



Leighton Buzzard Rugby Football Club

OPERATIONAL  
CODE OF PRACTICE

Leighton Buzzard Rugby Football Club  
Code of Practice

The purpose of this document is to provide rules, a code of practice for members covering all aspects of the operation of, Leighton Buzzard RFC.

It is not intended to be draconian but to tidy up certain areas and allow the general membership knowledge of the modus operandi of the Clubs.

This is a new document and must be read in conjunction with the constitutions/rules of the various Clubs. The constitution of Leighton Buzzard RFC is available on the web site. Where there is conflict it should be the long term goal to make the broad constitutions and the 'operational rules' fit.

There is a need for such a document due to the growth in the Club and the high churn rate as members come and go. We must ensure that we conduct ourselves within well founded rules in all aspects from running the bar to maintaining the ground to organising games. It must apply to all from the President down to the mum and dad of our youngest player. We must remove the chance of anyone doing harm to the Club by chance or deliberately.

There can be no argument against the rule of the committee being final and sacrosanct and that nothing can happen without the consent of that body. That has to underpin any rules. However the rules are not intended to be a hindrance and the committee is duty bound to give fair consideration to anything that is for the benefit of the Club.

The document is controlled in its issue. It will be revised and re-issued annually to take into account changes within the club.

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Many of the subjects above are inter-related and none should be read in isolation. The document should be read in full and if something crops up that is not covered please refer to any Committee Member.

## **1 Officers of Leighton Buzzard RFC**

See website for individual's details

## **2 Use of Leighton Buzzard Name and Logo**

No individual member/coach/manager/team has a right to use the Club's name for any reason without the express written permission of the committee. Any scheme for whatever reason involving the use of the Club's name should be laid out in writing and presented to the committee for approval. The Club has sole rights to its name and any funds raised in that name.

Variations to the club logo can only be made with the approval of the general committee. No other logo or badge can be used without the express permission of the general committee.

## **3 Fund Raising**

All fund raising events must be endorsed by the committee particularly those that are arranged away from the Club. Consideration may be given, on a case by case basis, to charging a levy on money raised away from the Club, which will not be spent to the direct benefit of the Club as a whole, which could go into the development fund.

## **4 Sponsorship**

Every member has a role to play in obtaining sponsorship and the committee must encourage this. Sponsorship should come under the overall control of the committee who should delegate powers at their discretion.

Current sponsors (a list of current sponsors can be found on our web site) should not be approached other than by designated persons for any additional sponsorship. This would prevent a recent event when a current sponsor was approached by a tour group for sponsorship of a tour. This can not be acceptable as it deliberately takes much needed funds away from the Club.

### **4.1 Rules for Sponsorship**

The Club Committee will authorise and approve membership of a Sub Committee (SC) to source and develop future sponsors and to maintain contact with existing sponsors.

The Club Treasurer (CT) will always be on this sub committee.

All money received will go directly to the treasurer to be paid into the bank. Other members must not pay money directly into Leighton Buzzard RFC bank account. Along with the payment details of the sponsorship and any restrictions on its use i.e. If for a certain age group/team/project must be given. The Treasurer will provide the committee with a regular update of the sponsorship account.

All invoicing of any kind from the Club must be done by the CT. This includes for sponsorship/advertising. Members of the club must not invoice any sponsor directly under any circumstances.

Cash payments are to be discouraged but if received a receipt must be given a copy of which passed to the Treasurer with the money.

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Payments from the sponsorship fund can only be made by the treasurer. Members of the Sub Committee should not make personal payments and look for reimbursement without authorisation of the Treasurer.

The Treasurer must be informed of any agreement reached for payment in kind, so that any internal transference of money is made correctly and in agreement with all concerned.

## 5 Touring

Proposals for any tour should first be presented to the committee for approval. No arrangements for any tours should be made until this approval has been granted. Each tour must nominate a person who will then be the sole point of contact for the committee. When applicable approval from the CB or RFU/WRFU must be obtained and documents to that effect lodged with the Secretary.

