

**PETERBOROUGH RUGBY UNION FOOTBALL CLUB  
TERMS OF REFERENCE: COMMITTEES**



**Management Committee**

1. The Committee shall be made up of the following Club Officers:
  - a. The Principal Officers: President, Chair, Vice Chair, Secretary, Treasurer
  - b. House Chair, Social Chair, Sponsorship Chair, Mini/Junior Committee Chair, Women's Committee Chair, Public Relations Officer, Playing Committee Chair, Club Captain, Membership Secretary, Business Development Officer
2. The Committee may accept substitutions of members as necessary and may co-opt members
3. The Committee shall be responsible for the management of the Club, exercising all the powers of the Club expressed in Rule 4 of the Club Rules.
4. The Committee shall appoint sub - Committees determining their terms of reference and membership.
5. The Committee shall display in the clubhouse, the Minutes of their meetings.
6. The Committee shall stage an Annual General Meeting in accordance with Rule 8 of the Club Rules.
7. The Committee shall stage General Meetings and Special General Meetings in accordance with Rules 7 and 9 of the Club Rules.
8. The Committee shall ensure that the Club complies with the Rules of the RFU and the EMRU.
9. The Committee shall establish a Code of Conduct for its players and ensure that all members act in a responsible manner when representing the Club and the sport of rugby union.
10. The Committee shall ensure that the Club has effective Equal Opportunities and Child Protection policies.

### **Mini/Junior Committee**

1. The Committee shall have the following members:

Chair, Vice Chair (Minis), Vice Chair (Junior boys), Vice Chair (Junior girls), Secretary, Schools Liaison Officer, Fixtures Secretary, Hunts and Peterborough Officer

2. The Committee shall be responsible for the management of the Mini and Junior sections of the Club in accordance with Club policies on Health and Safety, Discipline, Equal Opportunities, Child Safety, Sponsorship, and Tours
3. The Committee shall be responsible for preparing the Mini and Junior fixtures and annual Mini Festival
4. The Committee shall be responsible for ensuring that all Mini and Junior coaches are appropriately qualified.
5. The Committee shall be responsible for registration of Mini and Junior players and encouraging the prompt payment of subscriptions.

### **Disciplinary Committee**

1. The Disciplinary Committee shall have the following members:

Playing Committee Chair and/or Club Captain, 1st XV Captain, Team Captain, and a Principal Officer of the Management Committee. When the Committee discusses the behaviour of a Junior player, representatives of the Mini/Junior Committee and the team coach shall attend.

2. The Committee shall be responsible for ensuring that all players are aware of Club disciplinary policy.
3. The Committee shall meet as required to implement the Club policy and take action against individual players.

### **Women's Committee**

1. The Committee shall have the following members:

Chair, Captain, Fixture Secretary, Social Secretary, Coach.

2. The Committee shall be responsible for the management of the Women's section of the Club in accordance with Club policies on Health and Safety, Discipline, Equal Opportunities, Child Safety, Sponsorship and Tours.
3. The Committee shall be responsible for preparing the Senior Women's fixtures.
4. The Committee shall be responsible for ensuring that all Section coaches are appropriately qualified.
5. The Committee shall be responsible for liaison with the WRU, registration of players, and encouraging the prompt payment of subscriptions

### **Playing Committee**

1. The Committee shall have the following members:

Chair, Club Coach, Captains of 1st, 2nd, 3rd, and Vets XV's, Colts Organiser

2. The Committee shall be responsible for senior men team selection.
3. The Committee shall be responsible for ensuring all senior men teams and players comply with the Club Code of Conduct and are aware of the Club Disciplinary Policy.
4. The Committee shall ensure that all necessary arrangements are in place for all home fixtures including reception and hospitality measures for visiting teams and officials.
5. The Committee shall review, make recommendations and monitor the expenditure of the Playing Budget.