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JEDDAH RUGBY FOOTBALL CLUB

Jeddah Rugby Football Club Constitution

Revision 02

Revisions Table

Rev	Date	Description	By
00	03.11.07	First Issue.	Jake Ball
01	30.03.09	Document mounted on JRFC paper. Document revisions table added. Font changed & body text tidied.	Scott McCarthy
02	21.09.10	Supporting member revised to Social member. Youth Membership added. All mention of AISJ removed. Full member of the AGRFU removed. Code of Conduct document referenced in Section 4: Revoking membership, added.	Scott McCarthy



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Article 1: Name

The official name for our rugby club in the city of Jeddah, Kingdom of Saudi Arabia from September 2007 onward will be the Jeddah Rugby Football Club. It will also be known by its acronym JRFC.

Article 2: Purpose

The JRFC is a social-oriented rugby club in the city of Jeddah, KSA, that is organised and managed by volunteers for the love of the game of rugby. Our goal is to provide the community of Jeddah a place to practice, play and discuss rugby in a safe, and enjoyable atmosphere while respecting and abiding by the Laws of Saudi Arabia. We will strive to learn, practice and play by the official rules set out by the IRB (International Rugby Board). Our services will be offered to people of all ages, and gender in hope that the sport of rugby will develop and be enjoyed by all in the community of Jeddah, KSA in the spirit of good sportsmanship and competition.

Article 3: Membership

Section 1: Eligibility

JRFC always welcomes new members! It's not like you need to run a 4.4 sec 40 yard dash or maintain a 3.75 GPA or even have experience playing rugby to be a member of our team. Anyone can be a member. All we ask is that members make sure that you are healthy enough to participate in whatever the member would like to participate in with our club and those members abide by the moral code of good conduct, fair play and team work and of course that they pay their membership fees on time.

Section 2: Selection

Selection of players on JRFC teams that could play at home or away will be decided upon by the Coach or by his/her substitute and the Team Captain or by his/her substitute. All players and members of the JRFC must be in good health before they are eligible to play. The member's health will be assumed to be good and he/she will be assumed fit enough to play or participate in activities held by the JRFC unless the member presents proof that shows otherwise to the Coach and Team Captain. Full Player Membership members must able to pay 500 SAR



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(Saudi Arabian Riyals) to the club treasurer every September to practice and to be considered eligible to play for the JRFC for that season. If the Full Player Membership is paid after the month of September the membership will expire the following September, the beginning of the rugby season and will need to be paid again in the month of September of that new year. Full Membership members must be able to pay 500 SAR to the club treasurer per annum, with membership expiring one year after the date they paid last. Social Members must be able to pay 250 SAR to the club treasurer per annum. Student Members must fill out a contact form and a consent form both signed by your legal guardian. Student Members must be able to pay 200 SAR to the club treasurer per annum. JRFC reserves the right to refuse membership.

Section 3: Classes/types of membership

There are currently 5 basic types of memberships, depending on your level of involvement in the club:

1. *Full Player Membership:* A Full Playing Member has the right to join the team on the pitch for practices, touch rugby, and for matches. Full playing members may be selected to play for and represent the JRFC. Players may be entitled to subsidies on for away matches. They are also invited to attend any social fixture for free with one free guest (the club will decide when members have this ability, when the club holds more than one function in a season). In addition, they become a voting member at our annual membership meeting and may run for any office.
2. *Full Membership:* A Full Member is for people of the community that wish to support the team. Full members may be entitled to subsidies on for away matches. They are informed of any events the club will have coming up. They are also invited to attend one social fixture for free with one free guest (the club will decide when members have this ability, when the club holds more than one function in a season). In addition, they become a voting member at our annual membership meeting and may run for any office.
3. *Social Membership:* A Social Member would be welcome to spectate our home and away matches. You will have access to the pitch on specified times and dates of fixtures. Social members may travel with the club and may be eligible for subsidies from the club if they are selected for the



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Team Support Staff. Social members may play Touch Rugby with the JRFC (as long as the sessions are being run and that interest is there). Social members are welcome to attend one social fixture for free (the club will decide when members have this ability, when the club holds more than one function in a season).