Tours should be self financing and have no fiscal impact on the domestic affairs of the Club. Current Club sponsors must not be approached unless there is an existing link with that team/age group. Fund raising should be preferably based on the Club's facility. No fund raising should be carried out under the banner of Leighton Buzzard away from the Club without the written approval of the committee. The committee reserve the right to raise a levy against moneys thus raised which will be used for development.

All financial activity must be conducted through the Club Treasurer, no team are allowed a separate fund. The Treasurer will never pay out more for a tour than has been received under any circumstances. Each tour will have a right to a copy of their tour fund account at any time when requested by their appointed rep.

Behaviour particularly on the field of play should never drop below the standards expected under any other conditions where Leighton Buzzard are represented. Any matters of discipline must be reported in the normal way.

Any unique kit or equipment for a tour must embrace Club colours and be endorsed by the committee. All kit and equipment must be sourced through the Club's shop. Sufficient notice must be provided to ensure all such items are available well in advance of a tours departure. There can be absolutely no alternative to this. However consideration to any special benefits that are made available through those connected with the tour will be given attention. The Club would expect that if any preferential conditions were available they would already have been made known for the benefit of the Club as a whole. If a member of the tour organisers is dissatisfied with progress on kit it should be reported to the committee who will take any necessary action.

No touring sides should engage in any type of match which would be considered illegal under the rules of the RFU or it's constituent bodies. This particularly applies to junior sides where there may be players outside their age group in the opposition. There is a duty of care and insurance issues involved and the Club would not support any such actions under any circumstances.

It is the responsibility of the tour organisers to ensure that adequate insurance cover is arranged for tours and any additional documentation to that effect must be lodged with the Club Secretary prior to leaving.

**Whilst on tour representing Leighton Buzzard, whether it be when travelling, playing or in the accommodation, behaviour and respect for property belonging to others must be of the highest standard. Tour organisers are bound to report any misdemeanours to the Club Secretary. Any such incidents will then be put before the management Committee, in line with the Discipline Section of this document, for deliberation. Sanctions at their disposal will include removal of membership of the Club for a person(s) and the refusal to allow future tours for the age group concerned.**

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The Club will issue a check list of its minimum requirements for touring once a tour has been approved.

## 6 Procurement

Taking the organisation of LBRFC as a whole we are effectively a small business. The Club is registered for VAT. It is essential that we use our relative bulk to source the best possible commercial terms available. This can only be done if all of our buying is done from a central point.

A member of the Committee (see list of Officers which defines who is on the Committee) can spend £100.00 off their 'own back' on a one off basis during that season but items over this amount and any subsequent occasion need committee approval. Individual members of the Committee are not allowed to join together to spend over £100.00. In other words a spend in excess of £100.00 needs Committee approval.

The club is VAT registered. Everyone needs to be aware that the club can legitimately claim back VAT on certain transactions

All major expenditure will require at least three estimates of cost. These will be considered by the procurement team and recommendations made to the committee. The committee will have the final approval of any spend which may not always be the lowest bid.

## 7 The Kitchen

We provide food free of charge to all players and opposition, on match day and on various special occasions. Food is available to be purchased by others. The provision of this service is organised from within the Club and expenses may be paid to those involved at the discretion of the Committee.

Only authorised and where necessary properly qualified persons will be allowed in the kitchen. This includes the general use of the kitchen by members in connection with any fund raising or similar event.

All profit generated from the kitchen is put back into the Club in agreement with the Committee.

**Everyone who enters the kitchen either at any time must have the required Certificate of Hygiene. No-one is allowed to serve any food without this certificate.**

See Officers of the Club for the name of the person with responsibility for the kitchen.

## 8 The Bar

The bar is operated by the LBRFC and run by the Bar Secretary.

Only members approved by the Committee and requested to do so by the Club Steward will be allowed behind the bar.

No information other than that pertaining to the bar is allowed to be kept behind the bar.

