



# **FIRE SPORT UK**

## **RUGBY UNION SECTION**

### **CONSTITUTION 2021**

**DOCUMENT CONTROL LOG**

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## **FIRE SPORT UK (FSUK)**

### **RUGBY UNION SECTION**

#### **1.0 NAME**

- 1.1 The section shall be designated 'Fire Sport UK Rugby Union Section', here after referred to as 'The Section'. The on field Team will be known here after as the 'teams'.

#### **2.0 OBJECTIVES**

- 2.1 To encourage Rugby Union as a sport for the benefits of serving and retired members of the Fire Service, further extended to any member of staff under the overall responsibility of the Chief Fire Officer or Fire Master, and to promote, establish and support competitions, championships and events of a like nature at both National and International levels, including the provision of trophies and the raising of funds to support the delivery of objectives.

#### **3.0 MEMBERSHIP**

- 3.1 Membership of the Section shall be limited to the members of the Sports Clubs which are members of Fire Sport UK as defined in Rule 4(a) of the National Trust Instrument and Rules.
- 3.2 Membership of this section is conditional to being a fully paid member of the respective service S&W / FSUK Clubs.

#### **4.0 MANAGEMENT**

- 4.1 The management of the Section shall be undertaken by a Sectional Committee here after referred to as 'the Committee', which shall consist of:
- i) Chairperson – approved by the National Executive Committee of the FSUK
  - ii) Section Secretary
  - iii) Section Treasurer
  - iv) Team Manager
  - v) Head Coach
  - vi) One representative from England, where appropriate
  - vii) One representative from Scotland, where appropriate
  - viii) One Representative from Wales, where appropriate
  - ix) One Representative from N Ireland, where appropriate

- 4.2 The Committee shall nominate annually the Officers of this Section. Their appointment shall be subject to confirmation by the AGM of the Section.
- 4.3 Individuals wishing to be considered for any of the Committee roles shall submit in writing their expression of interest for carrying out a specific role, that role being clearly specified along with any post specific credentials, and to be received by the existing committee during April of each year. This will give the Secretary one month to collate such information for AGM communications, due for release in May. Any submissions received after the 30<sup>th</sup> April will not be included. See 5.3 below.
- 4.4 The Role of the Team Captain and Assistants Coaches will be determined by the Head coach.
- 4.5 Other specific roles required for the teams may be created by the Committee as deemed necessary, through a majority agreement of all Committee members.
- 4.6 Sub-Committees necessary to fulfil specific functions may be appointed from time to time. Appointment will be through existing Committee members.
- 4.7 A Quorum of the Committee or any Sub-Committee shall be one quarter of the full membership of that Committee. Any meetings are conditional to having the attendance of such quorum as a minimum.

## **5.0 MEETINGS**

### **5.1 Sectional Committee Meetings**

5.1.1 Meetings of the Sectional Committee shall be called at the discretion of the Chairperson in consultation with the Section Secretary and be of a minimum of one per year, in addition to the AGM.

### **5.2 A.G.M.**

5.2.1 The Annual General Meeting of the Section shall be held between April - May each year. The Section Secretary shall summon such meetings, by giving notice in writing of the date, time and venue of the meeting at least two months in advance of the proposed date.

The notice shall be circulated to all Members of this section, whether or not they are active participants in the sport and include any information necessary.

5.2.3 Notice of any business to be considered at the AGM including notices of motion, shall be sent to the Section Secretary in writing within one month of the issue of the summons for the AGM.

5.2.4 The Section Secretary shall prepare the full agenda for the AGM and shall publish it at least 14 days prior to the AGM.

The Standard agenda for the AGM shall include:

- a) The report of the Chairperson and Section Secretary.
- b) The report of the Section Treasurer including the audited balance sheet, details of fundraising activities and any Section Assets.
- c) The appointment of Officers, i.e. Chairperson, Honorary Secretary and Honorary Treasurer.
- d) Appointment of two persons to sign cheques of which one shall be the Treasurer.

5.3 The power to vote at Annual and Special General Meetings, if required, shall be restricted to members of the Sectional Committee. In the event that no majority is obtainable for any such vote, the Chairperson will have casting vote, without the right to abstain.

5.4 The Secretary Shall ensure all meetings are minuted and any record books are maintained and made available upon request.

## **6.0 AUTHENTICATION OF DOCUMENTS**

- 6.1 Any documents requiring authentication on behalf of the Association shall be deemed to be sufficiently executed if signed by the Chairperson of the Committee and countersigned by those occupying the Secretary, Treasurer or Management Support roles.

