

1. Terms of Reference for the Presidential roles

President

- *Head of the Union and its principal spokesmen.*
- *Chair all General meetings of the Union and all Council meetings.*
- *To be a member of all Committees by standing invitation.*
- *Represents the Union at all games, competition finals, meetings and events attended.*
- *Visit clubs in membership on match days during the season.*
- *Acts as an Ambassador for the Union.*

Immediate Past President

- *To support the incoming President in the first year of their tenure of office.*
- *To deputise for the President if they are not available.*
- *To be a member of All Committees by standing invitation.*

Deputy President

- *To support the outgoing President in their second year of their tenure of office.*
- *To deputise for the President if they are not available.*
- *To be a member of All Committees by standing invitation.*

Terms of Reference for the other elected Officers of the CB

General Secretary

- *Principal administration officer of the Union and the main link between Union and its clubs, the RFU and all outside agencies.*
- *Co-Ordinates all the Union's activities.*
- *To be a member of All Committees by standing invitation.*

Treasurer

- *The Treasurer shall produce a Financial Statement of the Constituent Body's affair made up to 30 June in each year (or such other date as may be determined from time to time by the Constituent Body in General Meeting) by and 30 September in each year (or such other date as may be determined from time to time by the Constituent Body in General Meeting) and present them to the Management Board for approval at a meeting in October. The Financial Statement shall be made available to members no later than 31 October in each year.*

- *The Treasurer will oversee the compilation and operational management of the Local Rugby Partnership (LRP) in partnership with the General Secretary, the Committee Chairs.*
- *To be a member of All Committees by standing invitation.*

Area Representatives

- *To hold regular cluster meetings with their assigned clubs.*
- *To ensure that the views and concerns of the clubs are voiced to the CB.*
- *To promote best practice and the sharing of ideas among clubs.*
- *To support the RFU full time staff, the Officers and Officials of the CB in the execution of their duties.*
- *To be a conduit for the supply of information on a wide range of subjects, both to and from the clubs, the RFU and the CB.*
- *To ensure that the clubs are aware of the legal requirements relating to receiving of any broadcasted materials (like PRS – GDPR – MPLC, etc).*

The members of the Committee (Council) are as follows

President – Immediate Past President – Secretary – Treasurer – Eight Club Representatives, plus the following Co-opted members (Management Board Chair – Deputy President – RFU Council Representative – Chair of Governance – Swindon Area Club Representative).

Co-opted members – [With voting rights].

Sub-committee Chairs

To be appointed in line with the CB's selection policy for a maximum tenure of three years.

The Chair of the Management Board will be elected annually. If this role (Chair of Management Board) cannot be filled by an existing member of the board, the Committee (Council) reserve the right to co-opt a Chair externally

i.e.

1. *an Official from another D&WRFU committee.*
2. *from a member club.*
3. *an independent person from the community or business.*

All Sub-committee chairs to manage their sections as per the guidelines set out by the Committee (Council), these guidelines to be reviewed annually.

2. Reporting Framework

To put it in to a simple understandable terminology.

- a) the four elected officers President, Secretary, Treasurer and the Immediate Past President act as the Trustees of the CB.
- b) With the Chairs of the sub-committees acting as the Directors of the company (Dorset & Wilts RFU Limited).

The Chairs/Directors are

- i. Management Board.
 - ii. Club Development.
 - iii. Governance.
 - iv. Community Rugby.
 - v. Woman's and Girls Rugby.
 - vi. Representative Rugby.
- c) In effect the Chairs/Directors of the company report to the Trustees of the CB.

All Sub-Committee will report as follows

- d) The Management Board and the Succession Committee will report directly to the CB Committee (Council).
- e) The following Committee will report directly to the CB Management Board
 - *Club Development.*
 - *Governance.*
 - *Representative Rugby.*
 - *Community Rugby.*
 - *Woman's and Girls Rugby.*
- f) The following section leads will report directly to the Chair of Club Development
 - *Facilities.*
 - *Volunteering.*
 - *Leadership Academy.*
 - *Coaching Co-Ordinator.*
 - *All other tasks are to be jointly managed by the committee.*
- g) The following section leads will report directly to the Chair of Governance
 - *Discipline.*
 - *Safeguarding.*
 - *Rugby Safe.*
 - *GDPR.*
 - *Anti-Doping and Illicit Drugs Manager.*
 - *GMS, Youth Registration and DBS Compliance.*
 - *Club Audits (Youth Section).*

- *Equality and Diversity Officer*

h) The following section leads will report directly to the Chair of Community Rugby.

- *Senior Competitions Co-Ordinator.*
- *Chair of Youth Rugby Partnership.*
- *Youth Competitions Co-Ordinator.*
- *Recruitment, Retention and Transition Leads.*
- *RFU Council Representative*

Co-opted to the committee or sub-committees

- *Referees Representative.*
- *CSU Representative.*
- *Military Liaison Officer.*

i) The following section leads will report directly to the Chair of Woman's and Girls Rugby.

- *Woman's and Girls Representative Rugby.*
- *Woman's and Girls Community Rugby.*
- *Woman's and Girls Competitions Co-Ordinator.*

k) The following section leads will report directly to the Chair of Representative Rugby.

- *Chair of Selectors.*
- *Senior XV Manager.*
- *Under 20's Manager.*
- *All Youth Managers (Under 15's – Under 16's – Under 17's – Under 18's).*
- *Head of Age Grade Rugby (Under 15's – Under 18's)*
- *Support Team Manager.*
- *RDPG Representative.*

How will the Committee (Council) Report?