## **9 Use of the Ground/Clubhouse**

### **a) *Use of the Ground***

There should be a concerted effort to ensure that all four pitches are available for games for the whole season.

We have to be realistic and accept that to achieve this, strict conditions must be in place as our growth has outstripped the capacity of the playing surfaces at Wrights Meadow to reasonably cope. The Director of Rugby must inform the Committee of any decision relating to pitch use and the reasons for it. Regular reviews of any decision putting pitches out of commission must be held to enable lifting of any restrictions at the earliest opportunity or for one off events.

The Director of Rugby will agree controls that are necessary to take into account growing and weather conditions. The goal will be to making the pitches available for training and games without detriment to the surface. To ensure that everyone is aware of the current allowed usage of the pitch we should consider a visual notice at the entrance to the changing rooms in addition to normal communication lines (see end of this section for details of this). Each team should appoint a liaison officer whose role will to be versed in the current position regarding pitch use.

No matches should be arranged without the prior approval of the Director of Rugby

It is conceivable that a match or training could be cancelled any time up to kick off.

Each teams liaison officer should be proactive in looking ahead at weather prospects and be prepared to, after consulting the Director of Rugby, call off games when pitch and weather conditions are not looking favourable.

The scrummage machine should never be operated within the boundary of a pitch.

Warm up and training shuttles or similar exercises should be done off the pitch.

No major playing events should be organised at the Club in through January to March without the agreement of the general committee. This is the time when most damage can be done and when there is little chance of new growth.

For at least half the season using a pitch for more than one game per day causes damage beyond the grass's own ability to repair and necessitates additional costly maintenance. The policy of the club will not allow usage to that extent outside the growing season or in any wet conditions. If there is a ladies or colts game on a Sunday afternoon, morning games should be adjusted accordingly if restrictions apply.

Training at the Club is allowed on Tuesday, Wednesday and Thursday evenings and should be restricted to those times. Requests for additional use will be considered by the Director of Rugby on merit and prevailing conditions.

No team is allowed to train at the Club before 6.00pm without prior agreement with the committee.

When the pitch is divided up into smaller playing areas to accommodate mini games the following actions must be adhered to.

No players/coaches and spectators of any clubs are allowed on the playing areas to prevent unnecessary damage to our playing surfaces surrounding the temporary pitches.

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For the protection of the players we would also ask that apart from match officials you stand behind any barriers or stay back from the lines of touch.

We are sure you appreciate the need for this and thank you for your cooperation

### **9.1 Pitch Availability**

Generally pitch management should be geared to a maximum of three games per pitch per weekend but when conditions deteriorate restrictions will apply.

The Director of Rugby will inform the Chairman of each Section of these restrictions who will then inform the various managers. This information will also be posted on the web site.

**There will be no exceptions to the restrictions without the express authorisation of the Director of Rugby.**

### **9.2 Use of the Clubhouse**

At present, the clubhouse will be open every day except Monday. All meetings for whatever purpose should fit into those opening times. With the exception of selection and committee meetings the Bar Steward must be informed of other events.

Likewise all social events whatever the day or time of day must be booked through the Bar Steward. Do not circulate any event until a booking has been confirmed by the Bar Steward. The Bar Steward will require a single point of contact for that event and only consult with that person. It is also the responsibility of that designated person to confirm bookings to the Bar Steward a week before the event.

## **10 Payment**

### **10.1 Payment to Officers of the Club**

We do not pay any Officers of the Club although the Bar Steward is a full time employee. Bar and kitchen staff may be paid for work done.

### **10.2 Payments to Players**

It is the policy of Leighton Buzzard RFC not to pay players.

The reality of where the First XV strives to play does require a certain amount of adjustment to the modern era of professional rugby. None of this involves payments. All such activities of the First xv and any other team are subject to Committee approval and audit process

### **10.3 Insurances**

Playing insurance is set at the RFU minimum requirement and is placed with their sole approved insurer. Details of the scheme are shown on the notice board. It is the responsibility of members to assess if this meets their individual requirements and to decide if they should have additional cover in place

## 11 Club Colours

Our Club colours are Navy Blue and White hoops. The change colour is will be determined by the Rugby Committee. Only these colours should be represented in all kit or leisure wear. No other colours should be used without the written permission of the committee.

