and parents
- Hold regular Age Grade Rugby meetings to pass on information, to gain feedback and consensus from all clubs and schools
- Provide support for Age Grade Rugby throughout the CB

- Encourage clubs to apply for RFU Club Accreditation, or equivalent, in order to meet and maintain RFU standards
- Support and encourage the RFU Kids First initiative
- Maintain clear lines of communication with both Senior and Junior GRFU Disciplinary Secretaries
- Maintain clear lines of communication with both Referees Societies
- Assist the GRFU Safeguarding Manager/s to ensure implementation of the RFU Safeguarding policies
- Assist Clubs on playing and administrative aspects of Age Grade Rugby, including Festivals and Regulation 15
- Liaise with Competitions and Representative Rugby committees, GRFSU committee, and Chair/s of both Bristol & Gloucester Regional Player Pathway Groups and both academies to ensure that a cohesive competitions calendar is constructed for the RFU and distributed to all relevant GRFU bodies
- Support the Playing Out of Age Group [POaAG] process and all related matters; ideally be a participant of the POaAG panel

A6.2 Coaching

- Strive to improve the quality and number of coaches supporting the game at all levels within the CB
- Work with the relevant RFU staff to ensure that each club appoints a coaching co-ordinator who is subsequently trained for the role
- Work with all clubs & educational establishments to ensure that they each have a fully qualified coach
- Liaise with the relevant RFU staff on the establishment and delivery of personal development programmes for all coaches. This work will evolve to include the delivery of the mandatory Coach Professional Development Modules associated with the Coach Licence
- Publicise the World Rugby 'Rugby Ready' course, available online, encouraging all involved in the delivery of rugby at mini/junior/youth levels, to complete the course before it becomes a mandatory pre-requisite for the Level 1 Coaching Course
- In conjunction with the Chair of Representative Rugby, review the performance of all the County Representative coaches and make changes where necessary. The CB will appoint coaches for all representative sides
- Work with the two Regional Academy Managers at Bristol Bears and Gloucester Rugby to identify, recruit, train and sustain sufficient, able, motivated coaches to enable the RFU Developing Player Programme to deliver a quality rugby development programme
- Work with the RFU to ensure a full understanding of the proposed RFU Coach Licensing Scheme. Ensure, using all media, that clubs, schools, and individuals have the necessary information and understand the process to obtain and maintain a valid licence

A6.3 Competitions

- Manage and regulate the CB competitions under delegated Management Board authority

- Promote, administer, format, review, choose venues and invite teams to participate in the County wide competitions:
- Administer the County Leagues on behalf of the RFU
- Invite clubs to represent the GRFU in any national competitions
- Administer the presentation of trophies [see Appendix 10]

A6.5 Facilities & Funding

Liaise with the relevant RFU staff to improve facilities across the County by undertaking the following:

- Update the CB's facilities strategy and priorities
- Monitor impact of facilities investment
- Improve clubs' knowledge and understanding of funding application processes
- Highlight RFU funding opportunities to clubs
- Contribute to the LRP
- Visit clubs to understand their facility requirements
- Maintain knowledge of funding opportunities other than those offered by the RFU

A6.6 Governance

- Responsible for Governance matters including policies, corporate & membership matters, club's membership & name changes and issues reflecting RFU policies
- Oversight of the RFU Delegated functions – Discipline and Safeguarding
- Deal with all matters of protocol, Rules & Regulations, organisation, affiliations, and legal issues
- In support of the Executive Committee and LRP Delivery Group, develop the CB Strategic Plan and LRP
- Responsible for approval process of rugby camps, tours, tournaments, and cross border matches, through the County Administrator and relevant Sectors
- Oversee the Playing Out of Age Group [POaAG] Panel and relevant processes
- Maintain and develop the GRFU Operating Procedures
- Be a member of the Appointments Panel and provide support on relevant job descriptions and persons specifications
- Deal with all governance matters covered by the RFU Governance Sector including Data Protection

A6.7 Representative Rugby

Responsible for: The County XV, Women's County XV, U20 XV, U18 Boys XV, U18 Girls', U17s XV, Bristol and North Gloucestershire U16 Boys & U15 Girls'.

All of the above-mentioned teams have organising groups / committees responsible for the day-to-day management of those sides. In association with these groups, the Representative Rugby Chair has oversight of their activities and will work with them to ensure there is coherence across all representative rugby in the GRFU, therefore maximising the chance of achieving their major objectives.

In addition, the Chair of Representative Rugby Is a member of the RFU's two Regional Player Pathway Groups [RPPG] that are responsible for the co-ordination of age grade representative rugby across Gloucestershire, and parts of Oxfordshire and Somerset, and oversight of the two Developing Player Programmes [DPP] in those three CBs.

The following tasks are common to all levels of representative rugby:

- Ensure team managers and coaches are identifying all players that are eligible to play for Gloucestershire by visiting Clubs and schools to watch games throughout the season
- Ensure eligibility of all players to play in the relevant competitions
- Identify and recruit team managers, through appointing an interview selection panel and running a transparent selection process
- Advertise coaching positions and invite the Chair of Coaching to attend all interviews
- Prepare budgets to cover playing matters including kit, equipment, players' expenses, any travel to matches, accommodation and meals
- Ensure Team Managers have booked grounds and other facilities for County representative home games
- Ensure that all necessary arrangements have been made for representative games by relevant Team Manager
- Ensure that suitable match officials for County representative home games have been arranged, via the two referee societies
- Promote County games through the GRFU communications team
- Liaise with GRFU opponents committee members for representative games
- Ensure Team Managers send pre-match team lists and other relevant information to County Office for pre-match publicity
- Ensure that Team Managers of representative teams provide match reports and team lists to County Office to promote

The County XV:

- Liaise with the U20 Group on player identification.
- Head Coach U20 Group will be part of the coaching team

Women's Senior XV

- Liaise with the U18 Girls' Group on player identification
- Head Coach U18 Girls' Group will be part of the coaching team

U20 & U18 Men's:

- U20 Group liaise with the U18 Group on player identification
- U18 Group liaise with the U17 and the two U16 Groups and the Rugby Managers of the two DPPs on player identification
- Head Coach U18 Group will be part of the U20 coaching team

U17 Boys:

- U17 Group liaise with the two U16 Groups and the two U16 Groups and the Rugby Managers of the two DPPs on player identification

U18 & U15 Girls':

- U18 Group liaise with the U15 age-grade Team Manager and coaches on player identification

Bristol & North Gloucestershire U16s Boys:

The Bristol and North Gloucestershire U16 squads are organised to help identify and develop players for the two Regional Academy U17 squads. The players are drawn from the relevant DPPs. Both Bristol and North Gloucestershire organise two mixed XVs to play other CBs. As such, the teams are organised by a small Group who are responsible for:

- liaising with the two DPP Managers and the two Schools' Unions on player identification
- work with the GRFSU to provide input and help in the running of the October Schools' U16 Festival for non-DPP players

A6.8 RugbySafe

To ensure and provide a safe environment in which the game can be enjoyed by all. This is specifically for Level 3 and below clubs, and all and CB Representative sides.