- With the committee meeting every 3 months, following each meeting a draft copy of the minutes with all reports attached will be forwarded to the Chair within 14 days by the Administrator for their observations.
- Once these minutes have been agreed by the Chair, a copy will then be circulated (by e-mail) to all committee members for comment or correction and the members will have 7 days to respond. The minutes will be deemed to be approved by majority 4 days after the closing date for corrections.
- Any matters arising will be managed by circulation (i.e. e-mail or conference call).

- All Committee minutes are to be posted on the D&WRFU website, upon final approval.
- The Management Board is to submit its written reports with all reports attached, 4 days before the next Committee meeting date to all members for consideration. If any Committee member wishes to raise a question regarding the submitted report, they are to reply to the report's author by return, copying in all other members into their request.
- Working assumption: papers sent with or referred to in the Agenda will be taken as having been read.

How will the Management Board Report?

- After a meeting a draft copy of the minutes with attached reports will be forwarded to the Chair within 14 days of the meeting by the Administrator for their observations.
- Once these minutes have been agreed by the Chair a copy will then be circulated to all members for comment or correction and the members will then have 7 days to respond.
- The minutes will be deemed to be approved by majority 4 days after the closing date for corrections.
- Following the approval of these minutes they will then be circulated to the Committee (Council) for comment.
- Notification of any issues relating to matters arising from these minutes to be received by the General Secretary no later than 4 days before the date of the next meeting from either the Committee or the Management Board.
- All Management Board minutes are to be posted on the D&W website, upon final approval.

How will the Section Committees Report?

- All Section Chairs will file their reports to all Board members no later than 4 days before the date of the next meeting of the Management Board. If any member of the Management Board wishes to raise a question regarding a submitted report, they are to reply to the report's author by return, copying in all other members into their request.

3. Management Board

Composition: Elected Chair; Secretary; Treasurer; Chairs of Governance, Club Development; *Community Rugby*; Representative Rugby; Woman's and Girls Rugby and the following co-opted members RFU Council Representative.

Terms of Reference for Management Board Chair

- *Chair all Management Board meetings.*
- *To ensure that the instructions given by the Board and resolutions duly passed by the Committee (Council) are implemented.*
- *In association with appropriate Management Board members, be part of the decision-making process.*
- *Development of the D&W RFU strategic plan and ensuring the implementation of the plan to be delivered through the priority initiatives.*
- *Ensuring that under their leadership the Management Board efficiently directs and co-ordinates the business of the CB.*
- *Carrying out regular health checks of the organisation and leading corrective action.*

Co-opted members – [With voting rights].

The general powers and Terms of Reference of the Management Board are to be responsible for matters of Administration and Finance (including Sponsorship) and shall include (but not be limited to) the following:

- *Managing the affairs of the Constituent Body within the approved budget.*
- *Preparing strategies to implement policies of the Committee of the Constituent Body.*
- *Regularly monitoring, reviewing and amending strategies as necessary.*
- *Making policy recommendations to the Committee on Constituent Body and RFU matters.*
- *Receiving, approving and acting as necessary upon the recommendations of other Sub-committees.*
- *Approving any contracts, commitments and expenditure.*
- *Through the Secretary co-ordinating and monitoring the work of the other Sub-committees.*
- *Ensuring the Constituent Body meets the needs of RFU and receives its full share of conditional funding.*

4. Club Development Committee

Composition: Elected Chair; Co-ordinators of Club Facilities; Leadership Academy; Coaching; Volunteer programmes; RFU Council Representative.

Terms of Reference for the Club Development Chair

- Chair all Club Development meetings.
- To ensure that the instructions given by the Board and resolutions duly passed by the Committee (Council) are implemented.
- Report directly to the Management Board.
- In association with appropriate Management Board members, be part of the decision-making process.
- Developing strategies and plans to deliver the Club Development objectives set by the D&W Management Board.
- Liaison with the RFU on operational aspects of the Club Development programme.
- Budget Management for Club Development.
- Delivering the agreed Club Development programme within allocated funds.
- Providing feedback to the Treasurer on planned and actual expenditure.
- Ensuring that all Officials have Terms of Reference which reflect current D&W RFU and RFU policies.
- Maintaining a succession plan for Officials and managing their selection and appointment in liaison with the Chair of the Succession Committee where applicable.

The general powers and Terms of Reference of the Club Development Committee are:

In conjunction with the Facility Development Manager to –

- Manage and co-ordinate actions needed to deliver the Community Rugby section of the RFU Strategic Plan.
- Manage a Coaching and Officiating training programme in liaison with Coach Developers.
- Liaise with club coach and referee coordinators.
- Manage a Volunteer Co-ordinator programme to support Clubs.
- Assist in the management of both the Club Development Plans and Club Accreditation programme.
- Identify and assist Clubs at Risk.
- Manage a Club Management Support Training Programme.
- Manage the RFU Leadership Academy programme.
- Manage a Club Facilities Strategy for the Constituent Body.