4. *Student Membership:* A Student Member will be allowed to join the team on the pitch for practices and games if the Contact and Consent Form is signed and an adult agreed on by their legal guardian accompanies the member. Student members will have training once a week and are allowed to play Touch Rugby with the JRFC (as long as the sessions are being run and that interest is there) if accompanied by an adult agreed on by their legal guardian.
5. *Youth Membership:* A Youth Member will be allowed to join the team on the pitch for practices and games if the Contact and Consent Form is signed and an adult agreed on by their legal guardian accompanies the member. Student members will have training once a week and are allowed to play Touch Rugby with the JRFC (as long as the sessions are being run and that interest is there) if accompanied by an adult agreed on by their legal guardian.

Section 4: Revoking membership

If a member's conduct is unbecoming as per the JRFC Code of Conduct at the JRFC pitch or at a JRFC event or while on tour with the JRFC and a complaint is made of him/her to any member of the club or committee, the committee will meet to discuss whether a vote on his/her expulsion is considered appropriate action or not. If expulsion is considered the appropriate action to take and a majority vote by the committee is made to cancel the membership of the individual(s) then the person's membership rights and privileges will be taken away. The expelled individual may try to become a member of the JRFC the following September. If members refuse to update their membership by paying their membership fee they too will have their membership rights and privileges taken away from them. JRFC reserves the right to refuse membership.

Article 4: Offices

Section 1: Officer Responsibilities



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Chairman: The person that holds the position of Chairman for the JRFC is considered the head representative for the rugby club. The Chairman will represent the JRFC to many outside organizations and clubs. Appropriate manner that reflects well on the JRFC is expected. One of the Chairman's responsibilities is to represent matters concerning the club with outside clubs and organizations and to speak for the club on the members' behalf. The Chairman will hold a seat of the Arabian Gulf Rugby Football Union (AGRFU) annually and will be expected to attend at least one meeting in Dubai per year to speak on behalf of JRFC and the Saudi Arabian Rugby Football Union (SARFU). He/she will be expected to register the JRFC annually with AGRFU as a full member if possible. The Chairman will also represent interests and concerns of JRFC with the Riyadh Rugby Club and the Khobar Quins Rugby Club. The Chairman will hold a seat on the British Community Liaison Committee and will attend meetings as much as possible or send a representative to those meetings in his/her place. The Chairman will meet with the facilities Manager regarding use of the pitch, payment for use of the pitch, and to have sponsor's banners placed at the pitch and any other requests the club may have for the pitch facilities. The Chairman will be involved with getting sponsors for the JRFC and to meet the needs of the sponsors. The Chairman will delegate tasks to other members of the committee to achieve the goals that the committee has agreed on as being beneficial to the JRFC. He/she will work with other committee members to organize rugby practices, and matches at the AISJ and away; organize parties, fund raisers, award presentations and all other events for the JRFC; will decide on acquiring new equipment, kit, rentals, and food and beverage that will aid the rugby club members during events; will work to have the website updated; will work to have sponsors satisfied with our representation of their brand name. The Chairman must also make an inventory of JRFC items that were paid for by the club so that they can be easily kept track of and passed on to the next Chairman. The Chairman must listen to concerns or advise of committee members and/or full members and work towards finding a solution. The Chairman position must be filled every year and a vote will be held to attain the position every year by Committee Members and Full Members.

Vice – Chairman: The person who holds the Vice-Chairman (VC) position will be considered the head of the JRFC in the Chairman's absence from his/her position. One of the VC's responsibilities is to represent matters concerning the club with outside clubs and organizations and to speak for the club on the members' behalf in the absence of the Chairman from his position or upon the



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Chairman's request. A major responsibility of the VC is to keep inventory of the JRFC's Kit and to communicate any needs to restock or to acquire new kit with the Chairman and Treasurer and will carry out the tasks involved to restock and have the shipments of kit delivered. The VC will be involved in organizing JRFC events and can bring up ideas of new events to the committee. The VC can be involved with all responsibilities that the Chairman is involved in to ensure the task is completed to the standard the JRFC Committee and Full Members are pleased with. The VC can be a person that a Full Member or Committee member can bring up concerns or advice to and should share these concerns and/or advice with the Chairman. The Vice-Chairman position must be filled every year and a vote will be held to attain the position every year by Committee Members and Full Members.