## 12 Web Site

There will be an overall webmaster of the site who will update the site as and when necessary.

For Mini and Juniors each team will nominate one person to update their own section of the web site only. For Seniors there will be a section per team with one person nominated to update their section only. Once those people have been approved by the Committee they will be able to update their particular section. None of the persons nominated will have any right to affect the web site outside their own team's area. The nominated person should send any information for inclusion in their section to the coordinator

The content of any section should never, under any circumstances contain criticism of match officials, players from either side, coaches or spectators. The Web site will be monitored and contravention of any rules will lead to the removal of that person from the nominated position for their team and they will be subject to the clubs discipline procedure.

### 12.1 *Non club web sites and other publications*

Members may submit content to other organisations or websites, such as match reports to newspapers or blogs. The above rule on criticism of officials applies to all website and other publication

No other website may purport to represent a team or section from Leighton Buzzard RFC unless agreed in writing with the webmaster and committee.

## 13 Discipline

It is the Club's responsibility to deal with any act of indiscipline on the field of play by players, and/or any of their supporters and spectators on the touch line, or any club member who at any time uses threatening, abusive or insulting words or behaviour towards any other member or visitor to the club or in any way brings the club or the game into disrepute.

Any member, whether player, supporter or spectator will have a right to the Club appeals procedure following any penalty imposed.

### 13.1 *Discipline Procedures*

The following outlines the procedure to be followed where an act of indiscipline has taken place:

#### 13.1.1 **Player sent off by the referee (Society or Club)**

The Captain of the team concerned **MUST** report the name of the player sent off, the match including the opposition and any relevant details to the Club Secretary within **24 hours** of the sending off.

In the case of **Youth Players (a player under 17 years of age at the time of the offence)** the coach or manager of the relevant team **MUST** report the name and age of the player concerned, the referee's name and society (if any), the opposition and any relevant match details to the Club Secretary within **24 hours** of the incident.

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**This is important as it is mandatory that the Club Secretary has to report the incident in writing to the East Midlands Discipline Secretary within 72 hours of the incident.**

Referees (Society or Club) must report all players sent off to the Discipline Secretary of the County Constituent Body of the player's club on the RFU Discipline Report form. For Club referees copies are available from the Club Honorary Secretary.

All players sent off will be automatically banned for 3 weeks by the club irrespective of than punishment applied by the East Midlands.

**13.1.2 Player Sin Binned (Yellow Cards)**

The Captain of the team (or his representative) must report the name of any player sin binned (shown a yellow card) during a game (this relates to all teams and is irrespective of there being a Society or Club referee officiating) to the Director of Rugby at the selection committee meeting following the sin binning.

If there is no representation from that team at the next selection meeting the Captain must inform the Director of Rugby by telephone.

In the case of Female Players the name of the player sin binned should be reported to the Ladies Captain who will keep a record.

A record of players being sin binned will be kept by the Director of Rugby, any player, who in the opinion of the Discipline Sub-Committee, has an excessive amount of yellow cards will be asked to appear before that Sub-Committee to explain the reasons why.

In the case of **Youth Players** the coach or manager of the relevant team should report the name of the player sin binned to the Youth Chairman who will keep a record.

**13.1.3 Acts of Foul Play not Detected by the Referee/Match Officials**

Any member/player who witnesses an act of foul play or bad behaviour by a player (of any club team), can report the incident giving name(s) and details of the incident to: the Club Chairman, Director of Rugby or Club Secretary as soon after the incident as possible.

Any incident of foul play involving a member of an opposition team that has or has not been dealt with by the match official(s) and is witnessed by a Leighton Buzzard player/ member can be reported to the Club Chairman or Secretary without delay so consideration and action can be taken if appropriate.

In the case of **Youth Players** the report should be given to the Youth Section Chairman.