## **7.0 FINANCE**

- 7.1 The Committee shall be responsible for the funding of the activities of the Section from sources approved by the National Executive Committee of the FSUK.
- 7.2 The Committee shall obtain approval of the FSUK National Executive Committee prior to obtaining in the name of the Section any funds, property or services and all such funds. Property or services so acquired shall be the responsibility of the Section Committee and shall be applied towards the furtherance of the Section's objectives and shall not be available for distribution amongst the members.
- 7.3 The Section Treasurer shall hold to the credit of the Section all monies received and the funds shall be vested in the name of ***'FSUK Rugby Union Section'***.
- 7.3.1 A financial log will be maintained by the Treasurer and presented in report, annually to all Members at the AGM.
- 7.3.2 An assets log will be maintained by the Secretary and Treasurer and presented annually to all members at the AGM.
- 7.3.3 The financial year shall be 1<sup>st</sup> January to 31<sup>st</sup> December and the annual accounts made up to 31<sup>st</sup> December.
- 7.3.4 The Treasurer shall keep such cash and stock books, as necessary.
- 7.3.5 Receipt books shall be used to acknowledge all monies received on behalf of the Association.
- 7.4 The Secretary and Treasurer shall submit to the FSUK Council a balance sheet for the past year duly approved by the Section (after AGM; See 5.2).

## **8.0 AFFILIATION**

- 8.1 The Section may be affiliated to the UK Rugby Associations; (the nationally recognised governing bodies).

## **9.0 ORGANISATION AND CONTROL OF SECTION ACTIVITIES**

- 9.1 The organisation and control of activities promoted under this Constitution shall be in accordance with the detailed rules of the FSUK.
- 9.2 On field organisation and control will be in accordance with the Rules and Regulations of the respective Governing body.
- 9.3 The Chairperson and Section Secretary / Treasurer shall have the power to deal with all matters of an urgent or emergency nature and may take decisions on all matters that do not require major change or matters that should be dealt with by Committee. In every case where the powers given by this rule are exercised, a report shall be made to the next meeting of the Committee for confirmation.

## **10.0 CHAMPIONSHIPS**

- 10.1 Team Championships may be organised or promoted by the committee and must be approved by the Section under such rules and regulations of the appropriate national or International governing bodies.

## **11.0 COMPETITIONS**

- 11.1 No person may compete in any competition organised under the auspices of the Association unless he is a bona-fide member of a member service and it shall be the duty of the member service and Section Secretary to ensure that the competitors comply with the rule.
- Dispensation may be given in extreme circumstances by the Committee in respect of a specific event or competition only following application from the individual concerned. The decision of the Committee in all cases, will be binding.

## **12.0 TRUST INSTRUMENTS AND RULES**

- 12.1 The FSUK Trust Instruments and Rules apply as appropriate.

## **13.0 SECTION RULES**

- 13.1 Any Section specific rules shall firstly be agreed by majority vote of the Committee, following implementation they will form the Section Rule book, once implemented they shall not be altered or revoked except by a two-thirds majority of vote cast at an AGM and approved by the Committee. No rules under the Governing Bodies may be altered or locally amended.

## **14.0 DISSOLUTION**

- 14.1 In the event of dissolution, the committee present will hold a Special Dissolution meeting to close the Section. The Secretary will be responsible for issuing notice of this meeting and decide on any reasonable timescale prior to the meeting date.
- 14.2 The Secretary will be responsible for closing the Assets log and producing a final Assets report for all attendees. This report shall also be submitted to the National FSUK Secretary along with that mentioned in 14.3 below.
- 14.3 The Treasurer will be responsible for the settlement of any financial matters debtors and creditors, and the closure of all Financial records and accounts producing a final financial report for all attendees. This report will be verified by the Committee

member attendees and shall be submitted to the National FSUK Secretary as mentioned in 14.2 above along with the Sections financial records.

- 14.4 The Secretary and Treasurer will ensure that any assets remaining are transferred to the General Fund of the FSUK.
- 14.5 The Secretary shall issue final correspondence to all Section members notifying them of Section Dissolution.

**15.0 POST HOLDERS 2021 – 2022**

Position	Name	Service	Tel Number	Email address
Chairman	Steve Healey	Lancashire	07917 305765	Lancsfirerescue.org.uk
Secretary	Steve Leonard	Royal Berkshire	07866 543132	Steveloenard50@hotmail.com
Treasurer	Iain Cox	Royal Berkshire (ret)	07952 586569	icjecox@gmail.com
Mens Team Manager	Adam Whitehead	Oxfordshire	07837 508683	adam.whitehead@oxfordshire.gov.uk
Womens Team Manager				
Mens Team Head Coach	Ieuan Dobbs	South Wales	07877 584774	ieuan.dobbs@gmail.com
Womens Team Head Coach	Bex Rowe	London		Rebeccarowe81@gmail.com
Players representative England	Darren Hookway	Oxfordshire	07747 472668	darran.hookway@oxfordshire.gov.uk
Players representative Scotland				
Players representative N Ireland	Paul Brown Pete Elliot	Northern Ireland	07568 089370 07731 532091	Bruno.22@hotmail.co.uk
Players representative Wales	Dan Phillips	South Wales	07790 145024	dj-phillips@southwales-fire.gov.uk