Ensure that the RFU Guidelines on [First Aid and Immediate Care Provision](#) are met and relevant courses provided.

- Review GRFU club's [Risk Assessments](#), First Aid, and Immediate Care Provision
- Arrange courses for all First Aiders and Immediate Care Practitioners to be trained and up to date with appropriate level of qualification
- Ensure processes are in place to keep player medical records, monitor injuries and report incidents and serious injuries using the relevant [form](#)
- Manage sector budget and, when necessary, provide input to the LRP Delivery Group including funding
- Utilise the RFU RugbySafe schemes and guidelines to support player welfare

- including management of concussion in [Under 19s](#) and [adults](#)
- Act as relevant contact and provide support for GRFU clubs

A6.9 Sponsorship

- Facilitate Sponsorship and Patronage of the GRFU
- Manage existing sponsor and advertising relations to maximise potential
- Promote support from & involvement with commercial organisations to gain new sponsors, partners, and advertisers
- Market the CB brand and in addition:
 - promote the image and brand of the GRFU in the clubs, around the County and elsewhere
 - define, procure, and manage corporate equipment, clothing, medals & trophies

A6.10 Volunteers

- Organise regular meetings with Club Volunteer Coordinators [CVCs] to provide them with updates and new initiatives, including volunteer recognition and reward
- Offer advice and guidance for club volunteers throughout the CB
- Maintain strong links between the GRFU, CBVCs and CVCs
- Encourage clubs to be forthcoming with projects and request volunteer support
- Encourage clubs to be forthcoming with volunteer news and achievements for inclusion on the GRFU website, GRFU and RFU communications
- To develop links with Further Education and Higher Education providers [schools, colleges, universities]
- Regularly liaise with other GRFU Sector Heads to share best practice and maximise opportunities
- To encourage the RFU Core Values – Teamwork, Respect, Enjoyment, Discipline and Sportsmanship

A6.11 Wellbeing & Mental Health

The incumbent person shall be suitably qualified with a Mental Health First Aid [MHFA] qualification and act in a way that promotes a safe environment in which the game can be enjoyed by all. The Head/Chair should champion RFU initiatives as well as promoting / supporting local charities and campaigns.

The role involves:

- Running Mental Health awareness courses for both Senior & Age Grade club rugby

- Organising MHFA courses for clubs
- Raising the profile of the role played by GRFU clubs in supporting good mental wellbeing
- Coordinating the Wellbeing & Mental Health accreditation for GRFU clubs
- Organising via County Office initiatives and campaigns that highlight the CBs support of local & national charities
- Acting as a point of reference for clubs & Club Safeguarding Officers [CSO's] who need advice and guidance in relation to individual club members

A6.12 Women & Girls' Rugby

- Organise all aspects of Women and Girls' rugby in the CB
- Encourage the profile, recruitment, and development of the female game within the County
- Assist clubs on playing and administrative aspects of the female game
- Meet regularly with clubs to discuss progress, assess needs, and share good practice
- Ensure that Women and Girls' rugby has equality and equal status with men and boy's rugby within GRFU in terms of funding, equipment, and support
- In association with the Competitions Committee, organise and develop appropriate competitions
- Ensure where new Women & Girls' sections / teams are initiated, they are sustainable and developed in a measured way to avoid failure
- Develop U13, U15 and U18 rugby in schools' and clubs offering all forms of the game
- Regularly review the status of the Girl's Development Player Programme [DPP]
- Liaise with Representative Rugby Sector to maximise the development of players through County festivals and matches
-
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Appendix 7: Organisation & Procedures for Appointed Bodies

A7.1 Appointments Panel

Officers and Management Board members are elected annually at the AGM. Nominations have to be submitted by 30 April of that year. [Incorporation Document section III 8.2 and 8.3]. The role of the Appointments Panel is to identify the most suitable person for a post following due process and, after review, to establish a succession plan.

A7.1.1 Process for Dealing with Vacancies

For all vacancies on the Management Board and other appointments there must be full transparency within the GRFU and the member clubs. Any vacancy arising on the Management Board must be put on the GRFU website [unless an alternative process is stated elsewhere in the Operating Procedures] and communicated to the clubs and others in membership. The

use of external advertising should also be used where it is considered appropriate.

Whenever an application is received from someone currently holding a post on the GRFU Management Board, consideration must be given to any possible consequence of that person leaving that post.

If only one application is received for a position the interview process will still proceed as stated below. If no applications are received then alternative methods of filling the vacancy should be considered such as wider advertising, specific targeting of suitable individuals etc;. The interview panel will be chaired by the Chair of the Appointments Panel with at least one other Panel member and, if deemed appropriate, a person with specific skills or knowledge.

Officers and Sector Heads

Nominations from the Management Board, the clubs, and externally sourced applicants, where relevant, will be considered by the Appointments Panel and a short list drawn up for interview. The interviews will be conducted using the Panel Guidance Document on the job description, skills, and competences as an aide memoire. It is important that a person's core competencies match up to the job specification in question.

Following the selection process, the Appointments Panel will submit its proposal to the Management Board [via the Executive Committee] for approval. The proposed appointment will then be put to the AGM for consideration by the membership as required by Incorporation.

Casual Vacancies

If a vacancy arises during the year and there is need for an immediate appointment to be made this will be dealt with as stated below under Casual Appointments [A7.1.2].

County Administrator and other Paid Positions

The use of external advertising for these positions is obligatory. Following receipt of applications from all sources, the Appointments Panel will consider the applications and recommend a short list for interview. Owing to the critical central function of this position the Interview Panel will be chaired by the Chair of the Appointments Panel or appropriate person recommended by the Appointments Panel. It should include the GRFU Chair/Vice Chair, a further appropriate person and, where considered relevant, the current incumbent of the post. As a result of the interviews the Appointments Panel will make a recommendation to the Executive Committee for approval. These appointments do not require to be ratified at the AGM.

The matter of remuneration will be agreed by the Management Board following a recommendation from the Treasurer through the Executive Committee. The appointed person will be responsible to the CB Chair, or other nominated officer, who shall be responsible for the line management. The performance of the post holder will be assessed each year by the GRFU Chair, the Chair of the Appointments Panel, and the Treasurer, with recommendations made as appropriate regarding CPD and remuneration.