A Citing may only occur where an act of foul play **was not detected by the match officials**.

Only Unions, Constituent Bodies and Clubs may cite, **not a player or a spectator**.

Any consideration for a Citing must be reported to the Club Chairman or Secretary immediately as there is a very short time scale and a detailed procedure that has to be followed.

**13.1.4 Acts of Bad Behaviour by Players, Members, Spectators, Supporters or Visitors**

Any member/player who witnesses an act of bad behaviour at any time by any Club Member, or visitor to the club, of whatever age, can report the matter to the Club Chairman or Secretary or any member of the Club Committee so the appropriate action can be taken.

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**13.2 The Discipline Sub-Committee**

The Discipline Sub-Committee will be responsible for investigating and taking action on any sending off, or any incident of foul play or bad behaviour by a Leighton Buzzard player not detected by the Match Officials and instances where a player has been sin binned an excessive number of times.

The Discipline Sub-Committee will also investigate and take action on any instance of indiscipline or bad behaviour by any Leighton Buzzard member, supporter or spectator.

The Discipline Sub-Committee will exercise such power in a fair and open manner with the "accused" always having a right to attend and put his/her case after first been given reasonable notice of the hearing and to exercise its power without prejudice.

**13.2.1 The Discipline Sub-Committee shall consist of:**

The Club Chairman (who will chair the Discipline Committee), The Director of Rugby, The Captain of the Club, one other member of the General Committee and the Honorary Secretary. **In cases involving female players the Ladies Captain will also attend.**

The Discipline Sub-Committee will meet within five (5) days of the act of indiscipline, offence or incident in question. Further meetings may be held if circumstances require this.

The reported player, member, supporter or spectator **MUST** attend the discipline hearing.

He/she may, if they wish, be represented by one person of his/her choice.

The Committee may also receive evidence (either verbally or in writing) from any other person(s) who witnessed the incident or was involved in it.

**13.2.2 Those present at a discipline hearing will be:**

The player, member, supporter or spectator.

His/her representative.

Witness(es) to the incident.

Discipline Sub-Committee members.

**13.2.3 Procedure**

The report of the incident is read to the meeting.

The player, member, supporter or spectator is invited to make his/her statement.

Witness(es) to the incident make their statement(s).

The character witness makes his/her statement.

Members of the committee may question any of those present about the incident, and/or the player, member, supporter or spectator involved.

The meeting will be adjourned while the Committee decide on what action to take. The meeting is then re-convened and the results of the hearing along with any penalties are announced.

**13.2.4 Penalties**

**In the case of a sending off the club has an automatic suspension from playing or administration of the club. This can be subject to appeal to the discipline sub-committee. This applies to all members and players.**

The Club Discipline Sub-Committee will have the power to decide upon one or more of the following:

**a.** No further punishment additional to the punishment of sending off.

**b.** To take no action but to leave the matter to the East Midlands Discipline Sub-Committee.

**c.** That the player (or other, person if the enquiry is into incidents off the field of play) be cautioned or severely cautioned as to his/her future conduct.

**d.** A period of suspension from playing, or taking part in the administration of Rugby Union Football or both, be imposed on the player, member, supporter or spectator.

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- e. Suspend or terminate membership of the club for such period as it thinks fit.
- f. Any other penalties or suspensions as decided by the Sub-Committee.

A record of any penalty awarded against any player/supporter/spectator etc, plus the reasons how that decision was arrived at by the Club Discipline-Sub Committee will be kept on file for **3 years**.

Appendix 2 at the end of the Disciplinary Procedures in the RFU Handbook prints a list of recommended sanctions from the IRB. It states the various entry points based on the scale and seriousness of the player's conduct.

Recommended sanctions for Youth players (Under 17 years of age) are outlined in Section 3.

This penalty can be taken into account when deciding any future penalties at any subsequent discipline hearing relating to that member within that 3 year period.

**A member/player/supporter/spectator has the right to an appeal process as outlined in section 14.5.**

### **13.3. Youth Discipline**

The Club also has a duty to deal with all Youth Discipline matters (**Youth being a player under the age of 17 at the time of the offence**).

