



**Warwick Touch
Rugby Club**

Constitution January 2021

Updated:
January 2021
November 2022
November 2025

1. Name and Affiliation

- The club shall be called Warwick Touch Rugby Club (herein after referred to as the Club or “WT”) and shall be affiliated to the England Touch Association (ETA) which is bound by the rules of the Federation of International Touch (FIT).
- The club is a not-for-profit community sports organisation
- The Headquarters of the Club shall be: Warwick Touch Rugby Club, c/o Chairperson address as per officers below, warwicktouch@gmail.com

2. Aims and objectives

- The aims and objectives of the Club shall be:
 - To promote participation in the amateur sport of Touch in Warwickshire.
 - To support the development of Touch within Warwickshire.
 - To offer coaching and competitive opportunities in Touch through membership of the ETA.
 - To ensure a duty of care to all members of the club.
 - To provide all its services in a way that is fair to everyone.

3. Membership and fees

- Membership of the Club shall be open to anyone interested in Touch on application regardless of sex, age (18+ or with parental permission), disability, ethnicity, nationality, sexual orientation, religion or other beliefs. (However, membership may be limited according to available facilities on a non-discriminatory basis).
- Players at sessions must be at least 13 years of age with parental permission. Anyone younger than 13 must not take part in any WT session, unless prior agreement from the session leader.
- There are 2 types of memberships available. Annual membership & PAYP membership.
- The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- Membership should consist of officers (Committee) and members of the club.
- All members joining the Club shall be deemed to accept the terms of this Constitution as part of their membership application.



- Prospective members may be permitted a trial period one free Monday night sessions before deciding whether or not to formally join the Club.
- All members will be enrolled as a full playing member and eligible to participate in training sessions and all competitive fixtures.
- Members shall pay Membership fees as determined in consultation with the Committee and as fixed at a General Meeting of the Club. The Club may also require Members to contribute to the funds of the Club by way of a special levy.
- After the trial period, all persons seeking to join the Club shall submit the required application via membermojo.co.uk/warwick-touch confirming their acceptance of the terms of membership. A copy of this constitution amongst other documents will be automatically sent out on receipt of active membership.
- Members shall be admitted by the Committee. Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of race, occupation, sex or religious, political or other opinion.
- The Management Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or the sport of Touch into disrepute.
- Membership fees shall, in part, cover the pitch fees and usage for training sessions agreed with the landowner. Members are eligible to play as follows: Saturday mornings and Monday evenings. An additional session can also played on a Thursday evening, subject to demand and on an ad-hoc basis
- In exceptional circumstances the committee will have the authority to waive/reduce/defer fees altogether. In either case this must be documented in the minutes of a committee meeting or at an EGM or AGM

4. The Executive Committee

- The affairs and overall management of the Club shall be conducted by the Executive Committee (herein referred to as “the Committee”)
- The officers of the club and their indicative roles shall be:

Chairperson	• Overall club responsibility • Statutory affairs, club governance, executive management • Committee meeting Chair, Agenda lead • External relations for Club • Overall decision on spending & club direction • Responsible for implementing safeguarding protocol
Secretary	• Monitor external emails • Taking minutes of meeting • Arrangement of AGM's and other committee meetings • Distribution of Agenda to members
Treasurer	• Preparing accounts & bank account management • Making payment to landlords of pitch, renewing ETA membership • Maintaining records of all official payee correspondence • Monitor Membership payments and PAYP
Technical Director (Coach) *TD	• Senior level coaching at WT sessions • Team organisation for tournament & events (as defined in Clause 12.1) • Advising on the purchase of new equipment • Organising drills/moves for player development including written data • Identify and develop players who wish to develop their skills
Communications Director (Social Media)	• Publicity, social media, newsletters & squad announcements • Grant funding and commercial sponsorship • Website management and contact for landlord website • Answer messages sent to social media platforms
Team & Fixture Manager	• DTS submissions and sign ups • Organising of adhoc tournaments • Arrangement of local club games • Liaising with treasurer for tournament fees and TD - squad management
Internal fixtures Manager	• Co-Ordination of Spring/Summer/Autumn/Winter tournament, and any other internal tournament/league • Liaising with players for sign ups and submission • Ensuing teams are equally balanced
ETA Representative	• Be POC for all things ETA • Liaise with ETA via WhattsApp or other media methods • To keep UpToDate with National/Regional Tournaments