A7.1.2 Process for Resignations and dealing with Casual Vacancies

The resignation, during the year, of an Officer or a member of the

Management Board should be made in writing to the President who will report accordingly to the Executive Committee. In the event of the resignation of an Officer of the GRFU, notification should be sent to members of GRFU, the RFU and any relevant sub committees, plus other organisations who may link through the Officer in question. With the resignation of a Management Board member other than an Officer, notification will follow the process at stated below.

The Executive Committee will request the Appointments Panel to review the implications of the situation in relation to the operation of the GRFU and make a recommendation. **Either** the standard process outlined above will be followed **or** an interim appointment, until the next AGM, will be made by the Executive Committee, following a recommendation from the Appointments Panel.

If an interim appointment is recommended the standard process will not be followed and the post not advertised. At the end of the period specified for the interim appointment the standard process will then be implemented, unless stated elsewhere in the Operating Procedures.

The interim appointment will be based on the following guidelines as far as possible and as recommended by the Appointments Panel:

- **President:** Dependant on whether the President is in first or second year in office. In year one the Immediate Past President will undertake the duties. In year two the Vice President will undertake the duties
- **Chair:** A Sector head/Chair will be recommended to take on the duties of Chair
- **Treasurer:** An appropriate person will be recommended. Note that the accounts are archived monthly in order to facilitate continuity, if necessary
- **Sector Head/Chair:** An appropriate member of that Sector Committee will be appointed
- **Other posts** will be dealt with as deemed most appropriate by the Appointments Panel

Notification of the new post holder on the Management Board should be sent to members of the GRFU. In the event of the appointment of a new Officer, notification should be sent to members of the GRFU, the RFU and any relevant sub committees, plus other organisations who may link through the Officer in question.

A7.2 Appeals & Advisory Panel

A7.2.1 Appeals against the GRFU Board or Committees

Appeals against the GRFU Board or committees shall be dealt with by the

Appeals Panel which is appointed as stated in A2.3.1. In the case of a decision by a part of the recognised CB structure, the Appeal must be lodged by the Club Secretary within 72 hours of being informed of the decision taken by the GRFU Board or Committees. The Appeals & Advisory Panel will be made up of members who have no declared involvement in the case or the appellant parties. An administration fee for the Appeal of £100 is to be paid by the appellant at the time of lodging the Appeal. Failure to meet the requirements for submitting an Appeal will render the Appeal void. The principles of natural justice will be followed. The appellant shall be notified of the arrangements for the Appeal meeting and invited to attend, with a representative if required. They must provide, in advance of the meeting, such submissions in support of the Appeal as may be considered relevant. The GRFU Board or Committees involved shall provide all relevant documentation and be invited to attend to present their case. The Appeals & Advisory Panel will inform the appellant of the result of the Appeal in writing through the County Administrator with the rationale behind the decision. The written judgment is normally to be sent to the appellant within 7 days of the hearing. If the Appeal is upheld, then the administration fee will be refunded. In the event that the appellant is not satisfied with the decision taken by the GRFU Appeals, Awards and Advisory Panel, the appellant has the right to make a final Appeal to the RFU.

Natural Justice and Fairness; the overriding consideration in the conduct of appeals and hearings is that they should be just and fair. The panel must at all times observe the rules of natural justice relating to the conduct of the hearing process.

The Panel must be:

- impartial, that is free of prejudice or bias, and not have an interest in the outcome other than to see that the decision is fair
- careful and thorough in its consideration of the procedures and evidence

All decisions together with the reasons for those decisions should be recorded in writing.

A7.3 Awards Panel

The Panel shall consider nominations made by Clubs, Associated and Affiliated Bodies for GRFU and RFU or for a specific award. The nomination shall be submitted to the County Office on the relevant nomination form. The Proposer may be asked for further information to allow the Panel to undertake a full assessment. The Panel results will be conveyed to the relevant Proposer, Sector Head and to the Executive Committee.

A7.3.1 Guidance on the Awards Assessment Procedure

The assessment of candidates for the awards should be based on an agreed procedure. The following procedure considers the significant elements, but a

Panel may wish to take additional elements into consideration.

The elements to be considered:

- The quality and impact of the contribution
- The period over which the contribution has been made
- Any additional contribution

The elements should be given a weighted score out of 10 for element [1] and 5 each for elements [2] & [3]. The total score for each candidate provides a basis for the Panel to make its decision.

A7.3.2 Presentation of Awards, Cups and Trophies

- **County Awards including President's Special Award**
The GRFU awards shall be presented at the AGM
- **RFU League Winners**
Clubs winning RFU leagues will be written to by the President congratulating them and requesting at which Club event they wish to have the presentation made
- **GRFU Cup and Plate winners**
The winners and runners up of the GRFU Competitions will receive their trophies at the final
- **WADWORTH District Leagues**
The winners and runners up of the WADWORTH District Leagues will be written to by the President congratulating them. Presentations will be made at a relevant Combination AGM or County AGM or at Club event
- **Other Awards**
These will be dealt with by the Awards Panel following the GRFU assessment procedure. The results will be passed to the relevant Sector or organisation for implementation

A7.4 Affiliation Panel

Application by a club for affiliation to the GRFU, as required under section II 5.4 Rules of GRFU, shall be submitted on the appropriate form to the County Office. The convening of a Panel comprising the Chair of Governance and two other members of the Management Board to hear the application, will be approved by the Management Board who will ensure no conflict of interest. Fulfilment of the requirements for affiliation including the constitution will be considered by the Chair of Governance and, if necessary, discussed with the applicant. When the application requirements are considered to be complete, a meeting of the Panel will be convened.

The Panel will meet with the Club to consider the application and suitability of the club for affiliation on the club's premises if appropriate. The matters to be

considered on the suitability of the Club for affiliation should include:

- Is the club properly constituted?
- Is the constitution adequate?
- Is the club meeting a need for rugby in the locality?
- What will be the impact on existing clubs in the locality?
- Is the club sustainable?

The recommendation for affiliation from the Panel will be considered for approval by the Management Board, either at the next convenient MB meeting or by email. The Club will be notified of the outcome by the County Office. If approved the Club will be allocated to an appropriate Combination. The relevant Combination will be notified.

