

## **RULES AND REGULATIONS OF LANCASHIRE COUNTY RUGBY FOOTBALL UNION**

**The Rules and Regulations of the Lancashire County Rugby Football Union are made pursuant to Article 1 of the Articles of Association of Lancashire County Rugby Football Union Limited. The terms used shall have the same meaning as in the Articles of Association. Where there is any inconsistency between these Rules and the Articles of Association, the provisions of the Articles of Association shall prevail.**

**The term ‘County Union’ covers activities or the organisation of the Constituent Body not referred to specifically within the Memorandum and Articles of Association.**

**The Rules and Regulations were adopted on 17<sup>th</sup> June 2009, first amended on 15<sup>th</sup> June 2011 and latterly on 21<sup>st</sup> June 2017.**

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### **MEMBERSHIP**

- 1 The following shall be eligible for membership: -
  - 1.1. Clubs in the County, eligible for membership of the Rugby Football Union, of which the Constituent Body is deemed to be a club for this purpose;
  - 1.2. Clubs affiliated to the Rugby Football Union, but allocated to another Constituent Body;
  - 1.3. Clubs and other rugby-related organisations in membership of the County Union but not in membership of the Rugby Football Union;
  - 1.4. Societies of Rugby Union referees approved by the voting members;
  - 1.5. The Schools Section of the County Union.
  - 1.6. The Mini and Junior Rugby Section of the County Union
  - 1.7. Individual Members
  - 1.8. Honorary Life Members
  - 1.9. The Board shall have power to expel from membership of the County Union, or inflict other appropriate punishment on any member, official or member of a club for infringement of any Rule, Law of the Game, or for any conduct that, in the opinion of the Board, is prejudicial to the interests of the County Union or of the Game. The Board shall have power to reinstate to membership of the County Union so far as may be delegated by the Rugby Football Union.

## **VOTING MEMBERS - REPRESENTATION**

2.1.1 The following shall be eligible to nominate representatives to attend and vote where applicable at the general meetings referred to in Article 13 and at Club Representative's meetings, of which there shall be at least two in each year.

2.1.2 Clubs and Societies listed in 1.1, 1.2, 1.3 and 1.4, one representative each.

2.1.3 County Sections listed in 1.5, 1.6 and 1.7, two representatives each.

2.1.4 Individual Members listed in 1.8 and 1.9, two representatives, elected as in 2.7.

2.2 The number of votes that may be registered at general meetings by each category of voting member will be limited to the number of representatives shown in 2.1.1, 2.1.2 and 2.1.3.

2.3 A club representative must be a member of that club except in the case of universities or colleges of similar status when the representatives may be an ex-student or a member of staff

2.4 A Referee Society representative must be a member of that society and also a member of a club affiliated to the County Union.

2.5 The names of each Club's and each Society's representative shall be given in writing to the Secretary not later than 1<sup>st</sup> August in each year.

2.6 In the unavoidable absence of the elected representative of a Club, Society or the Individual Members, the County Schools Union and Mini-Junior Committee, such Club, Society, Individual Members, Schools and Mini-Junior Sections may nominate in writing another representative for the meeting. Such representative must be a member of the Club or Society concerned or, in the case of the Individual Members, the representative must be a member of the County Union or, in the case of the Schools and Mini-Junior Sections, a member of the respective committee.

2.7 Immediately prior to each annual general meeting, a meeting of the Individual Members and Honorary Life Members shall be summoned by the Secretary for the election of two representatives to act as voting members on their behalf. The representatives so elected must be members of a Lancashire club.

## **SUBSCRIPTIONS**

3 The annual subscriptions for all members are due on July 1st.

3.1 Any Individual Member whose annual subscription shall not have been paid in full by November 1st shall be suspended from the privileges of membership of the County Union until the subscription be paid. If after two seasons no subscriptions have been made, the Individual Member's name shall be struck from the Membership.

3.1.1 Any member Club, Society or group of Referees whose annual subscription shall not have been paid by November 1st shall be suspended from the privileges of membership of the County Union until the subscription be paid. A continuing failure to pay from that date will lead to action by the County Disciplinary Committee.

## **RESIGNATION OF MEMBERS**

4 Any Club, Society or Individual Member not having resigned from the County Union by notice in writing to the Secretary to be received by him no later than May 31st shall be liable for subscription for that year.

## **DIRECTORS**

5 The Board of Directors shall be constituted in accordance with the Articles of Association.

5.1 In addition to the directors listed in Article 42, the following directors will be appointed: Director of Rugby Development, Director of Community Rugby, Director of Governance and Director of Volunteering.