5. Governance Committee

Composition: Elected Chair; Safeguarding Manager; Chair of Discipline; Rugby Safe Manager; GMS Manager; Youth Registrar; DBS Compliance Manager; Drugs Advice Manager, GDPR Manager; Equality and Diversity Officer and Referees Liaison
Additional invited members

Chairs of Community Rugby; Woman's and Girls and Representative Rugby

Terms of Reference for the Governance Chair

- Chair all Governance meetings.
- To ensure that the instructions given by the Board and resolutions duly passed by the Committee (Council) are implemented.
- Report directly to the Management Board.
- In association with appropriate Management Board members, be part of the decision-making process.
- Developing strategies and plans to deliver the Governance objectives set by the D&W Management Board.
- Liaison with the RFU on operational aspects of the Governance programme.
- Budget Management for Governance.
- Delivering the agreed Governance programme within allocated funds.
- Providing feedback to the Treasurer on planned and actual expenditure.
- Ensuring that all Officials have Terms of Reference which reflect current D&W RFU and RFU policies and have in date DBS and Rugby Safe accreditation where required.
- Maintaining a succession plan for Officials and managing their selection and appointment in liaison with the Chair of the Succession Committee where applicable.

The powers of the Governance Committee are to be responsible for

- CPA Welfare (Child Poverty Action).
- Safeguarding.
- Youth Registration.
- Disclosure and Barring Service.
- Rugby Safe.
- Game Management System.
- Disciplinary.
- General Data Protection Regulations (GDPR).
- Anti-Doping & Illicit Drugs Advice.
- Inclusion and Diversity.

The general Terms of Reference of the Governance Sub-Committee are to:

- Make policy recommendations to the Management Board, regarding all aspects of efficient and effective administration of the CB and Clubs.

- Review policy and monitor all Club actions to regarding discipline and to the safety and welfare of players and to monitor implementation by Clubs of RFU policies to promote ways of making the game as safe as possible for players at all levels and ages.
- Make recommendations for changes to the Laws of the Game.
- Ensure Clubs are aware of the growing importance of Local Authorities and other Recreational Bodies.
- Liaise as necessary with the Disciplinary Panel.
- Provide guidance in connection with the use of recreational and performance enhancing drug use at clubs.
- No member of the Governance Committee can sign off issues relating to their own club.

The general Terms of Reference of the Equality and Diversity Officer are to:

The Equality and Diversity Officer aim will be to reduce discrimination on the grounds of age, disability, gender, race, religion, and sexual orientation within the Dorset & Wilts Rugby Football Union (Constituent Body).

Responsibilities of the role include:

- Offering advice and guidance on equalities and diversity legislation
- Coordinating Equality and Diversity work, especially on areas of priority identified by RFU and D&W RFU and helping embed E&D within all its services
- Running training sessions
- Maintaining records and information systems
- Advising about the effects of discrimination on grounds of age, disability, gender, race, religion, and sexual orientation
- Compiling statistics
- Acting as an advocate for and presenting the needs of members of ethnic minority groups, the LGBTQ+ community, and those affected by age or disability
- Raising awareness of equality issues and promoting change
- Preparing/distributing publicity materials and displays
- Interpreting and ensuring compliance with legislation
- Preparing and delivering presentations
- Researching cases.
- Referral to and liaising with other relevant organisations (such as community groups) are key features of the work.
- To be part of the selection process for new appointments.

Key skills for Equality and Diversity Officer

- Good listening skills
- The ability to relate to a wide range of people
- Verbal and written communication skills
- Maturity
- Confidence
- Open-mindedness
- Patience
- Negotiation skills

6. **Disciplinary Panel**

Composition: Elected Chair; Secretary (co-opted); and accredited appointees.

The powers and general Terms of Reference of the Disciplinary Panel are to hold disciplinary hearings and impose punishment, subject to appeal to the RFU, for any infringement of the Laws of the Game or any conduct that is prejudicial to the interest of the CB, the RFU or of the game as authorized by RFU Rule 5.12.

7. **Selection Panel**

Composition: Chair; Selection Co-Ordinator and accredited appointees

To overseeing the recruitment of suitable candidates, to fill vacancies which may arise in an open and transparent manner.

To report directly to the Committee (Council).

8. **Community Rugby Committee – Currently under review (JC)**

Composition: Elected Chair, Senior Competitions Co-ordinator; Youth Competitions Co-ordinator; ; Youth Development Partnership Chair, Recruitment, Retention and Transition leads, RFU Council Representative

Co-opted to the committee or sub-committees – Military Liaison Officer, D&W RFU Schools Union, D&W RFU Referees Society

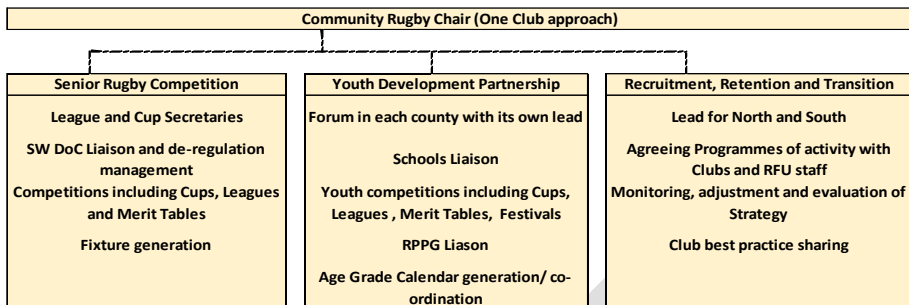
The general Terms of Reference of the Community Rugby Committee are to:

- Drive Recruitment, Retention and Transition (RRaT) activities across Dorset and Wiltshire
- Share best practice among clubs
- To promote and develop all forms of rugby within Dorset and Wiltshire.
Men's — Veterans and Social – Youth – Sevens – Tens – Fifteens – Tag – X Rugby
Walking – Touch – Beach – Disability Rugby (Deaf – Blind – Wheelchair)
- Make recommendations on policies for Competitions and Leagues.