Appendix 8: Organisation & Procedures for Delegated Powers

A8.1 Disciplinary Procedures

Club Discipline – in accordance with [RFU Regulation 19](#)

- **Club Disciplinary Panels** - Every club shall appoint a Disciplinary Panel charged with the responsibility of maintaining the standards of discipline within the Club. They are further required to take appropriate action in accordance with these Regulations and, unless set out to the contrary, shall be responsible for their own members. They will also be responsible for investigating allegations of foul play and/or acts of misconduct which have taken place on club premises or as part of a club activity
- **Notification Following a Red Card** [Flow Chart 1] - In all cases Club Secretaries must report to the CB Disciplinary Secretary [CBDS] within 48 hours after the match or, when an RFU Disciplinary Panel has jurisdiction, to the RFU Head of Discipline, the name of any player who has been ordered off the playing enclosure. Players are suspended until their case has been dealt with by GRFU or the RFU
- **The CBDS will convene a panel at the earliest opportunity.** The Club Secretary or Disciplinary official will be informed as to the date/ time and place of the hearing by the CBDS and will be asked for relevant information, if not already given, ie; player date of birth, RFU registration number and other relevant points relating to the case ie.is referee needed to attend a hearing? In some cases, a postal plea may be acceptable. Any sanction imposed by the Club Disciplinary Committee will be taken into consideration by the CB Disciplinary Panel, provided the CBDS has been informed as soon as possible after the sanction has been imposed (email acceptable). The disciplinary administration fee for level 5 and below in Gloucestershire is agreed by the GRFU Executive Committee on an annual basis and must be paid within 21 days. Further sanctions could be applied if clubs do not notify the CBDS before the 48 hours deadline specified by the RFU, or if the

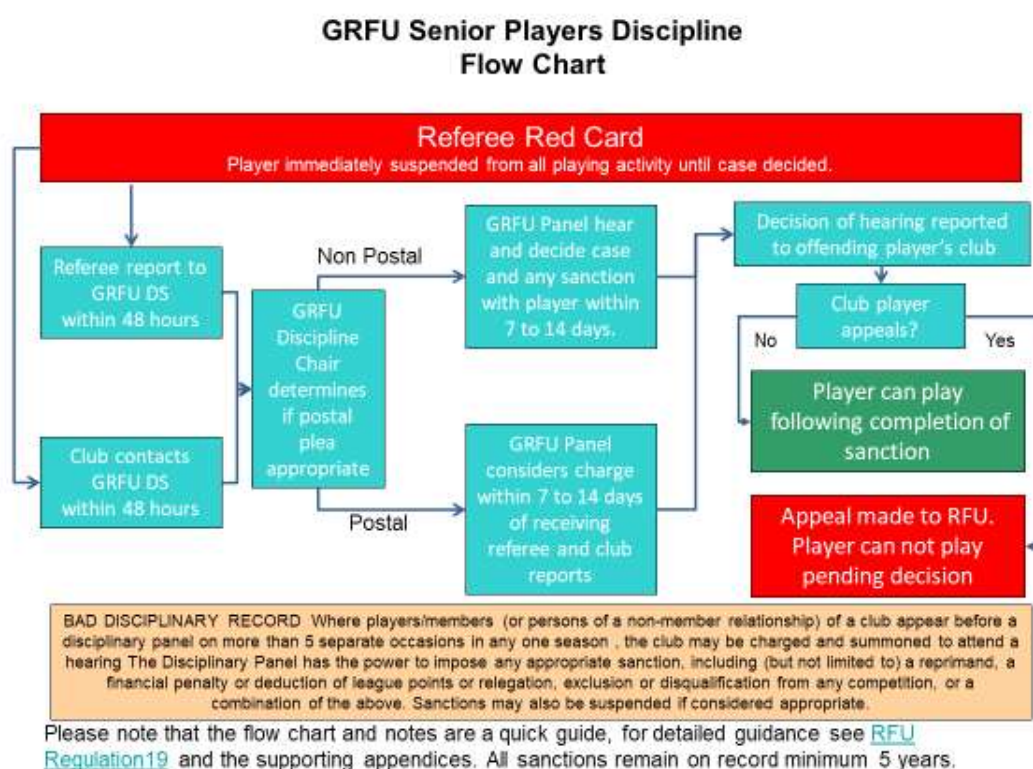
administration fee is not paid on time

- **Appeals** - Notice of appeal must be lodged with the RFU Head of Discipline within 14 days following the date of the written notification of the disciplinary decision accompanied by a cheque for £125
- **Bad Disciplinary record** [see RFU Regulation 19] - Where players/ members or persons with a non-member relationship of a particular Club, appear before a disciplinary panel on more than 5 separate occasions in any one season, that club can be charged and summoned to attend a disciplinary hearing on the basis that it has a bad disciplinary record. Sanctions may also be suspended if considered appropriate
- **Citing** - A citing complaint can only be made by Unions or Clubs participating in the relevant match. A citing may be initiated where there is an allegation that a player committed an act of foul play but has not been awarded a red card for that act. It must be received by the CBDS or RFU Head of Discipline ([s may be appropriate] not later than the 14th day following the match, accompanied by an administration fee of £125. There must be sufficient evidence to establish a prima facie case. [Full details are listed in Appendix 4 of RFU Rule 19]
- **Age Grade Discipline** [see Flow Chart 2] - If a player is sent off or cited in an Age Grade youth match, that player's Club Secretary must, in the first instance, inform the Constituent Body Age Grade Disciplinary Secretary [CBAGDS] and (via the club disciplinary panel) shall be responsible for taking disciplinary action against him or her, under the guidance of the CBAGDS [Full details are listed in Appendix 6 of RFU Rule 19]
- **Verbal Abuse Cases** – Any discipline cases that involve any verbal abuse based on race, sexuality, religion, national or ethnic origin, will be referred directly to the RFU Discipline Department
- **The RFU excludes certain matters from delegation to the CB** and these include:
 - players playing at Championship, NCA 1 or 2, BUCS Super Rugby and Premier XV's
 - breaches of Anti-corruption, Betting or Anti-doping
 - breaches of Regulation 21 - Safeguarding
 - cases involving serious injury
 - cases under investigation by the police
- **Coaches: Parents: Spectators** - It will be the CB Disciplinary Committee who will deal with coaches, parents and other adult supporters reported for ill-

discipline on the touchline at a school or club youth match or making abusive comments on social media or on websites. These cases will be dealt with under Rule 5.12 “actions prejudicial to the interests of the Game”. Finally, if you are in doubt over any disciplinary issue contact the CBDS who will be happy to advise

- All sanctions remain on record for at least 5 years

Flow Chart 1

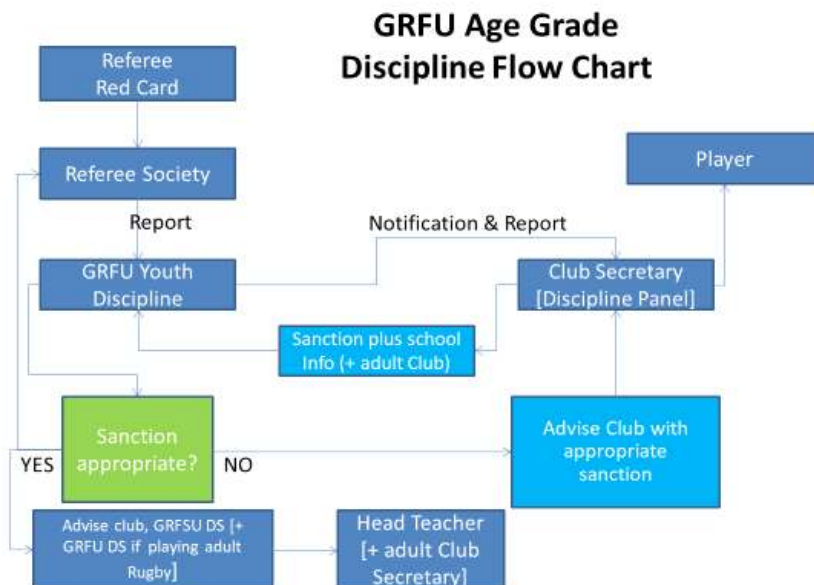


Club Discipline

[Under 18, unless playing in an Under 19, Under 20, or adult game]