## **VICE PRESIDENTS**

6 Not more than five Vice-Presidents shall be elected at the annual general meeting and will serve for one year, but are eligible for re-election.

6.1 One Vice-President shall be elected as Senior Vice-President by the voting members who, in accordance with Article 42, will serve on the Board by virtue of his office.

6.2 Vice-Presidents who are absent from two successive general meetings shall not be eligible for re-election for the next succeeding year, except in cases which the Board shall resolve as exceptional, and that it is in the best interest of the County Union that the Vice-Presidents concerned should be eligible for re-election. Past Vice-Presidents shall be eligible for re-election as Vice-President.

6.3 Any two voting members may nominate any candidate or candidates for the position of Vice-President in or addition to the Officers of the County Union by notice in writing to the Secretary not later than 30th April in any year.

## **PUBLICATION OF RULES**

7 Each Member shall be furnished annually with a copy of the Rules and be bound thereby.

7.1 The Rules, together with the Memorandum and Articles of Association, shall be published on the website.

## **ALTERATION OF RULES & NOTICE OF MOTION**

8 No Rules shall be altered, rescinded or added to except at an annual general meeting and then only with the consent of a majority of those present and entitled to vote, or at a general meeting with the consent of two-thirds of those present and entitled to vote.

8.1 Notice of any proposed alteration in the Rules or of any other motion to be submitted to the annual general meeting, together with the names of the proposer and seconder, shall be submitted in writing to the Secretary not later than April 1st in any year, which shall be circularised to all members not later than April 22nd.

8.2 Notice of amendments to the proposed alteration shall be sent in writing to the Secretary not later than May 7th and these amendments shall be circularised to all Members with the notice of the annual general meeting.

8.3 Notice for alteration of rules at a general meeting other than the annual general meeting shall be in accordance with Articles 14 and 15.

## **RUGBY FOOTBALL UNION COUNCIL REPRESENTATIVES**

9 The election of the County Union's two representatives on the Rugby Football Union Council shall take place in accordance with the RFU Rule 17 as detailed in Appendix B.

## **SECTION ADMINISTRATION**

10.1 The Schools' Section (The County Schools Union) shall be administered in accordance with Appendix C, the two County representatives being elected in accordance with Rule 11.

10.2 The Mini & Junior Section (7-16 Rugby Committee) shall be administered in accordance with Appendix D, the two County representatives being elected in accordance with Rule 11.

## **NOMINATION FOR COMMITTEES**

11 There shall be nominated at each annual general meeting for election at the first general meeting thereafter the County Representatives for the Schools' Section (County Schools Union) and the Mini & Junior Rugby Section (7 to 16) committees and the recognised sub-committees.

11.1 All members nominated for election on sub-committees shall be members of the County Union.

## **COUNTY UNION COMMITTEES**

### **12. Rugby Development Committee**

**12.1 Comprises:** The Director of Rugby Development (Chairman) (appointed under Rule 5.1), CB Coaching Coordinator (Secretary), the Chairs of the four sub-committees of the RDC (to be appointed by the CB Board of Directors), one representative of the World Cup Legacy Committee, one RFU Area 5 Staff member, one LCRFU Schools Section Representative, one LCRFU Women and Girls representative, one LCRFU Mini and Junior Section representative, the CB Safeguarding Manager, the CB Volunteer Coordinator (other local RFU staff to attend as and when required and directed by the Area 5 Rugby Development Manager).

12.2 The Rugby Development Committee will meet a minimum of four times a year.

12.3 Duties:

12.3.1 To report to the CB Board of Directors;

12.3.2 To plan, agree, monitor and co-ordinate a strategy for rugby development and the delivery of rugby in the County;

12.3.3 To prepare and manage the CB Plan;

12.3.4 To receive reports from the four sub-committees of the Rugby Development Committee on the implementation of the Plan against budget.