#### **13.3.1 Player sent off by the referee (Society or Club)**

In the case of Youth Players the coach or manager of the relevant team **MUST** report the name and age of the player concerned, the referee's name and society (if any), the opposition and any relevant match details to the relevant Youth Chairman and the Club Secretary within **24 hours** of the incident.

**This is important as it is mandatory that the Club Secretary has to report the incident in writing to the East Midlands Discipline Secretary within 72 hours of the incident.**

Referees (Society or Club) must report all players sent off over 17 years of age to the Discipline Secretary of the County Constituent Body of the players club. For players under 17 years of age a copy of the report should go to the Club Secretary and Youth Chairman.

All reports should be on the RFU Discipline Report form. Copies of this form for Club referees are available from the Club Honorary Secretary.

#### **13.3.2 Player Sin Binned (Yellow Card)**

In the case of Youth Players the coach or manager of the relevant team should report the name of the player sin binned (shown a yellow card) to the relevant Youth Chairman. A record of players being sin binned will be kept by the relevant Chairman. Any player who has been **sin binned three times** in a season will be asked to appear before the Youth Discipline Sub-Committee.

#### **13.3.3 Acts of Bad Behaviour by Players, Spectators, Supporters and Visitors**

Any member/player who witnesses an act of bad behaviour at any time by any Club Member or visiting supporter/spectator, of whatever age, can report the matter to the relevant Youth Chairman who will consult with the Chairman of the Club and Secretary so the appropriate action can be taken.

### **13.4 Youth Discipline Sub-Committee**

The Youth Discipline Sub-Committee will follow the same format as in **section 14.2** above however, the age etc of the person will be taken into account in the way the hearing is conducted.

#### **13.4.1 The members of the Youth Discipline Sub-Committee shall consist of:**

The Colts Manager, the Mini and Junior Chairman, and one member of the General Committee. For girl players, U13 to U16, the Ladies Captain will also attend. The Chairman of the Youth Discipline Sub-Committee will be the youth representative on the General Committee and one other member will act as secretary.

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The youth member should be accompanied by a parent/guardian and can be represented by an adult of his/her choosing.

#### **13.4.2 Penalties**

The Youth Discipline Sub-Committee can impose the same penalties as for a senior player, spectator, member etc as outlined in **section 13.2.4 a, c, d, e and f** of this document however, the age and seriousness of the offence must be taken into account when deciding penalties, generally under 17 players are normally suspended for shorter periods than adults.

**A list of recommended sanctions for Youth players (Under 17 years of age) are outlined in Appendix 3 at the end of the Disciplinary Procedures section in the RFU Handbook.**

A record of the penalty awarded against any youth player/spectator etc (if any), plus the reasons how that decision was arrived at by the Youth Discipline-Sub Committee will be kept on file for **3 years**. This penalty can be taken into account when deciding any future penalties at any subsequent discipline hearing relating to that member within that 3 year period.

It is the responsibility of the Club to report the circumstances of the offence (together with the referees report if available) and the findings along with any penalties imposed, to the East Midlands Honorary Discipline Secretary. The county Discipline Sub-Committee shall confirm or vary the findings of the club's Discipline Sub-Committee.

**A youth player/supporter/spectator/member has the right to an appeal process as outlined in section 13.5.**

#### **13.5 Appeals Procedure**

##### **13.5.1 Players Sent Off by a Match Official**

Any senior male, female or youth player who has been sent off or reported by a match official has the right of appeal against the automatic 3 match ban, to the club's Discipline Sub-Committee's decision.

##### **13.5.2 Non Playing Members or Players not reported by a Match Official**

All other members, senior or youth or any player dealt with by the club Discipline Sub-Committee for an offence not detected by a match official have a right of appeal to the club's Appeals Sub-Committee.

##### **13.5.3 Appeals Sub-Committee**

This committee will be made up by the President of the Club plus two members of the club of good character who did not sit on the Discipline Sub-Committee.