- Any rugby disciplinary matter arising in an Under 12 match and below in a Club shall be dealt with only by the Age Grade Player's coach.
- Club Discipline at Under 18 and below is dealt with by the CB Age Grade Disciplinary Secretary [CBAGDS]. Any referee reports, instances or queries must be reported to him/ her. The CBAGDS will then oversee the procedure as laid out in the Flow Chart 2 marked “GRFU Age Grade Rugby Discipline Flow Chart”. When judgments have been finalised, the CBAGDS will communicate with the GRFSU Disciplinary Secretary and the CB Disciplinary Secretary, if appropriate, to ensure the sanction is applied throughout the game
- At Club level, each club shall appoint (as prescribed by RFU Regulation 19) an Age Grade Disciplinary Panel which will be the point of contact for the CBAGDS

Flow Chart 2

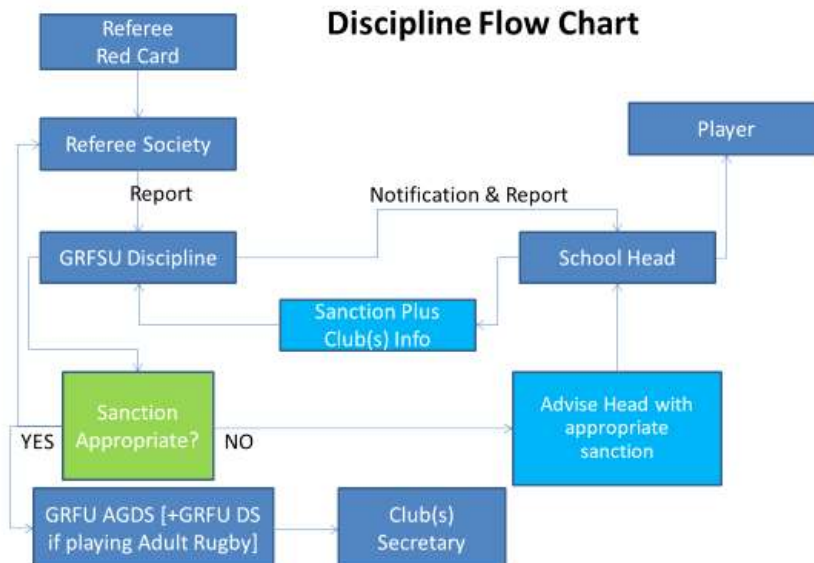


Schools and Colleges Discipline

- Schools and Colleges discipline is dealt with by the GRFSU Schools' Disciplinary Secretary who will inform the CBAGDS. Any referee reports, instances or queries must be reported to him/her. The Schools' Disciplinary Secretary will then oversee the procedure as laid out in Flow Chart 3 GRFU Schools' Discipline Flow Chart. When judgements have been finalised, the Schools' Disciplinary Secretary via the Age Grade Disciplinary Secretary [and if the player is playing adult rugby, via the GRFU Disciplinary Secretary] will endeavour to ensure that any sanction is applied throughout the game
- Schools must follow the Age-Grade sanction table that is detailed in Appendix 6 RFU Regulation 19.6. If a School or College decide that is appropriate for the player to receive a non-rugby sanction, then this will be in addition to the rugby sanction
- N.B. The Head Teacher of each school shall be the point of contact for the GRFSU Disciplinary Secretary

Flow Chart 3

GRFU School Discipline Flow Chart



A8.2 Safeguarding Procedures

The function of CB Safeguarding Management [CBSM] is answerable to the RFU as a delegated function of the CB. The following statements are taken directly from the RFU Rules & [Regulation 21](#) as well as [RFU Safeguarding Children Policy](#).

The CB:

- appoints and manages a CB Safeguarding manager/s
- ensures that the CBSM/s has representation or a reporting mechanism within the CB structure
- ensures that each club running activity for children has its own safeguarding policy reinforcing the RFU Safeguarding Policy and procedures. This should reflect each club's unique Local Authority requirements.
- co-ordinates the management of DBS disclosures through the CBSM within the RFU DBS process
- ensures that all safeguarding concerns are reported to the RFU Safeguarding Team and manages all safeguarding and disciplinary cases referred back to the CB by the RFU Safeguarding Team
- conducts a Safeguarding Audit on a minimum of 10% of member clubs per year

The Club:

- appoints a Club Safeguarding Officer (CSO), as the first point of contact for safeguarding and welfare concerns
- ensures that the CSO:
 - is a member of, or attends the appropriate club committees making

- safeguarding issues a priority at the proper level
 - works in accordance with the Safeguarding Toolkit
- develops a safeguarding training plan, ensuring that as a minimum:
 - the CSO attends an “In Touch” Workshop within six months of taking up the post
 - each mini and youth age group has at least one person who has attended the “Play It Safe” course
- promotes best practice throughout the club
- informs all members, parents and children when a new CSO is appointed
- publishes the club’s own safeguarding policy which reinforces the RFU Safeguarding Policy and procedures which reflects the unique local circumstances for that club and makes it accessible to all members
- ensures all club officers and committee members are aware of their safeguarding responsibilities
- ensures that at any youth disciplinary panel, the CSO supports the child and ensures the panel considers the child’s emotional wellbeing throughout following the RFU Guidance available for achieving best evidence for child witnesses
- identifies any signs of harm or concerns and reports them to the CBSM and/or the RFU Safeguarding Team
- ensures that the club’s children’s workforce have up-to-date DBS checks in accordance with Best Practice Guidance and Regulation 21

Key steps in the procedure

The RFU is committed to safeguarding and promoting the welfare of children in the sport. All children are entitled to feel safe and protected from any form of abuse and neglect and have the right to take part in sport in a safe, positive, and enjoyable environment. Safeguarding and promoting the welfare of children is defined within statutory guidance “Working Together to Safeguard Children” as protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

These Operating Procedures are to be read in conjunction with the [RFU Safeguarding Children Policy](#). When an incident occurs, or a safeguarding concern is reported:

- in relation to any child protection cases, it is not the duty of any RFU employee, club official or any other person to decide if abuse is or is not occurring. **It is their duty to report concerns**
- any person can report an incident to the GRFU CB Safeguarding Management Team (GRFU CBSM) or direct to the RFU, be they a parent, coach, referee, club official or other party
- it is preferable for incidents to be reported through the club’s Safeguarding Officer (CSO)
- reports should be in writing: [RFU Safeguarding Referral Form](#). These are available via the club’s CSO, GRFU CBSM/s or can be downloaded from the RFU website
- all reports will be forwarded to the RFU Referral Management Group [RMG]

- the RFU RMG will decide on how the matter will be dealt with, bearing in mind the safeguarding principle “**Safeguarding of the child is paramount**”
- any person including the CSO, CBSM and/or RFU Case Management Group are at liberty to and will report concerns direct to statutory agencies [Police, Social Services & NSPCC] **but must also report to CBSM/s and/or [RFU Safeguarding Team](#)**

Once the RFU receives a concern, the club should take no further action until advised to do so by the RFU or relevant authority. The RFU will ensure that the club and Constituent Body are kept informed of procedure and progress. Safeguarding investigations are handled by the RFU Safeguarding Team and presented to the RFU's Referral Management Group (RMG) for consideration. The RMG is a cross-departmental group charged by the RFU with assessing the risk that individuals pose to children. Incidents may be referred by the RMG to the RFU discipline department.

In all cases the RFU and GRFU CBSM/s will support all parties as appropriate. GRFU will operate a strict 'need to know' policy on all safeguarding cases. Some cases may require intervention by Disciplinary Committee either at Club, County or RFU level. Clubs have disciplinary responsibilities as shown in the Schools' and Age Grade Rugby Regulations.

The GRFU Chair, Chair of Governance and Safeguarding Manager/s will review each case after disposal to identify and apply any lessons learned on a strictly need to know basis. If necessary, recommendations may be made to the Executive Committee for changes to the process. These will then need to be considered and approved by the Management Board.

Further information and resources can be found under Safeguarding on englandrugby.com

Appendix 9: Procedures and Governance Directly Relating to Clubs

A9.1 Affiliation Applications

Application by a club for affiliation to the GRFU, as required under section II, 5.4 Rules of GRFU, shall be submitted on the appropriate form to the County Office. When the application requirements are considered to be complete, a meeting of the Panel will be convened.

The Panel will meet with the Club to consider the application and suitability of the club for affiliation on the Club's premises if appropriate. The matters to be considered on the suitability of the Club for affiliation should include:

- Is the Club properly constituted?
- Is the constitution adequate?
- Is the Club meeting a need for rugby in the locality?
- What will be the impact on existing clubs in the locality?
- Is the Club sustainable?

The recommendation for affiliation from the Panel will be considered for approval by the Management Board, either at the next convenient Management Board meeting

or by email. The Club will be notified of the outcome by the County Office. If approved the Club will be allocated to an appropriate Combination. The relevant Combination will be notified.

A9.2 Competitions

A9.2.1 Breach of Rules

The procedure for dealing with breaches of competitions rules shall be dealt with following the principles of natural justice [see Appendix 9]. All procedural and technical considerations must take second place to the prime objective of being as just and fair to all parties and to the Game. The Competitions Committee is delegated the authority by the GRFU Management Board to deal with such matters.

If a club has been deemed to have breached the competitions rules the following procedures should be adopted:

- The Competitions Secretary shall inform the club of the breach and that a hearing will take place
- The club shall be informed of the arrangements for the hearing, shall be provided with all the relevant information and be invited to attend
- The Panel shall consist of the Chair and two other members of the Competitions Committee who, through their own club affiliation, do not have an interest in the outcome of the case other than to see that the decision is fair and just
- The Competitions Committee shall state the case to be answered
- The Club shall state their position
- The Panel shall retire to consider their decision
- The decision and the rationale behind it, shall be conveyed to the Club and subsequently put in writing to them normally, within 7 days of the hearing

The written judgment should include:

- Details of the Panel
- Details of those attending
- Details of the case to be answered
- A list of any documentary evidence received
- A summary of the evidence presented at the hearing
- An analysis of that evidence that leads to the findings of the Panel
- A statement of the findings
- In the event that the Club is not satisfied with the decision taken by the Panel it has the right to appeal to the GRFU See A5.1.1
- Details of the Right of Appeal

A9.2.2 Clubs and CB Leagues

- The default position, for all GRFU club 1st XVs, 2nd XVs and lower XVs who opt to play in the RFU League system, at Level 8 and below, is

that they must play in GRFU RFU Leagues

- The default position, for all GRFU club 2nd and lower XVs and any GRFU club 1st XVs who opt not to play in the RFU Leagues, must play in GRFU organised competitions or play friendlies
- Applications for GRFU teams to play in other organised leagues, or for teams from clubs in other Constituent Bodies to play in GRFU RFU Leagues or other GRFU league competitions, will be considered, but the following criteria must be met before the GRFU accepts the request:
 - The club can demonstrate that GRFU cannot provide the correct level of competition for the standard of players, or
 - Acceptance of the application, or the setting of a possible precedent, will not, first and foremost, undermine the viability of the competitions to the detriment of GRFU clubs in general, and
 - A GRFU club can demonstrate that their travel to fulfil away fixtures will be less if they participated in the relevant competition in another CB
 - If a club from another CB can demonstrate that their travel to fulfil away fixtures will be less if they participated in a GRFU competition, than the relevant competition in their own CB and their involvement will not be significantly detrimental to the GRFU clubs in that competition, in terms of travel to away fixtures
- If applications to transfer fulfil those criteria, both GRFU and the other relevant CB must agree
- An agreement to transfer must be confirmed annually to ensure that the conditions set out above still apply

A9.2.3 Nominations to National Competitions

All Gloucestershire clubs at Level 7 who are in full membership of the GRFU [Rule Section I], will be invited to participate in the GRFU Level 7 County Cup, with the winner going forward to represent the GRFU in the Divisional section of the RFU Intermediate Cup competition.

All clubs in Level 8 who are in full membership of their respective CB, will be invited to participate in the GRFU Level 8 knock out competition, with the winner going forward in the Divisional section of the RFU Senior Vase competition.

All clubs in Level 9 and below who are in full membership of their respective CB, will be invited to participate in the GRFU Level 9 knock out Competition, with the winner going forward in the Divisional section of the RFU Junior Vase competition.

At Level 7 if there is no County Cup then the Competitions Committee will nominate the highest positioned GRFU club after the first weekend in December to go forward to represent the GRFU in the Divisional section of the RFU National Cup competition.