- Administer knock-out competitions, leagues and merit tables (including de-regulated leagues and budgets)
- Liaise with South West Rugby Competitions Committee
- Provide a league secretariat and promulgate CB league de-regulation
- Manage and administer D&WRFU Club Senior knock-out competitions
- Manage and administer all Club Under 12's to Under 18's competitions
- Co-ordinate and approve youth competitions and festivals
- Promulgate Dorset & Wilts RFU structured season (both Senior and Junior)
- The Community Rugby Committee are to have overall responsibility for links to the Army
- The Community Rugby Committee are to have overall responsibility for Club and education links
- Work in partnership with the Dorset & Wilts Rugby Football Schools Union to encourage and promote Club-School links.
- Work in conjunction with the Youth Forums to provide RFU policy guidance, share good practice and encourage co-operation between member clubs and to develop, organise and promote playing opportunities targeted to recruit and retain players aged under 6 to 18 at all levels of ability and experience.
- Provide the links between the Bath Academy and the community rugby game.
- Provide feedback on Age Grade Rugby and Youth Age Rugby issues to the RFU and other CB sub-committees

This will be carried out by the three Sub-working groups

- **Recruitment, Retention and Transition Subgroup;**
Co-ordinate the activities across Dorset and Wilts as part of a long-term strategy to keep more players in the game; playing, officiating or volunteering.
- **Senior Rugby Competitions Subgroup;**
Manage and develop both the Senior Competitions and Senior Leagues and structured season. liaison with the South West Divisional Operating Committee.
- **Youth Development Partnership Subgroup;**
Manage and developing both the Dorset and Wiltshire Youth Forums, , co-ordination of the Age Grade calendar for D&W and co-ordination of Junior competitions, represent the Community game at the Regional Player Pathway Group



9. Woman's & Girls Rugby Committee – Currently under review (JC)

Composition: Elected Chair; Representative Senior XV Manager; Under 18's Girls Manager; Under 15's Girls Manager; Woman's and Girls Community Rugby Co-Ordinator; Woman's and Girls Competitions Co-Ordinator; Selectors and others to be appointed.

Terms of Reference for the Woman's and Girls Rugby Chair

- Chair all Woman's & Girls Rugby meetings.
- To ensure that the instructions given by the Board and resolutions duly passed by the Committee (Council) are implemented.
- Report directly to the Management Board.
- In association with appropriate Management Board members, be part of the decision-making process.
- Developing strategies and plans to deliver the Woman's and Girls rugby objectives set by the D&W Management Board in liaison with Team Managers and Head Coaches.
- Liaison with the RFU on operational aspects of the Woman's and Girls Rugby programme.
- Budget Management for both Community and Representative Rugby:
 - Delivering the agreed Community and Representative Rugby programmes within allocated funds.
 - Providing feedback to the Treasurer on planned and actual expenditure.
 - Consultation with the Treasurer and the appropriate Team Manager regarding additional expenditure when a team progresses beyond the pool stages of their competition.
- Maintaining a succession plan for Coaches and Managers and managing their selection and appointment in liaison with the Chair of the Succession Committee where applicable.

- Ensuring that all Managers, Coaches and Backroom staff have Terms of Reference which reflect current D&W RFU and RFU policies and have in date DBS and Rugby Safe accreditation.
- Overseeing the following Backroom functions for all Community and Representative Rugby:
 - Kit provision and maintenance.
 - Representative Safeguarding.
 - Representative Rugby Safe.
 - Representative Medical Support.
 - Representative Selectors.
 - Representative Coach and Manager development.
- Maintaining a data base in liaison with the Secretary for costs of facilities charged to both Community and Representative Rugby teams at D&W RFU clubs.

The general Terms of Reference of the Woman's and Girls Rugby Committee are

- Encourage the development of all forms of Women's and Girls' Rugby Veterans and Social – Youth – Sevens – Tens – Fifteens – Tag – X Rugby Walking – Touch – Beach – Disability Rugby (Deaf – Blind – Wheelchair).
- Encourage more women to become Referees and Coaches.
- Manage player development programmes and playing programmes for Age Grade and Senior squads, at both in the Community and the Representative Section.
- To work in partnership with both the Community and the Representative sections to develop all forms of Woman's and Girls Rugby.
- Manage the financial arrangements for the season within budget both in the Community and the Representative Section.
- Facilitate the growth of Woman's and Girls Rugby and best practice through the Dorset and Wiltshire Forums.

10. Representative Rugby Committee – Currently under review (MM)

Composition: Elected Chair; Senior XV Manager; Under 20's Manager; Under 15's and 16's Manager; Under 17's and 18's Manager; Chair of Selectors and Support Team Manager.

Terms of Reference for the Representative Rugby Chair

- Chair all Representative Rugby meetings.
- To ensure that the instructions given by the Board and resolutions duly passed by the Committee (Council) are implemented.
- Report directly to the Management Board.
- In association with appropriate Management Board members, be part of the decision-making process.