Any appeal relating to 5.1 and 5.2 must be submitted to the Honorary Secretary in writing giving reasons for the appeal within 7 days of the discipline hearing. The appeal will be heard within the following 7 days.

The Appeal Committee may uphold the Discipline Sub-Committee judgement, it may increase or decrease the length of any period of suspension or it may annul the judgement.

#### **13.6 Bringing Club into disrepute**

All officials, players, coaches, parents, supporters and members are required to uphold the relevant RFU charters on fair play and sportsmanship. In all dealings where a member of the club is representing Leighton Buzzard RFC they are expected to have the highest possible standards.

This includes the publication of match reports or any other comment on match officials or other clubs either on our website, on another website, in the media or by any other means.

Any member found guilty of bringing the club into disrepute, through any action either at the club or while representing the club, will be subject to the penalties as outlined above and in the RFU handbook.

### **13.7 Recommended Penalties**

Player or member of the club sent off or reported by the match official – Automatic 3 Week suspension from playing or administration of the club ( or specific team) or if a non player 3 week suspension of membership. The RFU guidelines should be applied for the recommend punishments from the IRB.

Bringing the club into disrepute – 3 Week suspension from playing or administration of the club or if a non player 3 week suspension of membership.

If the offence is serious this can be altered upwards at the discretion of the discipline sub committee in line with the RFU recommendations and without reference to the East Midlands Discipline Committee.

**LEIGHTON BUZZARD RFC DEMAND THAT IT'S MEMBERS BEHAVE CORRECTLY AT ALL TIMES**

## **14 Correspondence with other Clubs/Organisations**

Other than for playing matters pertaining to the arrangement of games no person should enter into dialogue or correspondence with another club/individual regarding any matter whatsoever without the knowledge and approval of the Committee. Any subsequent correspondence must be copied to the Club Secretary for inclusion in club records. If a team captain/coach/manager is approached by another club/party regarding any incidents involving a match the matter must be referred to the Secretary.

## **15 Team Officials**

The selection of all team officials, if not done at the AGM, must be approved by the Committee before their official appointment.

There are conditions of responsibility that rightly go along with those who wish to stand as Managers, Coaches, Captains and Vice Captains. The roles and responsibilities of team captains can be found in the separate Captains Roles and Responsibilities document. Anyone who is not committed to fulfilling the responsibilities of captain should not stand for the position or should stand down if they find they cannot fulfil the role.

In addition such team officials have responsibility for their player's behaviour and attitude towards officials and opponents. They must also report any actions taken by match officials to the Club Secretary within 48 hours (see section on discipline). They must not enter into any form of contact with another club on such matters; this must be done through the Secretary.

### **15.1 Rules for Team Officials**

For clarity and to ensure both existing and any new Managers, Captains or other officials are aware the following rules will apply.

## **15.2 Collection of Money**

### **15.2.1 Subscriptions;**

The lead Team Official for each side will have a duty to collect as quickly as possible and hand over to the Treasurer the annual subscription to the Club. Payment can be made by Direct Debit. The amount is agreed at the AGM prior to the year of subscription for 12 months of the year paid by Direct Debit. Forms are available at the bar. The Team Official shall have no power to enter into any agreement which results in none or reduced payment. Such decisions can only be made by the Club Chairman in conjunction with the Treasurer.

A full list of membership types, rates and subscription options is available on the club website and on request.

### **15.2.2 Match Fees**

The rules regarding the collection of match fees should be rigorously applied for ALL GAMES.

Match fees are included in the annual subscription of all players.

However if a person has recently joined the club or is playing before submitting their membership standing order then they must pay match fees per game or part thereof. This will be collected by the captain and passed to the treasurer.

### **15.2.3 Expense Claims**

**Bear in mind that any person of any position in the Club must accept that as with any leisure pursuit there is a cost involved.**

All expense claims must be agreed with the Club's Chairman and Treasurer prior to the spend.