### **Sub-Committees of the RDC**

**12.4 Team Lancashire** (Senior XV, U20s, U15-U18 representative rugby, Women & Girls representative rugby):

12.4.1 Membership: Chairman and members to be appointed by the CB Board of Directors;

12.4.2 Duties:

- To lead, manage and deliver County representative rugby
- To provide the structure to develop a Lancashire playing standard
- To identify and develop players to the standards required for the transition from youth to the senior representative game

**12.5 Player development Sub-Committee** (District Squads, Developing Player Programme, Academy Liaison, Summer Camps, New Rules of Play and other player development initiatives from the RFU)

12.5.1 Membership: Chairman and members to be appointed by the CB Board of Directors

12.5.2 Duties:

- To lead, manage and deliver integrated County programmes to develop players at sub-county and club level
- To work with Team Lancashire to set core skills levels for junior age grade rugby
- To develop young players to the standards required for the transition from the youth to the adult game
- To lead and advise clubs on player recruitment and retention

**12.6 Coaching and Refereeing Sub-Committee** (Development Centre, Coaching Group, Referee Liaison)

12.6.1 Membership: Chairman and members to be appointed by the CB Board of Directors

12.6.2 Duties:

- To develop and monitor the administration of an integrated coaching programme to improve the standard of coaching in the County
- To create and monitor a database of club, school and college coaches in the County

- To increase the number and quality of coaches in the County
- To develop coach mentor, assessor and tutor programmes to ensure quality delivery of coach education and development at club and County level
- To recommend appointment of coaches, managers, selectors and staffing for County and sub-County Representative Squads
- To identify and support coaches who have the potential to become County coaches
- To work with Referee Societies to promote referee recruitment, retention, training and development
- To manage and develop activities within the County Rugby Development Centre

#### **12.7 Competition Sub-Committee**

12.7.1 Membership: Chairman and members to be appointed by the CB Board of Directors

12.7.2 Duties:

- To monitor the effectiveness of competition at various levels of the game
- To monitor the effectiveness of club competitions and leagues
- To propose new competitions which cater for the development and retention of players
- To liaise with the Cup and Competitions Organising Committee and other appropriate county committees over the introduction of proposed new competitions
- To provide opportunities for players to test and measure their skills at a level above normal club rugby

#### **13 Disciplinary Committee**

13.1 **Comprises:** The Chairman of Discipline, the Vice-Chairman of Discipline, the Disciplinary Secretary and the Assistant Disciplinary Secretary, all appointed by the Board, and three other elected members who shall be nominated at the annual general meeting for election at the first extraordinary general meeting.

13.2 The Disciplinary Committee once constituted shall have the power to co-opt up to three suitably qualified persons to serve on disciplinary panels.

13.3 In the absence of the Chairman, the committee shall have power to appoint its own Chairman.

13.4 The Disciplinary Committee will meet as and when required at a venue of its choice.

#### **13.5 Duties:**

13.5.1 To deal with, under delegated power from the RFU and subject to an appeal to the RFU, all questions of conduct of players on the field and matters appertaining to this subject and also to matters of conduct of Clubs and their members where it is believed there could have been a breach of RFU Rule 5.12,

13.5.2 The Disciplinary Secretary is empowered under RFU Regulation 19 to investigate matters where clubs and/or their members are in breach of their obligations to the County Union or the Rugby Football Union and the Disciplinary Committee may where necessary impose sanctions.

13.5.3 To report to the Governance Committee on disciplinary issues and trends both on and off the field of play.

#### **14 Cup and Competitions Organising Committee**

14.1 **Comprises:** A Chairman and five other members who shall be nominated at the annual general meeting for election at the first general meeting thereafter.

14.2 The Assistant Honorary Secretary of the County Union (elected at the annual general meeting) will be appointed Secretary of the Cup and Competitions Committee.

#### **14.3 Duties:**

14.3.1 To report to the Board;

14.3.2 To organise the Lancashire Cup, the Lancashire Trophy, the Lancashire Plate and the Lancashire Bowl.

14.3.3 To liaise with the Competition Sub-Committee over the organisation of proposed new competitions.

14.3.4 To liaise with the Governance Committee over changes to any County Cup and Competition rules and to submit any proposals for such changes to it for approval.

## **15 Finance and Funding Committee**

15.1 **Comprises:** The Treasurer (elected under Article 41), the Assistant Treasurer and the Marketing Manager and two elected members who shall be nominated at the annual general meeting for election at the first general meeting thereafter.

15.2 The Finance and Funding Committee shall have the power to appoint its own Chairman.

15.3 The Finance and Funding Committee shall meet a minimum of four times a year.

### **15.4 Duties:**

15.4.1 To report to the Board;

15.4.2 To prepare the annual budget and system of budgetary control;

15.4.3 To monitor, review and control all expenditure;

15.4.4 To market, promote and seek sponsorship and fund raising opportunities for the County.

15.4.5 To make recommendations on policy on all aspects for funding the game;

15.4.6 Make recommendations on policy for distribution of International Tickets;

15.4.7 To distribute funds to the various County Union committees;

15.4.8 To review financial stability of member clubs and make recommendations on grant and lottery applications etc. as necessary.