- Developing strategies and plans to deliver the representative rugby objectives set by the D&W Management Board in liaison with Team Managers and Head Coaches.
- Liaison with the RFU on operational aspects of the Representative Rugby programme.
- Budget Management for Representative Rugby:
 - Delivering the agreed Representative Rugby programme within allocated funds.
 - Providing feedback to the Treasurer on planned and actual expenditure.
 - Consultation with the Treasurer and the appropriate Team Manager regarding additional expenditure when a team progresses beyond the pool stages of their competition.
- Maintaining a succession plan for Coaches and Managers and managing their selection and appointment in liaison with the Chair of the Succession Committee where applicable.
- Ensuring that all Managers, Coaches and Backroom staff have Terms of Reference which reflect current D&W RFU and RFU policies and have in date DBS and Rugby Safe accreditation.
- Overseeing the following Backroom functions for all Representative Rugby (Male):
 - Kit provision and maintenance.
 - Representative Safeguarding.
 - Representative Rugby Safe.
 - Representative Medical Support.
 - Representative Selectors.
 - Representative Coach and Manager development.
- Maintaining a data base in liaison with the Secretary for costs of facilities charged to Representative Rugby teams at D&W RFU clubs.

The general Terms of Reference of the Representative Rugby Committee are

- Manage player development programmes and playing programmes for both Youth and Senior squads.
- To work in partnership with the Woman's and Girls section to develop all forms of Representative Rugby.
- Manage the financial arrangements for the season within budget.
- Prepare and administer budgets for player development for players not involved in the RDPG and playing programmes for Under 15's and 16's players playing representative rugby for D&WRFU.
- Manage the team of Selectors, Coaches and Support Staff.
- All Under 15 to 18 activity must be run in accordance with the Age Grade Player Pathway guidance.
- All other teams or age groups as per the published Structured Season.

12. Financial Administration

The Treasurer shall produce a Financial Statement of the Constituent Body's affairs made up to 30 June in each year (or such other date as may be determined from time to time by the Constituent Body in General Meeting) by 30 September in each year (or such other date as may be determined from time to time by the Constituent Body in General Meeting) and present them to the Management Board for approval at a meeting in October. The Financial Statement shall be made available to members not later than 31 October in each year.

13. Virtual Meeting Guidelines

- The D&WRFU have purchased full versions of both Zoom and WebEx. There is no time limit on these accounts.
- Remember that you maybe at home, but you are still representing the D&WRFU.
- All meetings should be arranged via the D&W admin or the DW General Secretary where possible.

Their Email addresses are

D&W Admin

admin@dwrugby.co.uk

D&W General Secretary

honsec@dwrugby.co.uk

Or you can telephone the General Secretary on 07415 995 087.

- Your meeting can be managed in one of the two following way.
 - a) By D&W Admin or the D&W General Secretary
 - b) The control of the meeting can be transferred to others (i.e. like the Chair of the Meeting).
- All meeting should be recorded, with copies being made available to both the D&W Admin and the Meeting Chair. This recording should be stored in line with current **GENERAL DATA PROTECTION REGULATION (GDPR)**.

We recommend that due to the size of these recordings, you use a service like <https://wettransfer.com/>, to circulate these copies. This service is free to use.

- The Agenda for the meeting should be circulated 7 working days prior to the meeting.
- Minutes of the Meeting should be circulated within 15 working days of the meeting.

Meeting Protocol

- There is just no substitute for good manners in all our daily interactions, and they are certainly appreciated more than ever in workplace meetings. There are some age-old guidelines that comprise good meeting etiquette — being on time, maintaining eye contact, paying attention — and applying those same principles to our virtual meetings can go a long way toward a productive business environment. It can also help elevate your personal reputation into “great meeting host” territory.
- Some of the most common-sense meeting decorum
 1. Avoiding eating and drinking
 2. Minding your body language
 3. Being respectful to whoever is speaking

are no-brainers

- **Consider Your Environment**

Your surroundings say a lot about you. Let us make sure that they say the right things.

Dirty clothes in a pile, an unmade bed, and so forth give the impression that you are not a professional to be trusted with serious work. Clean up and have a simple background (a plain wall, a potted plant, or a bookshelf works perfectly).

Some visual platforms also provide virtual backgrounds to help you disguise even the most recklessly cluttered environments.

Lights, camera, action!

Note, the first item here is **LIGHTS**. Position yourself so that most of the light is coming from in front of you (behind your monitor), instead of behind you. If you have a window behind you, shut the curtains. Otherwise, you will be backlit.

Barking dogs and slamming doors are not just annoying in person, they are also annoying via a virtual platform.

Do not get too close. Position yourself so the camera is seeing you from the chest or waist up, instead of just seeing your face.

This is more natural for the viewer (after all, in an in-person meeting you are usually seeing more of a person than just their face). This is especially beneficial if you tend to gesture a lot.

- Find a quiet space to meet and shut the door.
- Ten tips to follow
- Make private meetings private.
- Make sure to introduce everyone at the beginning.
- Only invite people who need to be there.
- Be aware of your audio and video settings.
- Do your own tech support before you start.
- Stay on mute if you are not talking, use the "hand raise" facility (if available) during the meeting when a you wish to raise a point or ask a question etc.
- Look into the camera when talking instead of looking at yourself on screen.
- Eliminate distractions and focus on the agenda.
- Do not do other private things while on a meeting.
- The host should be the last one to leave.