Treasurer: The person who holds the Treasurer position will be considered the head person that is in control of the JRFC's monies. The Treasurer must have a separate bank account that will be used for the JRFC's financial activities only. The Treasurer must communicate with the Chairman or VC in the Chairman's absence from his position regarding the movement of monies and any critical financial decisions that may harm the financial standing of the JRFC. The Treasurer must keep an up-to-date Cash Book, and an annual Financial Statement prepared by May of every year. The Treasurer will receive monies from Committee members and new members to the JRFC and keep track of such monies with the Cash Book and the use of receipts. Monies from the Membership Secretary for new membership will be collected and kept track of by the Treasurer. Monies from Kit sales, Food and Beverage sales and from Parties, Fund Raisers and any JRFC Events will be collected and tallied by the Treasurer. Expenditures for the JRFC may be issued out from the Treasurer with the Chairman's permission or the VC's permission in the Chairman's absence from his position. The Treasurer must keep and file receipts of all JRFC financial transactions. The Treasurer may be sent to represent the JRFC at meetings with other organizations on behalf of the JRFC and its members with the permission of the Chairman or the VC in the absence of the Chairman from his/her position. The position of Treasurer must be filled every year and a vote will be held to attain the position every year by Committee Members and Full Members.

General Secretary: The person who holds the General Secretary (GS) position will be considered the head person to contact regarding the JRFC's communication with outside organizations and communication within the JRFC. The GS may be asked to represent the JRFC at meetings with outside



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organizations and record the goings-on but not speak on behalf of the JRFC. The GS may attend such meetings with permission from the Chairman or VC in the Chairman's absence from his position. The GS will be present at meetings of the JRFC and will take minutes of the meetings and distribute the completed minutes of the meetings to Committee members and Full Members that wish to know about the meetings. The GS will also help the Chairman organize times and dates and venues of JRFC meetings. The GS will be the person to purchase and distribute the required stationary for Committee members to do their tasks for the JRFC. The GS will also keep all receipts of stationary purchases to give to the Treasurer. The GS will be expected to assist the Social Secretary and Chairman in organizing JRFC events. The GS must also keep an up-to-date JRFC Directory and distribute it to the Chairman every three months. The GS must also record attendance of JRFC meetings. The General Secretary position must be filled every year and a vote will be held to attain the position every year by Committee Members and Full Members.

Membership Secretary: The person who holds the Membership Secretary (MS) position will be considered the head person to contact regarding membership to the JRFC. The MS must know the different kinds of memberships to the club and be forthcoming to inform potential new members of the differences at JRFC events. The MS must keep an up-to-date Excel Spreadsheet of all members old and new. This spreadsheet must be handed over to the new MS at the end of the MS's tenure at the MS position and to the Chairman. The MS may obtain membership fees from new members or renewing members and pass that money onto the Treasurer. The MS should give new or renewing members receipts of their payment for their membership. The MS should file these receipts in an orderly fashion and pass on the file to the Treasurer periodically. The MS should inform members of up-coming expirations of their membership with the JRFC and in a friendly manner ask if they would like to continue their membership and if not try to find out why the member chose not to renew their membership and bring these reasons up at the next meeting or to the Chairman or VC immediately if deemed important. The MS will be expected to assist the Social Secretary and Chairman in organizing JRFC events. The Membership Secretary position must be filled every year and a vote will be held to attain the position every year by Committee Members and Full Members.