15.4.9 To ensure member clubs submit accounts to the County and RFU.

15.4.10 To make recommendations to the Lancashire County Rugby Football Union Youth Trust Fund on the allocation and management of Trust funds.

15.4.11 To carry out an audit of member clubs on behalf of the RFU as required under the appropriate regulations.

## **16 Club and Community Rugby Committee**

16.1 **Comprises:** The Director of Community Rugby (appointed under Rule 5.1), the County Volunteer Coordinator, and four elected members who shall be nominated at the annual general meeting for election at the first general meeting thereafter.

16.2 The Club and Community Rugby Committee shall meet a minimum of four times a year.

### **16.3 Duties:**

16.3.1 To report to the Board;

16.3.2 To manage and coordinate the actions needed to deliver the community rugby initiatives as described and outlined in the RFU Strategic Plan and County Union Development Plan;

16.3.3 To manage and coordinate the Volunteer Recruitment programme for clubs;

16.3.4 To manage and coordinate the County's Club development and accreditation programme;

16.3.5 To identify and to assist Clubs at Risk in the County Union.

## **17. Governance Committee**

17.1 **Comprises:** The Director of Governance (appointed under rule 5.1), the Honorary Secretary of the County, the Honorary Treasurer of the County, the CB Safeguarding Manager, the Honorary Solicitor and a representative of the Disciplinary Committee. A representative of the Cup and Competitions Committee will attend meetings when changes to the Cup and Competition rules are being proposed.

17.2 The Governance Committee shall meet as and when necessary.

**17.3 Duties:**

17.3.1 To report to the Board;

17.3.2 To review and keep under review the Rules and Regulations of the County and their Appendices, and any other Rules and Regulations which may be in force from time to time and to make recommendations to the Board for amendments and additions;

17.3.3 To make policy recommendations to the Board with regard to all aspects of the efficient and effective administration of the County and its Clubs;

17.3.4 To review when required the rules of the Senior Lancashire, the Lancashire Colts' Cup, the Junior Challenge Cup and any other County competitions.

17.3.5 To review policy and monitor all Club actions with regard to the safety and welfare of players and 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;

17.3.6 To liaise as necessary with the Disciplinary Committee.

**18 Committee and Sub-Committee Administration**

18.1 In accordance with Articles 70 and 71, each committee or sub-committee shall keep minutes of their proceedings together with the names of the members present at the meeting, which shall be signed by the Chairman at the next meeting of that committee or sub-committee.

18.2 A copy of the Minutes is to be sent to the Secretary of the County Union within two weeks of the meeting of the committee or sub-committee.

18.3 Every committee or sub-committee shall report upon and submit their actions to the next general meeting for approval.

18.4 Three members of any committee or sub-committee shall form a quorum.

18.5 Each committee or sub-committee shall have power to co-opt additional members in an emergency. On all committees or sub-committees, except the Executive and Rugby Development Committees, the senior elected member in length of service shall retire in each year and shall not be eligible for re-election for the succeeding year.

**OTHER POSITIONS**

19 Persons to fill other positions in the County Union, that have not been specified in the Articles or the Rules, shall be elected annually at the first general meeting following the annual general meeting. They shall include:

19.1.1 Hon. County Team Secretary

19.1.2 County Volunteer Coordinator

19.1.3 Hon. Membership Secretary

19.1.4 Hon. Safeguarding Manager

19.1.5 Hon. Marketing Manager

19.1.6 Representative on the Northern League sub-committee

19.1.7 Two representatives on the England Rugby Counties Association

19.1.8 County Events & Publications Manager

19.1.9 County Website Manager

19.1.10 County Press Officer

19.2.1 The Events and Publications Coordinator will be responsible for events such as the Annual Dinner and publications such as the Handbook and match programmes, and report on these matters to the County Secretary.

19.2.2 The County Website Manager will report to the County Secretary.

19.2.3 The County Press Officer will have overall responsibility for reporting on matters connected with the County Union and disseminating them to the media, and will report to the County Secretary.

19.2.4 No member shall furnish information of County Union proceedings to or for the media except with the written approval of the County Secretary or the Chairman of the Board.

#### **GENERAL MATTERS**

21. The President, or in his absence the Senior Vice-President, shall from time to time have power to direct whether any matter shall be brought before the Board or referred to the Committee having control of the subject to which it relates.

22. Individual Members shall be entitled to ground admission to all senior County Championship matches except play-offs, semi-finals and finals, played under the management of the County Union, only on production of their membership card.