14. The Dorset & Wilts Code of Conduct

- As long as you are a member of or involved with the Dorset & Wilts. RFU or any of its squads or teams, you must meet all of the following requirements in regard to your conduct during any activity held or sanctioned by the RFU, by Dorset & Wilts. RFU or an affiliated club and in any role you hold within Dorset & Wilts. RFU or an affiliated club:
- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealings with others.
- Be professional in, and accept responsibility for, your actions.
- Make a commitment to providing a high-quality service.
- Be aware of and maintain an uncompromising adherence to the standards, rules, regulations, procedures and policies of Dorset & Wilts. RFU.
- Operate within the rules of the sport, including national and international guidelines, which govern Dorset & Wilts. RFU and the affiliated clubs.
- Do not use your involvement with Dorset & Wilts. RFU or an affiliated club to promote your own beliefs, behaviours or practices where these are inconsistent with those of the RFU, Dorset & Wilts. RFU or an affiliated club.
- Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
- Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
- Refrain from any form of harassment of others.
- Refrain from any behaviour that may bring the RFU, Dorset & Wilts. RFU or an affiliated club into disrepute.
- Provide a safe environment for the conduct of the activity.

- Show concern and caution towards others who may be sick or injured.
 - Be a positive role model.
 - Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.
 - Do not use your involvement with Dorset and Wilts. RFU to influence players or coaching staff to move from their existing club to another club.
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15. Notes:

1. It is recorded that, since Issue 1.1 of Standing Orders was first approved and passed, the Committee of the Constituent Body has resolved to call itself "Council" once more; and
2. By resolution passed in Council on 18 October 2011 it was agreed that, until further notice:
 - Whereas the principles laid down in paragraphs 1 to 3 under the 'General' heading above will continue to be applied in accordance with the CB Constitution.
 - Rather than having to write fresh Standing Orders for each season.
 - Now the composition of the several sub-committees would be determined for each season by means of a resolution passed by Council in general meeting and published in the form of an Organogram in (amongst other things) the CB Handbook for the season and on the CB Website or in such other form and in such other manner as Council may from time to time resolve.
3. In July 2016 changes were made with regarding the Rugby Development Partnership ("RDP") in light of the RFU's re-organisation of arrangements for the development of young players.
4. At the AGM held on 6 July 2016 it was resolved to change the end of the Constituent Body's financial year from 31 May, to 30 June. Consequential changes including the additional paragraph relating to Financial Administration was added.
5. In October 2018 changes were made with regarding to the following
 - a) Details relating to the year start and end dates added.
 - b) Details relating to the date for the election of Committee Chairs added.
 - c) Details of the Reporting Framework added.
 - d) Details of the Selection Panel added.
 - e) Representative Rugby Partnership (RDP), it was agreed to restructure this section in to three independent sections.
 - Community Rugby (Male and Youth).

- Woman's and Girls Rugby (Responsible for both Community and Representative Sections).
 - Representative Rugby (Male and Youth).
- f) Other changes were made to the Club Development and Governance Committees.
- g) The Dorset & Wilts RFU Code of Conduct added.
- h) Details of the Dorset & Wilts RFU committee structure added.

16. EXPENCES

Terms and Conditions

1. These T&C's have been introduced to enable the Treasurer the ability to supply live information when required.
2. All claims for mileage or expenses are to be claimed quarterly.
3. All claims must be submitted quarterly (i.e. at the end of September – December – March – June) and within one month.
4. Claims submitted after this date will **not** be paid.
5. All claim forms **must** be signed by the applicant
6. All claim forms **must** be signed and approved by either the Section Chair, Representative Rugby, Community Rugby or Governance Representative
7. All claims to be submitted to the Treasurer by email alisonhunter19@googlemail.com or by post to 650 Dorchester Road Weymouth DT3 5LG
8. * to be completed by others.
9. Payment will be by bank transfer. (sort code and account number will be needed)
10. Fuel Receipts are not required.
11. VAT receipts are required for all other items purchased, including food.
12. Copies of the Expenses Claim Form are available from admin@dwrugby.co.uk

Dorset & Wilts RFU

EXPENSES CLAIMFORM

Committee: _____

Mileage @ 40p per mile

The month to which your claim relates to: _____

Name: _____

Address: _____

E-mail Address: _____

Telephone Number: _____

Your Bank Sort Code and Account Number: _____

Date	Journey / Purchase / Expense details From/To and purpose of journey or description of purchase/expense	Receipt	Total	Purchase	Amount Claimed
		Yes/No	Mileage	Code*	
Total Claim £					