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Social Secretary	• Organising all things social • Christmas Meals • Evening events • Team building events
Tour Secretary	• The co-ordination and organisation of any tour the club wish to partake
Health and Wellbeing Secretary	• Maintain club health policy's • Ensure club are adhering to latest COVID regulations • SPOC for club & ETA for all things COVID and return to paly policy's • Ensure declaration forms are kept under GDPA guidance
Recruitment & Membership Secretary	• Promote the club to local establishments (schools/collage/Uni) • Attend local events to promote the club • Upkeep of the membermojo site • Collation of membership subscriptions in line with GDPA guidance
The position of Assistant Technical Director/s will be appointed by the TD with each person holding a valid position on the Committee.	
Assistant Technical Director (Assistant Coach Selected by TD)	• Implementing and supporting the TD work and ethos • To take charge of training or allocate key individual for training sessions • To work with the TD on team & drill organisational matters • Advise on pitch management issues
Club President	• Honorary Position and is not a committee member • Does not step down each year

- All Committee members are expected to become annual members of the Club. A list of those officers currently serving on the committee shall be displayed on the Club Facebook page.
- Officers will be elected annually at the Annual General Meeting (AGM) however if the post of any officer on the committee should fall vacant for any reasons before the next AGM is due, the Committee shall have the power to fill the vacancy until the succeeding AGM.
- All officers will retire each year but will be eligible for re-appointment.
- The Committee shall meet a minimum of 2 times a year.
- The quorum required for business to be agreed at Committee meetings will be a minimum of 3 Committee members. The Chairperson has the final and casting vote in the case of any ties. The quorum required for daily business to be agreed on WhatsApp group will be 1/3 of the group.
- To pass motions, there must be a majority positive vote from elected members of the ⅓ of the group.
- The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club and ensuring insurance is provided as directed by the ETA membership through its annual membership subscription.

- The Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Committee as necessary to fulfil its business. Officers may also enlist support, duties of which may include: Referees, kit manager, fixtures coordinator, media, purchasing assistants and other ad-hoc support as deemed necessary.
- The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations /constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- The Committee will have due regard to the laws on discrimination and safeguarding.

5. Communications

- All external communications/PR/marketing shall be managed by the committee.
- Internal communications shall be adhered to by all Club members and managed through the Club's WhatsApp, Instagram and Facebook Page.

6. Finance and Accounts

- All Club monies will be banked in an account held in the name of the Club.
- The Club Treasurer will be responsible for the finances of the Club.
- The financial year shall run from November to November each year to coincide with the clubs AGM. ETA memberships runs from February to February.
- The Treasurer shall be responsible for the preparation of the Annual Accounts of the Club.

7. Property and Funds

- The Club holds no property assets.
- Storage of equipment is currently provided free of charge by Old Leamingtonians R F C, Bericote Rd, Blackdown, Leamington Spa CV32 6QP.
- Funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by these Rules and all surplus income or profits are reinvested in the Club.

8. Annual General Meetings

- The Club shall hold an Annual General Meeting every year.
- In addition, the Club shall endeavor to hold quarterly Team Meetings open to all members on a casual basis to discuss immediate topics. This can be face to face or using video link platforms.
- Notice of the AGM will be given by the Club Secretary or Chairperson, and be provided to all members except for the first. No business shall be conducted unless fair notice thereof is contained in the Agenda.
- The AGM will receive a report from officers of the Committee and a statement of the accounts.
- Elections of officers are to take place at the AGM.
- All Club members have the right to vote at the AGM or quarterly Team Meetings should there be a need.
- Voting: With the exception of changes to the Constitution, decisions put to a vote shall be resolved by simple majority at committee meetings. The Chairperson of the Club shall hold a casting vote at meetings.
- The Committee has the right to call Extraordinary General Meetings (EGM) outside the AGM.
- The Agenda, reports and all items of business proposed by Members must be sent to all Committee.
- Order of Business: The order of business to be transacted at the AGM shall be detailed in the agenda and will contain:
 - Apologies
 - Minutes from previous AGM/EGMs
 - Committee members' reports
 - Financial report
 - Election of Executive Committee
 - Any other business
 - Time / Date / Location of next meeting

9. Misconduct, discipline and appeals

- Any complaint made should first be attempted to be resolved informally where possible. Members are encouraged to discuss issues before any formal action is sought with any member of the committee.
- All complaints regarding the behavior of members should be presented and submitted in writing to a member of the Committee giving details of the alleged misconduct without delay of its occurrence, (misconduct shall be defined as a repeated or serious breach of the Club's Code of Conduct – see Clause 11). The Committee will convene to discuss complaints within 14 Days.
- The Chairperson shall inform the person against whom the allegation was made, in writing, of the details of the allegation and of the time and place of any proposed hearing.
- Any person against whom an allegation is made who fails to provide a satisfactory explanation, may be suspended from the Club until that person provides an explanation.
- Any hearing will be presided over by all Officers of the Club. In the event that misconduct is alleged against an officer of the Club, that officer shall be excluded from the hearing panel. Any decision taken by the presiding officers will be based on unanimity.
- Where deemed necessary, the presiding officers have recourse to the imposition of following sanctions:
 - ❖ A written warning
 - ❖ Temporary suspension from the Club
 - ❖ Expulsion from the Club for the remainder of the membership year
- The Chairperson shall notify the person against whom the allegation was made, in writing, of any decision and the Club member alleging misconduct.
- The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
- There will be the right of appeal by the person against whom the complaint was made to the Committee following disciplinary action being announced.