23. International Tickets can be applied for from the County, provided applicant has a paid valid membership (annual or lifetime) that has been in existence for a minimum of 12 months prior to application date for said International tickets.

24. All Clubs and Societies in membership with the County Union shall each year before the 31st December send to the Treasurer of the County Union a Balance Sheet together with a Statement of Accounts showing receipts and expenditure, properly audited or examined, and where a Club has a gross annual income exceeding a sum to be determined annually by the RFU, such Balance Sheet shall be audited by a qualified accountant.

25. The County Schools Union, the Colts Rugby Section and the Mini & Junior Rugby Section and the County Coaching Coordinator shall, before 31st May in each year, send to the Treasurer of the County Union a Balance Sheet, a Statement of Accounts and their budget for the following season.

26. Any difference of opinion that may arise as to the meaning of any of these Rules shall be decided by the Board, unless it occurs at a general meeting, when the Chairman thereof will make the decision. Any such decision shall be recorded in the Minutes and shall be accepted as the true meaning of the Rules until otherwise interpreted at a general meeting, due notice having been given.

27. Appendices A, B, C, D and E are an integral part of the Rules of the County Union.

## **APPENDIX A**

### **Rules of Procedure for Committees, Sub Committees and Area Meetings**

The following rules of procedure shall be followed at all general, sub-committee and area meetings except when suspended by the Chairman of the meeting at his discretion, or in accordance with the Articles.

A1 The first business shall be considered and, if thought fit, to deal with correspondence and communications received too late to be included in the agenda.

A2 Notice in writing signed by not less than two voting members of any motion to be moved must be given to the Secretary in accordance with Rule 8.1.

A3 Business shall be dealt with in the order in which it appears on the agenda except when the meeting decides otherwise.

A4 No member shall be permitted to speak more than once on the same question except that the mover of any resolution shall be allowed to speak in reply, after which the debate shall be closed.

A5 A member who has spoken may, by permission of the Chairman, be again heard in explanation; but he shall not introduce new matter, or interrupt a member who is speaking.

A6 Whenever an amendment on an original motion has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been disposed of. If an amendment be carried, the motion as amended shall take the place of the original motion, and shall become the question on which any further amendment may be moved.

A7 No Member shall move more than one amendment on any motion.

## **APPENDIX B**

### **Election of Constituent Body Representatives to the Rugby Football Union Council**

The Rugby Football Union Rules dealing with the election of Representatives of each Constituent body (of which Lancashire County RFU is one in accordance with the R.F.U. Rule 15) to the Rugby Union Council are as follows:

#### **R.F.U. Rule 18**

18.1 Save in the case of an election to fill a casual vacancy:

- (a) the election of Representatives to the Council shall be made on or before the 31 March of the year in which each Representative is to take office; and
- (b) a Representative elected to the Council shall assume office on the 1 August immediately following their election.

18.2 Where a Constituent Body or National Representative Body elects a Representative (or which organises elections of a Representative on behalf of Corporate Members, as the case may be), it shall determine the length of time for which Representatives are to be elected, provided that:

18.2.A the term for which a Representative shall be elected shall be for three years save in exceptional circumstances (which shall include a candidate only capable of election for a shorter period of time due to an individual's term limits on the Council, or for a Constituent Body with two Representatives to ensure that those Representatives' terms do not end on the same date) provided that a Representative, when first elected, shall be elected for a term of not less than two years; and

18.2.B subject to removal under these Rules, a Representative's term on the Council shall end on a 31 July.

18.3 If a relevant body or bodies is or are unable to appoint a Representative, the relevant vacancy shall be filled in such a manner as the Legal and Governance Director shall approve.

18.4 In the event of any vacancy arising, the relevant body or bodies concerned shall forthwith elect another Representative to the Council within sixty days in the manner set out in this Rule **Error! Reference source not found.** or in such other manner as the Legal and Governance Director shall approve. In default, the relevant vacancy shall be filled in such a manner as the Legal and Governance Director shall approve.