Fixture Secretary: The person who holds the Fixture Secretary (FS) position will be considered the head person to contact regarding upcoming events that the JRFC will be involved with. The FS will represent the JRFC to many outside



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organizations and clubs. Appropriate manner that reflects well on the JRFC is expected. The FS must keep a Directory or Contact List on an Excel Spreadsheet of Riyadh and Khobar Rugby Clubs and other contacts within the AGRFU and contacts with the British Navy and he/she must be able to pass this information onto the next FS and to the Chairman. The FS will make a Spreadsheet of the JRFC matches times, dates and venues for that season and be involved with contacting the appropriate people in the other rugby clubs to make the event occur on time. The FS will communicate frequently regarding fixtures with the Chairman or Vice Chairman so that conflicts will be avoided with the AISJ or other outside organizations. The FS can confirm dates of matches with other clubs on behalf of the Chairman or VC if discussed before hand with the Chairman and VC. The FS will be expected to register the JRFC into tournaments abroad as well and to inform the Chairman or VC, and Treasurer when doing so. The FS will be expected to assist the Social Secretary and Chairman in organizing JRFC events. The Fixture Secretary position must be filled every year and a vote will be held to attain the position every year by Committee Members and Full Members.

Social Secretary: The person who holds the Social Secretary (SS) position will be considered the head person to contact regarding social events that the JRFC will host. The SS is to plan dates and times and venues of social activities that represent the JRFC in the community, and attract new members to the club. The SS can approach the Chairman or VC about ideas for up-coming events and themes for tours that will represent the JRFC well. The SS must keep a Directory of contacts that are used to organize the socials and be able to pass that on to the next SS and to the Chairman. The SS will buy Food and Beverages and Prizes with permission of the Chairman or VC for JRFC events but must keep the receipts of such purchases to present to the Treasurer in an organized manner as soon as possible. The Treasurer will then be able to reimburse any cost to the SS appropriately and a receipt should be made of this transaction for future reference. The Social Secretary position must be filled every year and a vote will be held to attain the position every year by Committee Members and Full Members.

Head Coach: The person who holds the Head Coach (HC) position will be considered the head person to contact regarding who will coach training sessions and what content will be practiced during those practices and who will represent the JRFC on the field. The Chairman will appoint the Head Coach, who is a volunteer willing to share his/her knowledge of the sport of rugby on a volunteer



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basis. The Head Coach will assign Assistant Coaches/Fitness Trainers to his/her staff and keep an up-to-date Directory of these people so that it can be shared with the Chairman and the other coaches. The HC will assign a physiotherapist for tours if required. The Chairman and FS must prepare a Fixtures List for the HC at the beginning of the season as soon as possible to allow the HC to prepare a fitness and training regime for players with fixtures in mind. The HC will be the person to listen to and the only person who speaks at practices and during matches the JRFC is involved with. He/she will be involved with selection of the JRFC team in matches and tournaments and will aid the FS with names of players for registration purposes. If the HC cannot make it to training practice or to a fixture the HC will be responsible to have someone fill in for him/her for that event. The HC should form a Communication Ladder of coaches/trainers that could take on for them in their absence. The HC should give plenty of notice if they cannot attend a practice and find the replacement as soon as possible.

Team Captain: The person that holds the Team Captain (TC) will be considered the head person that motivates and directs the team on the pitch during practices and during matches. The Chairman will appoint the TC position to a current Full Player Member. The TC will be involved with selection of the team with the Head Coach. The TC may also express beliefs, advice or concerns regarding training with the HC before or after training, not during training. The TC will represent the JRFC to the referee on the pitch during matches and will express any concerns the team may have to the referee, HC or any member of the JRFC Committee. The TC will not represent the views of the JRFC to other organizations without the Chairman's consent or VC's consent in the absence of the Chairman from his/her position.