10. Data Protection

- The club is committed to the principles and practices of data protection as laid out in the Data Protection Act 1998, subordinate and related legislation and codes of practice and other official guidance. This policy will be achieved through appropriate management, and the strict application of criteria and controls. All persons having access to any personal material will follow good data protection practice and must handle personal data responsibly.

11. Code of Conduct

- The Club is committed to encouraging the highest ethical standards. All individuals in the Club should conduct themselves with integrity, honesty, accountability and in a fair and equitable manner, Warwick Touch Rugby Club is an inclusive club, not exclusive, as a club we expect the following values be adhere to:
 - Respect the rights, dignity, differences, and worth of every person regardless of their gender, ability, cultural background or religion.
 - Display courteous characteristics and not to harass, or direct foul language at, other players, coaches or officials.
 - Encourage honest and open competition.
 - Share failures and celebrate success.
 - Play by the rules at all times.
 - Exhibit exemplary sporting-like behavior at all times.
 - Play equally intensively for yourself and your team.
 - Show respect for all other players, no matter how good or bad they are. Without them there would be no game.
 - Respect the decisions of officials at all times.
 - Enjoy the game by giving your best at all times.
 - Co-operate with your coaches, team mates and officials.
 - Be conscious that you represent not only the Club but also Warwick Town, England Touch and other sponsors. You are being a role model to new players.

12. Team Selection and Fixtures

- Fixtures shall comprise of friendly games, tournaments, league games and ETA league e.g. Development Touch Series (DTS).
- To be eligible for selection players must:
 - ❖ Be paid-up members to the ETA (yearly or day cover for ETA events)
 - ❖ Commit to regular training sessions throughout the season and make themselves available for the fixtures
 - ❖ Notify the club's Team & Fixture Manager (or nominated delegate) of their availability
 - ❖ Pay the required fee for upcoming event
- Players may be dropped from the squad if attendance and/or commitment at training is deemed inadequate or if their conduct at any training session is not in accordance with the club's Code of Conduct, or any of the above is not met.
- Club shirts must be worn for competitive fixtures
- In the event that there are insufficient squad members available for any given fixture:
 - ☐ The Technical Director or nominated fixture coordinator will notify ALL club members that additional players are required;
 - ☐ Any club member may put her/himself forward for selection;
 - ☐ In the event that the squad is still short of players one week before the fixture, and provided every reasonable effort has been made to fill vacancies from the club's membership, the Technical Director (or nominated delegate) may approach any player from outside the club to represent the Club at the fixture.
 - ☐ After each fixture, all club members will be notified of the team's performance and composition.

13. Dissolution

- Members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened committee meeting.
- The Committee will then be responsible for the orderly winding up of the Club's affairs.
- If it is decided by the Committee to propose to wind-up and formally dissolve the Club, then all members will be notified, with at least 21 days' notice, of an EGM which can wind-up the Club by a two thirds majority of voting members. The meeting shall have the power to release any assets held by or on behalf of the organisation. Subject to any decision at the EGM (or by the Committee if the EGM does not make a decision), any assets remaining after all proper debts and liabilities have been satisfied shall be given or transferred to another organisation or organisations with similar aims and objectives or, if this cannot be done, shall be applied for some other charitable purpose. No part of the groups' funds shall be paid or transferred directly or indirectly by way of bonus or other distribution to the members of the Club.

14. Amendments to the constitution

- The constitution will only be changed or implemented through agreement by majority vote at a Committee Meeting, EGM & AGM
- Any change to the Constitution shall require a two thirds' majority of those present, eligible to vote and voting at a Committee Meeting EGM & AGM
- A proposal to change the Constitution must be submitted in writing to the Chair & Secretary
- All proposals for changes to the Constitution shall be signed by two members eligible to vote at a Committee Meeting

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Declaration

Warwick Touch Rugby Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:	Date:
	23/01/2021
Name:	Dominic Bes-Jeary
Position:	Chairman

Signed:	Date:
	23/01/21
Name:	Marie Murphy
Position:	Secretary

Signed:	Date:
	23/01/21
Name:	Iain Fitzpatrick
Position:	Treasurer

Signed:	Date:
	23/01/21
Name:	Laura Foulstone
Position:	COVID & Fixtures Assistant

Signed:	Date:
	23/01/2021
Name:	Ben Edwards
Position:	Technical Director

Signed:	Date:
	23/01/21
Name:	Chris Wood
Position:	Tour Secretary



END



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