***Elections – Geographic Constituent Bodies, certain National Constituent Bodies, the National Clubs Association and the Championship Clubs Committee***

*Explanatory Note: in elections for Representatives to the Council conducted by Geographic Constituent Bodies, the only rugby clubs entitled to vote are clubs which are voting members of the RFU. The following may not vote in such an election:*

18.4.A *clubs which are members of that Geographic Constituent Body but which are not voting members of the RFU; and*

18.4.B *clubs which are members of that Geographic Constituent Body but which have been allocated to another Constituent Body by the RFU Council (and through that other Constituent Body they are members of the RFU).*

*Note that they cannot vote in these elections even if they are able to vote on other Constituent Body matters.*

18.5 For the purposes of Rules 18.6 to 18.12 inclusive only, references to a Geographic Constituent Body shall be deemed to include references to:

18.5.A the Rugby Football Referees Union (where references to Clubs shall refer to Corporate Members who are members of the Rugby Football Referees Union); and

18.5.B the Championship Clubs Committee and the National Clubs Association. Notwithstanding that a Club may be permitted to vote in an election for a Representative of the Geographic Constituent Body of which it is a member, a Club which is also a member of the Championship Clubs Committee or the National Clubs Association shall also be permitted to vote in the election for such a Representative to the Council.

18.6 Representatives to the Council shall be elected by each Geographic Constituent Body and the Clubs allocated to it. The Geographic Constituent Body and each Club allocated to it shall each be entitled to one vote. In the case of a Geographic Constituent Body entitled to two Representatives on the Council, and where two

Representatives are to be elected, the Geographic Constituent Body concerned and its Clubs shall be entitled to vote for two persons. Election shall be by a simple majority of the votes recorded.

- 18.7 All candidates for election or re-election must be proposed by one and seconded by another Club allocated to the relevant Geographic Constituent Body. The Geographic Constituent Body itself may also propose or second a candidate. In the case of a Geographic Constituent Body with two Representatives, and where two Representatives are to be elected, the Geographic Constituent Body or any Club allocated to it may propose or second two candidates. Every nomination (which shall mean both the proposal and second) must be in writing and must be received by the secretary of the Geographic Constituent Body concerned by not later than 1 March.
- 18.8 Where more candidates are nominated than the number of Representatives to the Council to which a Geographic Constituent Body and the Clubs allocated to it are entitled the names of all candidates for election shall be sent by it to its allocated Clubs not later than 15 March, and such election shall be made either at a meeting of representatives from the Clubs concerned or by a postal ballot as the committee of the Geographic Constituent Body may decide. For the avoidance of doubt, subject to Rule 18.2, each candidate need not be proposed for the same length of term. By way of example, a candidate who will have served for eight years on the Council may be proposed for a term of one year, while another candidate may be proposed for a term of three years. Where a Constituent Body with two Representatives wishes to conduct an election where the Representatives are elected for different terms to allow for staggering of terms, it shall use such process as the Legal and Governance Director shall approve.
- 18.9 Where the election is made at a meeting not less than seven days' notice shall be given to each Club concerned of the date, time and place of such meeting. The representatives of the Clubs attending such a meeting shall choose their own chairman who shall not have a second or casting vote. Subject to the provisions of this Rule **Error! Reference source not found.**, the procedure for and at such a meeting shall be determined by the committee of the Geographic Constituent Body concerned as it shall consider appropriate.
- 18.10 Where the election is made by postal ballot the election shall be supervised by the chairman (or the president if there is no chairman) of the Geographic Constituent Body concerned assisted by two scrutineers appointed by its committee. In this case a ballot paper shall be sent with the notification of candidates' names made in accordance with Rule 18.6. The vote of the Club having been recorded on the ballot paper it shall be signed by an officer of the Club on its behalf and sent to the secretary of the Geographic Constituent Body to arrive not later than 28 March. The ballot papers received shall then be examined by the chairman (or the president if there is no chairman) and scrutineers who shall personally certify the votes cast for each of the candidates.

- 18.11 The Chief Executive shall be informed of the results of all such elections by 1 April or such later date as specified in Rule 18.12.
- 18.12 If any election shall result in a tie, the Representative shall be appointed by the General Committee (or equivalent body) of the Geographic Constituent Body, from the candidates who shall have received the equal number of votes, at a meeting to be held within 14 days of the date of the declaration of the tie. If this meeting of the General Committee fails to resolve the deadlock, the Representative shall be appointed at a meeting of the Executive or Management Committee of the Geographic Constituent Body to be held within 14 days of the date of the meeting of the General Committee.

***Elections – other National Constituent Bodies and National Representative Bodies***

- 18.13 The Representatives to the Council for Premier Rugby Limited, the Army Rugby Union, the Royal Air Force Rugby Union, the Royal Navy Rugby Union, the SRFU, the ERFSU, the England Colleges Rugby Football Union and the Rugby Players' Association shall be elected by their respective committees.

***Elections – National Members and Women and Girls' Representative***

- 18.14 The National Members shall be elected by the Council against such criteria as the Council shall decide.
- 18.15 The Women and Girls' Representative shall be elected by the Council against such criteria and following such process as the Board shall decide.