Youth Program Chairman: The person that holds the Youth Program Chairman (YPC) position will be considered the head person to contact regarding the JRFC Youth Program. The YPC will represent the JRFC Youth Program with other outside organizations. Appropriate manner that reflects well on the JRFC is expected. The YPC will have the power to form his/her own committee and directory. The YPC will receive the help needed by the Chairman or VC of the JRFC in the Chairman's absence from his position. The YPC will be expected to have up-to-date Consent and Contact forms for all JRFC youth program members. The YPC will also be expected to keep an Excel Spreadsheet of current paid members and to distribute the Spreadsheet to the MS and Chairman. The monies collected from Youth Program Members must be given to the Treasurer along with appropriate receipts for each member and this money is



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to be used to pay for the use of the pitch only. The YPC may receive needed stationary supplies from the GS. The YPC will be in contact with the FS and Chairman with regards to upcoming fixtures, practices and events so that conflicts will be avoided with the JRFC and the AISJ. If equipment is needed for the youth program training then the YPC may request it through the Chairman who will clear it though the Treasurer before any action is taken. If any sponsors are acquired by the YPC for the Youth Program the Chairman must be informed and consulted in advance to avoid any conflicts with the AISJ or other sponsors. The Youth Program Chairman position must be filled every year and a vote will be held to attain the position every year by Committee Members and Full Members.

Section 2: Term of office

The term of office will be for one season from 01 September till the following 01 September in the next year. After a season a vote will be made on each position of the Committee by the Committee and Full Members of the club. If new applicants wish to take a position of the Committee then it is at this time that they must come forward to the Committee to state that they wish to take a position on the Committee. A vote will be made by the Committee and Full Members of the club present at that meeting to determine who will fill the position. All new applicants for positions on the Committee must be current Full Members of the JRFC.

Section 3: Nominations and elections

After a season a vote will be held during the first meeting of the season for each position of the Committee.

Paragraph 1: Eligibility

Any applicant that is voted in and who has a current Full Membership paid with the club may fill any position on the JRFC committee. This needs to be verified by the Treasurer and MS.

Paragraph 2: Nomination procedures

A person will be nominated for a position on the committee by stating to someone on the committee that they wish to fill a position. That nominee must



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be present at the meeting when the vote will be held and be nominated “from the floor” by the committee member that has a valid Full Membership, before the vote.

Paragraph 3: Election procedures

The Chairman, VC and GS must be present for all elections. Elections shall be done by a show of hands for the “Yea” and “Nay” vote. The General Secretary and the VC for each vote will count the show of hands. For Full Members who won't be present at the meeting when a vote is taking place and they wish their vote to be counted they must write down what their vote is for and how they vote on the topic and then write “Yea” or “Nay”. These Paper Votes will be counted and kept by the GS. After the GS has counted the vote the VC will count the vote and they will check each other's count to ensure that it was correct and then pass their count onto the Chairman. The Chairman will then read out the results of the vote.

All Full Members are giving the vote. Each position on the Committee is given one vote and the Full Members that are not on the Committee will be considered in one group and given one vote on topics. They will be counted together in a sub-group and the majority of that sub-group will be how their vote is counted. Chairman = 1 vote; VC = 1 vote; Treasurer = 1 vote; GS = 1 vote; MS = 1 vote; FS = 1 vote; SS = 1 vote; HC = 1 vote; TC = 1 vote; YPC = 1 vote; Collective Full Members present at meeting or with Paper Votes = 1 vote.

Margins required for elections to pass a vote are a range from a majority of members to unanimous vote during the meeting in which the vote is held. The vote is then passed and cannot be overturned until the next meeting when the topic may be brought up before the Committee during the appropriate time of the meeting called upon by the Chairman.

Section 4: Vacancies

Any Full Member with a current, valid membership may apply for a position on the Committee. The applicant must ask a member of the Committee to nominate them at the meeting which the vote will take place for each position.

Paragraph 1: Resignations



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In order to resign from an office of the JRFC Committee the person must inform the Chairman or VC in the Chairman's absence, as soon as possible by meeting with the Chairman or VC, or by talking to the Chairman or VC on the phone. Sending a fax or an email is not considered appropriate. If the person resigning can inform the Chairman or VC a few months in advance is appropriate and if the person resigning can find a person who is interested in filling the position then that will be considered when the new applicant is voted in.

Paragraph 2: Removal

If the Full Member or Committee Member has been involved in something that has been deemed as being unbecoming to a member of the JRFC or something that is unlawful and harmful to the JRFC or others connected to the JRFC then it may be brought up at the appropriate time in any meeting. At that time it will be decided on with the Committee present what the appropriate action would be. If expulsion from the club is considered appropriate and vote will be held to either expel the Member and to cancel all rights and privileges bestowed onto that member with the JRFC or not to do so right then and there at that same meeting. The member must be made aware before any such vote is made on them and they will be allowed to sit in on the meeting when the vote will take place.