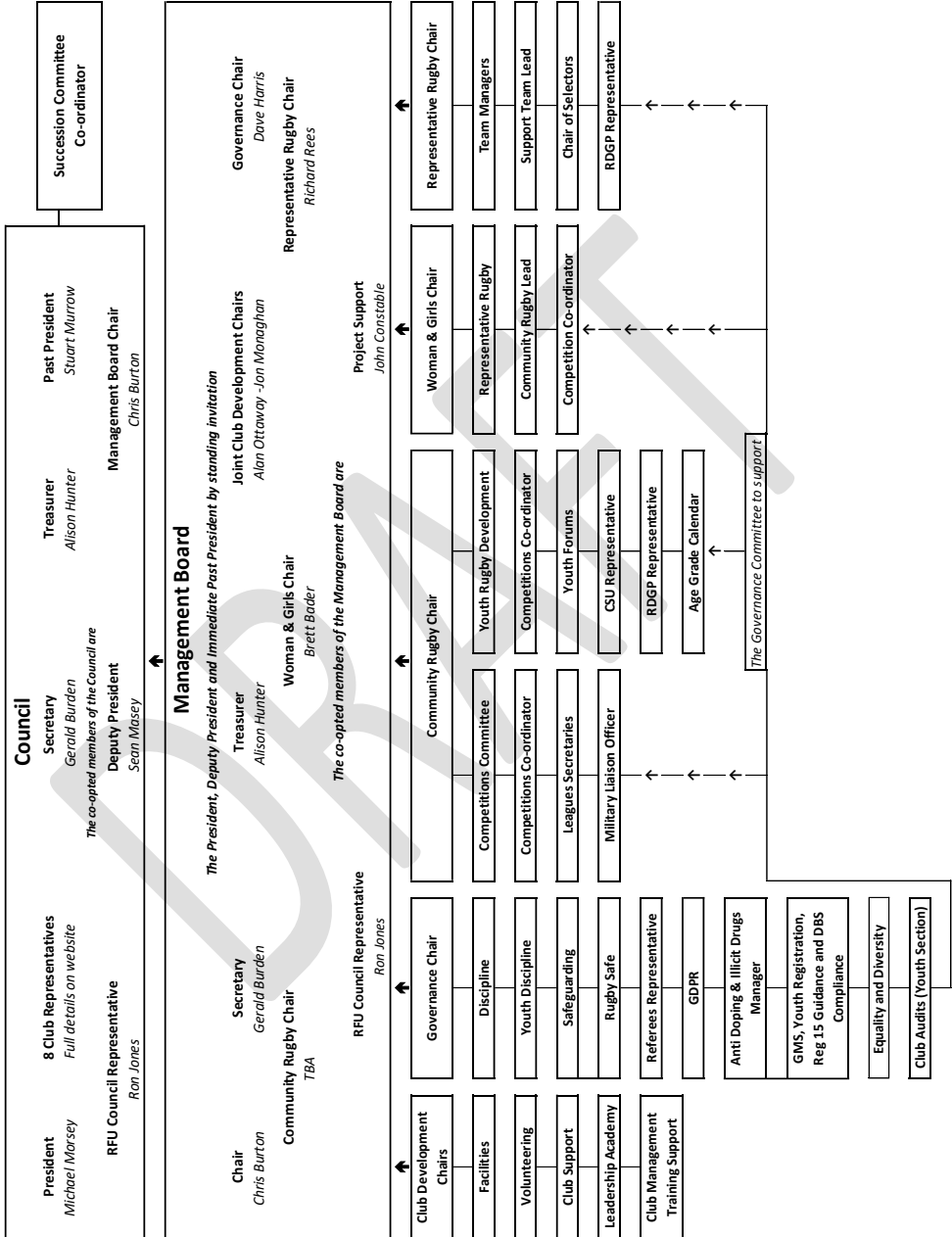
Signed: _____ Date: _____

Approved: _____ Date: _____

REMEMBER

Please do not overstate your importance or overload yourself with other's workload, you are only a volunteer like the rest of us.

17. DORSET & WILTS RFU COMMITTEE STRUCTURE – to be revised



18. PURCHASING OF GOODS OR SERVICES

Terms and Conditions

1. Purchases up to the value of £200.00 can be agreed verbally by the Section Head.
2. Purchases over £200.00 to be approved by the Section Head and Countersigned by the Treasurer or the General Secretary before the purchase is made.
3. Large items of Capital Expenditure to be agreed by the Management Board
4. An Estimate or Quotation to be obtained prior to submitting a purchase order request.
5. Any Estimate or Quotation to include the terms of payment.
6. A copy of all agreed purchase order request's is to be submitted to the Treasurer within 7 days of approval.
7. The invoice address to be that of the Treasurer and not the person making the purchase.
8. Failing to comply with these Terms and Conditions may result in the non-payment of invoices.
9. Copies of the Purchase Order Request Form are available from admin@dwrfu.co.uk

D&WRFU Purchase Order Request for items over £200.00 in value							
Name	Email			Telephone			
D&W Section - Please tick your relevant box							
Council	Management Board	Governance	Club Development	RFU Staff	RFU Council Representative	Others	
Representative Rugby (Male)	Seniors	Under 20's	Under 18's	Under 17's	Under 16's	Under 15's	Under 14's
Representative Rugby (Female)	Seniors	Under 18's Girls		Under 15's Girls			
Community Rugby	Seniors	Youth	Woman's & Girls Seniors	Under 18's Girls	Under 15's Girls		
Purchase or Service Description							
Value	Suppliers Details						
	Company Name						
	Address						
	Contact Name						
	Email						
	Telephone						
Date	Please forward completed request to your section head					Approved	Declined
Section Head signature				Secretary or Treasurer signature			

19. COUNTY MEMBERSHIP

DORSET & WILTS RUGBY FOOTBALL UNION COUNTY MEMBERSHIP

Join Dorset and Wilts RFU and participate in your County's rugby.

D&WRFU's role is to promote and develop the community game within Dorset & Wiltshire by supporting its Clubs, and encouraging all those who wish to participate including players, coaches, referees, and administrators whether you already belong to a club or just enjoy rugby you can join us.

Please complete this application form and return to the Treasurer Alison Hunter 650 Dorchester Road Weymouth DT3 5LG or e-mail to alisonhunter19googlemail.com

Membership is £20.00 per year.

Membership benefits including International Tickets application for home games at Twickenham

Title Forename..... Surname.....

Address.....

..... Post Code.....

E-mail.....

Telephone (H)..... (M).....

Club.....

Role.....

Proposed by..... **Seconded by**.....

DORSET & WILTS RUGBY FOOTBALL UNION COUNTY MEMBERSHIP

Standing Order Mandate

My Bank.....