***Removal of Council Members***

- 18.16 For the purposes of Rules 18.17 and 18.18 inclusive only, references to a Geographic Constituent Body shall be deemed to include references to:
- 18.16.A the Rugby Football Referees Union (where references to Clubs shall refer to Corporate Members who are members of the Rugby Football Referees Union); and
- 18.16.B the Championship Clubs Committee and the National Clubs Association.
- 18.17 Should four Clubs which are allocated to a Geographical Constituent Body requisition to that Geographic Constituent Body that a Representative be removed, the Geographic Constituent Body shall within 28 days of receipt of that requisition hold a postal (or electronic) ballot or a meeting of all Clubs where there shall be a vote on whether such Representative is to be removed. Each requisition must be signed by two officers of the Club. Each of the requisitioning Clubs, and the Representative in question, shall be entitled to include a statement in the communication from the Geographic Constituent Body calling the vote or meeting. Following a vote on the removal of a Representative, no requisition for the removal of that Representative shall be valid for a period of six months from the date of a vote or meeting at which

such removal is decided upon, unless approved by the executive of the Geographical Constituent Body. No requisition for the removal of a Representative shall be valid for a period of twelve months from the date which the Representative's appointment was confirmed to the Union.

- 18.18 Should there be a vote at a meeting, postal (or electronic) voting and proxy voting shall be permitted. The Representative shall be removed forthwith if a two-thirds majority of those voting vote that he or she should be removed.
- 18.19 Each of Premier Rugby Limited, the Army Rugby Union, the Royal Air Force Rugby Union, the Royal Navy Rugby Union, the SRFU, the ERFSU, the England Colleges Rugby Football Union and the Rugby Players' Association may remove its Representatives in such manner as may be set out in its constitution.
- 18.20 If the Council receives a complaint, or otherwise becomes aware, that any Council Member (other than the Chief Executive or the chairman of the Board of Directors) may be ineligible to become, or to continue as, a Council Member, the President shall have the power to establish a committee of three Council Members to investigate that complaint. The committee shall then report its findings to the Council which shall have the power to exclude an ineligible individual (other than the Chief Executive or the chairman of the Board of Directors) from serving as a Council Member. If a Council Member (other than the Chief Executive or the chairman of the Board of Directors) shall commit an offence under Rule **Error! Reference source not found.** such Council Member may be dismissed from the Council if thought fit as follows:
- 18.20.A in the case of President, Senior Vice-President and Junior Vice-President, by the Union in General Meeting;
- 18.20.B in the case of a Representative of a Constituent Body or National Representative Body, either by that Constituent Body or the Clubs or committee that elected them or by the Council (as the case may be); or
- 18.20.C in the case of a Representative of the Union on World Rugby, a Past President, a National Representative, the Women and Girls' Representative, the chairman of the Board of Directors or a co-opted Member, by the Council.

### ***Terms and Term Limits***

- 18.21** Subject to Rules **Error! Reference source not found.** and 18.22, no individual (other than the chairman of the Board of Directors or the Chief Executive) may serve on the Council for longer than nine years.
- 18.22 Where an individual is:
- 18.22.A Junior Vice-President, Senior Vice-President, President or Past President;
- 18.22.B on the Board of Directors; or

18.22.C a representative of the Union on the Six Nations Committee, World Rugby, Rugby Europe or the British and Irish Lions committee,

he or she may continue to serve on Council while holding one or more of these positions up to an aggregate maximum of twelve years on the Council.

## **APPENDIX C**

### **Lancashire County Schools Union Constitution**

#### **C1 COMPOSITION**

The County Schools' Union of the Lancashire County RFU shall be composed of Schools and Colleges in membership of the Lancashire County Schools' Union.

#### **C2 AIMS**

The aims of the Schools' section shall be:

C2.1 The encouragement and unification of endeavour in the promotion of Rugby Union Football in Schools and Colleges in the County.

C2.2 The safeguarding of the traditions of Rugby Football Union within the County.

C2.3 Generally to bring to bear in every way possible, the full beneficial influence of the Lancashire County RFU in matters appertaining to the playing of Rugby Union Football in Schools and Colleges whilst leaving individual Schools and Colleges free to pursue their own domestic programme of matches.

C2.4 To promote through membership and in other respects the activities and competitions of the England Rugby Football Schools Union (ERFSU).

#### **C3 MEMBERSHIP**

Any individual School and College within the County of Lancashire shall be eligible for membership of the County Schools' Union.