Paragraph 3: Filling vacancies

When vacancies occur, the Chairman or the officers vacating the office may appoint replacements and a vote will be held to determine who will fill the office. The vote will be made known to the Full Members of the JRFC in an email before the vote is made. The vote will take place at a meeting called by the Chairman only.

Article 5: Committees

The standing committee for the JRFC will have a Chairman, a VC, Treasurer, MS, FS, SS, HC, TC, and an YPC. They will be appointed to the position and then voted in to the position. The JRFC committee is the how the JRFC govern and operate the daily activities of the club. Sub-committees may be established at the will of the Chairman or as projects arise from organization business. Sub-committees may be formed by a member of the JRFC Committee to be used to realize goals set by the JRFC Committee. At least one member of the Committee must be on a sub-committee group. Sub-committees can be



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proposed at a meeting by a Full Member and voted on by a show of hands, then and there, if the Sub-committee should be formed. A JRFC Committee Member will be the leader of the Sub-committee and the leader must make progress of the Sub-committee known to the Chairman or VC whenever asked by the Chairman or VC.

Article 6: Finance

The Treasurer will have oversight of these JRFC funds and will have a separate bank account and a locked, metal box for Cash-On-Hand for these funds only. The Chairman must be made aware of the amount of funds and movement of funds often and regularly. When the Treasurer has resigned from their post the funds and all information regarding the finances of the JRFC must be passed onto the Chairman or VC if the Chairman is absent or to the next Treasurer filling in the position.

Section 1: Oversight

Typically, the treasurer is charged with the oversight of organizational funds. Responsibilities are described in Article 4: Offices Section 1: Officer Responsibilities.

Section 2: Source of funding

The JRFC requires funds to operate. The source can be from Membership Fees, Fund Raiser Parties, and JRFC hosted events, Donations and by Sponsorship. All funds raised by this organization must be deposited in the JRFC's Cash-On-Hand Box and logged in the Cash Book or deposited into the Treasurer's bank account that is used for the JRFC only and logged in the Cash Book within 24hrs upon receipt.

Section 3: Maintenance of funds

All monies belonging to this organization shall be deposited and disbursed through a bank account and logged on the Cash Book or deposited and disbursed from the Cash-On-Hand Box and logged in the Cash Book established for this organization by the Treasurer.

Section 4: Disbursement of funds



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All requests for funding, whether through check or purchase order, must be approved by two authorized club officers and the organizations' advisor. All requests must include a receipt or invoice. The Chairman must be made aware, through verbal communication that is received by the Chairman.

Article 7: Rules of procedure

Rules and regulations peculiar to the conduction of organization business should be stated here.

Section 1: Meetings

Indicate frequency, and, if appropriate, occurrences of meeting here. JRFC Committee may meet semi-monthly [bi-monthly is once every 2 months].

Section 2: Attendance

Attendance requirements are that the Chairman or VC, in the Chairman's absence, GS and two other voting members. The Record maintenance associated with attendance has been assigned in Article 4: Offices Section 1: Officer Responsibilities.

Section 3 Quorum

A quorum is the minimum number of members required to be present at a meeting in order to conduct the business of the organization. Attendance requirements for a quorum are that the Chairman or VC, in the Chairman's absence, GS and two other voting members.

Section 4: Minutes

Meeting minutes must be taken at meetings. Minutes taken are the responsibility/duty of the GS as assigned in Article 4: Offices Section 1: Officer Responsibilities.

Article 8: Amendments

Amendments to this constitution may be brought up to the Chairman by JRFC Committee members with valid Full Membership only. Amendments will be



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reviewed by the JRFC Committee and voted on in a meeting after the proposal was made. The proposed amendment will be voted on by a show of hands. Any amendment must have a 90% vote to be changed.

Signature of Chairman

Date

Signature of Advisor

Date