At Level 8 & 9 if there is no County Cup then the Competitions Committee will nominate the highest positioned respective CB club after the first weekend in December to go forward to represent the GRFU in the Divisional section of the relevant RFU National Cup competition.

Guidance notes:

In deciding who shall be invited into the GRFU knock out Competition the GRFU Competitions Committee may consider the playing strength of the Clubs.

In deciding who shall be nominated for the RFU competitions, the GRFU Competitions Committee may consider such issues as [but not exclusively]:

- *Clubs that fulfil their playing obligations*
- *Disciplinary record*

A9.2.4 Age Grade Rugby

GRFU Rules to manage Applications made under RFU Regulation 15

The RFU provides guidance on the enforcement of mini and youth players playing out of their age grade [POaAG]. Refer to [RFU Regulation 15 \[Age Grade Rugby\]](#) & [RFU Regulation 21 \[Safeguarding of children, young people, and vulnerable adults\]](#). Also, the [RFU Codes of Practice](#) provide guidance.

These regulations are published by the RFU on their website. Further [POaAG guidance](#) and the relevant Application Forms can be found on the [GRFU website](#).

A9.3 Finance

A9.3.1 Subscriptions

The annual subscription for affiliation to the GRFU is agreed at the AGM. The subscription must be paid by 31st October each year. Failure to do may limit the privileges offered to the Club.

A9.3.2 Review of Club Accounts

All Clubs and Affiliated Bodies shall submit their annual accounts, audited where required, to the GRFU Treasurer by 31st October each year. This requirement for the submission of accounts is in addition to any RFU requirements that may exist.

The accounts will be reviewed by the GRFU and, where considered appropriate, comments will be passed back to the organisation concerned. The GRFU is under no obligation and accepts no responsibility in connection with the reviewing of the accounts.

Any Club or Affiliated Body failing to submit their accounts by the set date may be subjected to sanctions by the GRFU.

A9.4 Elections of Representatives to the RFU and other Bodies

At appropriate times, the Appointments Panel will be called upon by the Executive Committee to organise a selection process for representation of GRFU to RFU Council and other bodies. The Appointments Panel will organise such a process and provide guidance for any election as directed by the Executive Committee.

For Representatives to the RFU, selection will follow the [RFU Guidance Note for Constituent Bodies and National Representative Bodies](#)

An appointment is normally for 3 years with re-election possible to a maximum of 9 years [consult the guidance notes above for exceptions to this rule].

Appointment to RFU Council commences on **August 1st** and the selection process is determined by working prior to that date thus.

- RFU has to be informed by **1st April**
- Any election must be completed by **28th March** and results communicated as soon as possible thereafter
- All ballot returns must be returned by an Officer of a voting club in writing and received by **28th March**
- Any election will be supervised by the Chair (President if no Chair) and a nominated scrutineer
- A tied vote will be decided by the CB
- Only full members can vote
- Candidate Details for any election must be communicated to voting clubs by **15th March**- where possible by secure electronic means
- The election pack will include the Ballot form which will contain the candidates Name- -the names of the proposer club- the name of the seconder club- the term of the appointment- the name of the Club and Officer completing the ballot form & a candidate manifesto of 100 words max. Additionally the Returning Officer will provide a covering letter explaining the election process, deadlines and determination of the results
- Nominations for election will be sought by **1st March** and they must be proposed and seconded in writing. **No nominations can** be accepted after this date
- The CB can propose and second a candidate and should explain this and the reason for so doing (NB CB's can support two candidates where they are normally represented by two people)
- **All** candidates for election and re-election **must** be proposed by a voting club and seconded by another voting club
- Candidates are welcome from all backgrounds

Good practice dictates that the electorate are given sufficient notice of an impending vacancy and request for nominations. GRFU will advise the electorate initially in November proceeding an impending vacancy with a reminder in January.

The procedure for dealing with a casual vacancy and or resignation is dealt with in the RFU guidance notes.

A9.5 Discipline - Responsibilities of Clubs

This should be read in conjunction with A8.1 Discipline Procedures

- **Club Disciplinary Panels** - Every club shall appoint a Disciplinary Panel charged with the responsibility of maintaining the standards of discipline within the Club. They are further required to take appropriate action in accordance with these Operating Procedures and, unless set out to the contrary, shall be responsible for their own members. They will also be responsible for investigating allegations of foul play and/or acts of misconduct which have taken place on club premises or as part of a club activity
- **Notification Following a Red Card [Flow Chart 1]** - In all cases Club Secretaries must report to the GRFU Disciplinary Secretary within 48 hours after the match or, when an RFU Disciplinary Panel has jurisdiction, to the RFU Head of Discipline, the name of any player who has been ordered off the playing enclosure. Players are suspended until their case has been dealt with by GRFU or RFU.

A9.6 Safeguarding - Responsibilities of Clubs

This should be read in conjunction with A8.2 Safeguarding Procedures

The [RFU Safeguarding Children Policy](#) gives a framework that seeks to protect children, young people and, since 2013, vulnerable people. In protecting these groups, we are seeking to provide a safe framework for those working with children, young people, and vulnerable adults. This work also includes the integration of a Code of Conduct; this explains some of what is expected from players, officials, and spectators. The RFU uses the [Disclosure & Barring Service \[DBS\]](#) to operate and manage a criminal; record checking process for those working with children and/or vulnerable adults. Everyone in a Regulated Activity must undertake a DBS check through their club in accordance with [RFU Regulation 21](#).

The RFU Safeguarding Policy places a responsibility on all persons involved in the administration, coaching, refereeing, playing or any other capacity of the game, to ensure the well-being of all children, young people and vulnerable adults is safeguarded. The following is to be read in conjunction with the [RFU Safeguarding Policy](#) and the [RFU Safeguarding Toolkit](#).

When an incident occurs or a child protection issue is reported, clubs should note that:

- It is not the duty of any RFU employee, club official or any other person to decide if abuse is or is not occurring. **It is their duty to report concern immediately**
- Any person can report a safeguarding concern/incident to the GRFU CBSM/s or directly to the RFU, be they a parent, coach, referee, club official or other party
- It is preferable for incidents to be reported through the club's Club Safeguarding Officer [CSO].
- Reports should be in writing: [RFU Safeguarding Referral Form](#). These are available via the CSO, CBSM/s or can be downloaded from the RFU website
- All reports of safeguarding incidents will be forwarded to the RFU Safeguarding team that assesses these reports within the RFU Referral

- Management Group [RMG], to ensure correct and appropriate action is taken
- The RFU RMG will decide on how the matter will be dealt with in line with the principle: **safeguarding of the child is paramount**
- Any person, including the CSO, CBSM/s and / or RFU RMG, is at liberty to and will report concerns direct to statutory agencies [Police, Social Services & NSPCC] but must also report this fact to both the CBSM/s and the RFU.