## **16 The Leighton Buzzard Shop**

The aim of the Shop is to provide kit and equipment to the membership at lower prices than the high street at a profit to the Club. This profit is ploughed back into the Club.

As with the bar if any members see anything untoward please report the matter to the Shop Manager or Club Treasurer.

## **17 Newsletter**

The same conditions as apply to the web site also apply to the Newsletter; there should be no criticism of officials, coaches or players. All articles must have the contributors name attached and under no circumstances should any article be included that either does not include a name or disguises it. Distribution should be electronically and the Editor must be proactive in growing the address book. Hard copies should be available at the Club for those without the facility to receive it electronically. In certain special cases, which the Committee will inform the Editor of, hard copies may be posted.

## **18 Injury**

All serious injuries (known as reportable injuries) shall be notified to the Club Secretary within 24 hours of the injury occurring. The person responsible for this will be the Team Manager, Captain or if they are not available the Lead Coach or the person assuming that position on the day. Reportable injuries include:-

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- Any head or neck injury that requires a player to go directly to a hospital Accident and Emergency department;
- Any injury that results in a player being admitted to hospital as an inpatient after the game or training has finished. This does not include outpatient visits to A&E or other hospital clinics;
- Any injury that prevents a player from playing or training for a period of 8 weeks or longer;
- Deaths that occur during a game or within 6 hours of the game finishing.

The Club Secretary is then required to notify the RFU Sports Injuries Administrator within 48 hours of the injury occurring.

## **19 Abuse of Match Officials**

In line with the RFU code of conduct, the Club will not tolerate abuse of match officials of any sort and will investigate and where necessary take disciplinary action against any member found in breach of the code.

Match officials include both the referee and touch judges, and abuse is defined as (but not limited to):-

verbal or physical assault  
intimidatory conduct  
racial or sexual harassment

The code of conduct relates to all members or representatives of the Club including players, coaches, officials, parents and spectators and applies not only during the game but also before and after the final whistle.

## **20 Codes of Conduct**

Codes of Conduct relating to Parent/Player/Coaches behaviour are available on the web site along with child protection information. All Members should familiarise themselves with these and behave accordingly. Any transgressions will be dealt with by the Club Disciplinary Committee

## **21 Travelling Expenses**

Any request for travelling expenses should be agreed with the Chairman or Treasurer before the travel is undertaken.

## **22 Changing Rooms**

All members have a responsibility to ensure that changing rooms are kept clean and in a good state. Any problems with the changing rooms should be reported to the Bar Steward who will pass this on to the right person.

On a training night the most senior official involved will appoint a person to ensure the changing rooms are swept clean, all the lights turned off and the door locked. That senior person must ensure this is done.

At the weekends this will be the responsibility of the respective 'team captain'.

## 23 Selection

Selection is not an area that easily lends itself to any hard and fast rules. Although all of those involved have not been subject to election at the AGM they are never the less bound by decisions made there and subsequently by those senior officers democratically elected at that meeting.

One guideline that must be observed regards replacements. The number of replacements allowed for a First Team league game should be the maximum selected for all teams. Even if the rules of a competition that lower sides compete in allow it, they should not take more than that number. The exceptions to this will only be when taking more has no detrimental affect on lower sides. The Senior Management Committee of the Club entrusts the Director of Rugby to ensure this stipulation is met and his decision is final.

Regarding players under the age of 19 who are properly available for senior rugby within the guidelines as laid down by the RFU and CB the following will apply.

Leighton Buzzard RFC First XV have first call on any eligible player under any circumstances. Thereafter the availability of any Under 19 player for a senior side is subject to the following.

The selection of that player meets with and has received the approval of the Under 19 Management

Other than for the First XV no player will be selected for a senior side or as a replacement when there is a Under 19 game the following day. The Under 19 Management may waive this at their discretion but it is not up to the player concerned.

For interests of safety any Under 19 player playing in a Senior Side must receive utmost care and consideration with regard to their safety particularly those involved in the forwards. Team Captains have a duty to ensure this.