My Bank's Postal Address.....

..... Post Code.....

Please pay by banker's standing order, cancelling any previous instructions regarding this payee:

Pay to (Bank): Nat West 1 The Market Place Devizes SN10 1HR

Sort Code: 52 – 30 – 27

Account Number: 08802785

Account Name: Dorset & Wilts Rugby Football Union Limited

Amount: (Figures) £20.00 (Words) Twenty Pounds

Date of First Payment: ASAP Payment due date: 1st October

Frequency Please debit my account accordingly - Yearly - Until further notice

Name of my account.....

Sort code.....Account number.....

I hereby authorise you to set-up this standing order payment on my account:

Signed..... Date:.....

Name (Block Capitals):.....

Address.....

.....

.....Post code.....

Telephone (H) (M).....

20. APPLICATION FOR MEMBERSHIP / AFFILIATION OF DORSET & WILTS. RUGBY FOOTBALL UNION

Criteria and procedure for Club Membership of the Dorset & Wilts. RFU

These criteria have been adopted by the Committee ('Council') of Dorset & Wilts. (D&W)

1. An applicant must be an association of persons of which the principal object is the playing of the game. It may be incorporated or unincorporated, but if unincorporated the Member shall be its nominated person.
2. The application must be made in writing to the Secretary of D&W on the form obtainable from the Secretary and can be made at any time, subject to RFU Rules*.
3. The applicant must be proposed and seconded by existing Members of D&W.
4. The applicant must have a viable administrative organisation and must have at least an appointed President and Chairman, Secretary and Treasurer.
5. The applicant must the use of at least one suitable playing pitch either by ownership, rental or firm permission and must have changing facilities suitable for its intended scale of playing.
6. The applicant should not encroach upon the area or source of players of an existing Member Club without the consent of that Club and the approval of the Council.
7. The applicant must agree to abide to the Rules and Regulations of D&W and to pay the annual subscription to D&W. The first subscription must accompany the application and will be refunded if the application is unsuccessful.
8. On receipt of an application the D&W Secretary shall send a copy of the application form to the member of Council and ask for any comments on the application. He may also send a copy of the form to the appropriate Rugby Development Officer, who shall make enquiries, visit the applicant to confirm its details and report to the D&W Secretary.
9. The D&W Secretary will present the application to the next meeting of the Council, notice thereof having been given to members in the agenda for the meeting. The Council will decide the application by a simple majority of its members there present and voting.
10. The applicant shall demonstrate how it will promote a policy of inclusion an how it proposes to ensure that all its members will comply with the core values of the sport of rugby union namely: Teamwork, Respect, Enjoyment, Discipline and Sportsmanship.

***Note:** *Membership of D&W does not confer membership of the RFU nor entry to the RFU League system or any Merit Tables. A club must be a member of D&W to be able to apply for any of these, but different criteria are applicable to each and separate applications have to be made to the RFU, to the RFU's South West Division Organisation Committee and to D&W respectively. Details of the first two and of time limited for application are given in the*

current RFU Handbook. Application for entry to any Merit Tables should be made in writing to the Secretary of the body administering the same.

DORSET & WILTS. RUGBY FOOTBALL UNION
APPLICATION FOR MEMBERSHIP / AFFILIATION

1. GENERAL			
Official name of club:			
Club colours:			
Date of formation:			
Local authority			
At the date of this application is the above-named club:			
Unincorporated?		Yes/No	
Or incorporated by:			
- Company limited by guaranteed		Yes/No	Ref No:
- Company limited by shares		Yes/No	Ref No:
- Co-operative & Community Benefit Society		Yes/No	Ref No:
Is it a Community Amateur Sports Club?		Yes/No	Ref No:
Is it a registered charity?		Yes/No	Ref No:
Is it owned by			
- its members:		Yes/No	
- private investor(s)		Yes/No	<i>If yes, give details below</i>
Comments and details:			
2. FACILITIES			
Official club address:			
			Post Code
Ownership of facilities (freehold – lease - hire)			
If leased/ hired, from whom?			
Address of Ground (if different from above)			
			Post Code
Ownership of ground (freehold – lease - hire)			
If leased/ hired, from whom?			
If leased/ hired, expiry of term?			
3. RECOMMENDATION			
Applications for Membership/ Affiliation must be proposed and seconded by existing member of Dorset & Wilts. Rugby Football Union Limited ¹			
Proposed by - Name			
- Signature			
Seconded by - Name			
- Signature			
4. DECLARATION			
I apply on behalf of the above – named Club for membership of/ affiliation to the Dorset & Wilts. RFU and confirm that: -			
i. I enclose a remittance for £30.00			
Please make your cheque payable to Dorset & Wilts. RFU in payment of the Club's first annual subscription, and forward to the D&WRFU Treasurer Alison Hunter 650 Dorchester Road Weymouth DT3 5LG			
or by bank transfer to			
Account Name:		Dorset & Wilts Rugby Football Union Limited	
Sort Code:		52 – 30 – 27	
Account Number:		8802785	
Please email the treasurer confirmation of your payment to alisonhunter19@gmail.com			
ii. All the information contained or referred to in this application is correct			
iii. The key contact schedule is enclosed with this application, along with a copy of the Club's constitution (if any)			
iv. The Club will observe the Laws of the Game, the World Rugby and RFU Rules, regulations and disciplinary requirements and the constitution of the Dorset & Wilts. RFU			



WADSWORTH

SINCE 1875