A9.7 Data Protection

The GRFU will in all respects adopt and follow the Data Protection procedures as laid down by the RFU and based upon national legislation. The standards required and the principles to be adopted will be passed on to members and will be monitored as far as possible by Governance. This will be promoted with all members of the Union.

The approach for CB operations is stated in A5.2.2

Appendix 10: GRFU General Meetings

A General Meeting shall be called and administered in accordance with section III of the Rules of GRFU

A10.1 Annual General Meetings

The AGM shall not be later than the second week in July each year with notice being received by the members not less than fourteen days before the date of the meeting.

The AGM will be chaired by the GRFU President.

10.1.1 AGM – Generic Agenda

Note items marked with asterisk* are statutory items required to be taken

ANNUAL GENERAL MEETING

to be held at *time* on *date* at *venue*

AGENDA

Welcome - GRFU President - *name*

1. STATUTORY BUSINESS ITEMS:

- Approval of the Notice of the Meeting*
- Apologies
- Minutes of the AGM held on *date of previous AGM*
- Matters arising from the Minutes
- Financial Statement* – *season*
- Appointment of the Auditors* - *name*
- Consideration & Noting of Current Operating Procedures
- Consideration of Resolutions submitted under Rule 8.5

2. BOARD REPORTS:

- The Executive Committee – GRFU Chair
- The Management Board – GRFU Chair
- The LRP Delivery Group – Chair
- Matters relating to the welfare of the County for noting by the Management Board

3. ELECTIONS:

- Election of Officers* [Annex 1]
- Election of Sector Heads/Chairs*
- RFU Council Representative Appointments for noting* [Annex 3]

4. AWARDS:

- GRFU Life Members
- GRFU Honorary Members
- Gloucestershire Awards
- President's Award
- Referee Societies Long Service Awards
- Under 20s Player of the Year [Mike Shore Award]

5. CLOSING ADDRESS – The President

Annexes

Annex 1

Election of the Officers for the season – [Rule 8.3.1 & Rule 12.1]

President or Vice President – *name* [dependant on year of cycle]

[Proposer & Seconder]

Chair – *name*

[Proposer & Seconder]

Honorary Treasurer – *name*

[Proposer & Seconder]

Annex 2

Election of Sector Heads/Chairs
[Proposed and seconded enbloc by:]

Age Grade Rugby –
Coaching –
Competitions –
Facilities & Funding –
Governance –
Representative –
RugbySafe –
Sponsorship -
Volunteers –
Wellbeing & Mental Health
Women & Girls' –

Annex 3

RFU Council Representatives for *season* – for noting only.

Two names

GRFU Chair of Discipline - *name* and Safeguarding Manager/s – *name/s* - for noting only

These are appointed annually by the Management Board to perform the relevant functions.

A10.2 Finance Special General Meeting [SGM]

A Finance SGM may be called for any reasons in accordance with the Incorporation Document [section III].

A10.3 Other General Meetings

An Extraordinary Meeting may be called by members in accordance with the Incorporation Document [section III]. This has to be for the consideration of a specific item, or items, of business.

A10.4 Executive Committee Meetings – Generic Agenda

The Executive Committee shall meet circa six times a year [see A2.1]

EXECUTIVE COMMITTEE MEETING

Date

Venue

Chaired by the GRFU Chair or alternate

AGENDA

[Not all items will be taken at every meeting]

- Welcome:
- Apologies:
- Declaration of Interest
- Notes of previous meeting and matters arising not on the agenda
- Matters arising from Sector Reports which require discussion and/or decision
- RFU business:
 - a. for discussion and action by Management Board
 - b. for discussion and decision
- Consider any Business arising from the Management Board
- Risk Review – financial and operational
- Monitor the performance of the LRP Delivery Group and implement any remedial action
- Local Rugby Plan
- Strategic Plan
- Budget and long-term finance plan
- Development of Policy and Strategy
- Governance: compliance with good practice
- Consider recommendations from the Appointments Panel
- Consider Business for Management Board
- AOB

- Date and arrangements for the next meeting

A10.5 Management Board Meetings – Generic Agenda

The Management Board shall meet circa eight times each year [see A2.1]

MANAGEMENT BOARD MEETING

Date

Venue

Chaired by the GRFU Chair or alternate

AGENDA

[Not all items will be taken at every meeting]

- Welcome
- Apologies
- Declaration of interest
- Notes of previous meeting and matters arising not on the Agenda
- Report from the Executive Committee
- Reports from Associated and Affiliated Bodies
- RFU Update – national/local report
- Matters from the Executive Committee for discussion and approval
- Approve recommendations from the Appointments Panel for certain posts
- Approve recommendations from the Appointments Panel for Sector Heads/Chairs of RFU Delegated functions of Discipline and Safeguarding [prior to AGM]
- Review and monitor all aspects of rugby in the CB and if necessary, pass on to Executive Committee for further consideration. Identify successes and failure

- Approve Terms of Reference or dissolution of Sectors, Panels and others as recommended by the Executive Committee
- Approve the arrangements for GRFU General Meetings
- Consider business for Executive Committee
- AOB
- Date and arrangements for the next meeting

Appendix 11: Maintenance and Approval of Operating Procedures

11.1 Approval of Operating Procedures

In December each year, the GRFU Executive Committee shall review, with GRFU Management Board input, and if appropriate the Management Board will approve the recommended updates in these Operating Procedures. The updated document will then be circulated to the GRFU Membership, as stated in Appendix 1.

In June, each year the GRFU Executive Committee shall review, with GRFU Management Board input, and if appropriate the Management Board will approve the recommended updates in these Operating Procedures. The updated document will then be circulated for the July AGM when the document will be taken for final approval. As it is a living document any comments made at the AGM by the members shall be taken into consideration for the next update. The approved document will be circulated to the GRFU Membership as stated in Appendix 1.

11.2 Maintenance and updating

The Operating Procedures are a living document and as such require regular maintenance.

All members of the Management Board and any other interested parties are encouraged to propose revisions not only to the text but also of the layout.

The Operating Procedures should be the first port of call when any matter arises where guidance is required.

Generally, the draft of updates will be circulated to the Management Board a few weeks in advance of the review by them in December and June. Any comments arising are included in the final draft considered at the review, thus maximising the opportunity to achieve an acceptable version.

In producing the Operating Procedures, the aim is to provide clear and concise statements. Electronic links to RFU and other regulations are encouraged as they will automatically include revisions. Where necessary references and website connections are stated.

REFERENCES

Reference Documents are held by the County Office and can be accessed by contacting the [County Administrator](#). Some documents may also be on the [GRFU website](#)

- Incorporation Document
- Terms of [Employment Handbook](#)
- RFU Rules and Regulations

- [Regulations](#)
- [Competition Regulations](#)
- [Management Board contacts](#)