#### **C4 ADMINISTRATION**

The affairs of the County Schools' Union shall be administered by a County Schools' Union Committee to be elected annually.

C4.1 Officers: Chairman, Vice Chairman and Honorary Secretary

C4.2 Committee shall consist of:

C4.2.1 Rugby Development Committee Representatives:

One representative to the Team Lancashire Sub committee,

One representative to the Player Development Sub Committee,

One representative to the Coaching & Refereeing Sub Committee,

One representative to the Competitions Sub Committee

One representative to the Mini and Junior Committee

One representative to the 17-18 Committee.

One representative to the Regional Player Pathway Group

C4.2.2 ERFSU Representative: One representative to the ERFSU Full Committee

C4.2.3 Northern Counties RFSU Representative: One representative

C4.2.4 County Representatives : One members of the Committee to serve along with the Honorary Secretary on the Committee of the County Union.

C4.2.5 LCRFU Representatives: Two representatives nominated by the County at the County Annual General Meeting.

C4.2.6 Women & Girls Representative: One representative nominated by the Women & Girls Committee

C4.2.7 Rugby Development Officer

**C4.3 The Executive Committee shall comprise:**

C4.3.1 The Officers

C4.3.2 ERFSU Representative

C4.3.3 Six elected members

C4.3.4 Rugby Development Officer

**C5 GENERAL MEETINGS**

C5.1 There shall be one General Meetings held each year.

C5.2 Each School or College in membership of the County Schools' Union shall be entitled to send one representative and all such representatives and Members of the Committee shall be allowed to vote.

**C6 ANNUAL GENERAL MEETING**

C6.1 The Annual General Meeting shall not be held later than 31st May in each year, for the election of the Committee and the consideration of items on the Agenda, on which, if necessary voting shall take place.

C6.2 Each School or Colleges in membership of the County Schools' Union shall be entitled to send one representative and all such representatives and Members of the Committee shall be allowed to vote.

C6.3 The names of the elected Committee shall be submitted at the Annual General Meeting of the Lancashire County RFU for approval at the first meeting of the County General Meeting after such Annual General Meeting.

**C7 POWERS**

The County Schools' Union shall have power to appoint Sub-Committees to deal with any affairs of the Schools' Union as may be determined by them. The Committee shall also have the powers to fill any casual vacancy which may arise and to co-opt such members as the Committee deem appropriate.

**C8 FUNCTIONS**

The affairs of the County Schools' Union should include the following functions, and any others as may from time to time arise:

C8.1 It will advise the County Union, the Rugby Development Committee, the Rugby Area Manager and the RDOs on educational matters;

C8.2 It will disseminate information and implement policy regarding the playing of Rugby Union Football in schools and colleges and emanating from the Full Committee of the England Rugby Football Schools' Union (ERFSU), and will make representation to the Full Committee of the ERFSU regarding the formulation of such policy;

C8.3 It will liaise with the County Committees, RFU Academies and EPDCs, and with the Rugby Area Manager and RDOs, so that pupils leaving school can continue playing Rugby Union Football at an appropriate level;

C8.4 It will advise and liaise with the ERFSU, the Rugby Development Committee and the local sections of the Women & Girls Committee on governance issues;

C8.5 To elect one member to serve as the Lancashire County Schools' Union Representative on the Full Committee of the ERFSU;

C8.6 It will elect one member of the Committee to serve on the Mini and Junior Section

Committee and one representative to serve on the 17-18 Committee;

C8.7 It will elect one member of the Committee to serve along with the Honorary Secretary on the Committee of the County Union in accordance with Rule 2.1.2

C8.8 It will elect one member of the Committee to serve on the Northern Counties RFSU Committee

C8.9 It will elect two members of the Committee to serve on the North West Regional Player Pathway Group

C8.10 To elect members to serve on any other relative body;

C8.11 It will appoint a County Schools' Union Discipline Secretary (CSUDS);

C8.12 It will help to promote representative rugby to its member schools and colleges, and help recruit coaches and selectors for the Rugby Development Committee to consider for appointment to County teams and the Developing Player Programme.

C8.13 It will organise and support local school and college rugby competitions, festivals, events and leagues as required;

C8.14 It will help promote school rugby achievements and news to the media;

C8.15 It will help identify training needs and promote in-service training courses for teachers and students;

C8.16 It will advise the ERFSU and County Union on schools' tour applications;

C8.17 It will organise the County Schools' Union's administration, membership and finances in liaison with the Rugby Development Committee.

#### C9 FINANCE

C9.1 The activities of the County Schools' Union shall be funded by the Rugby Development Committee.

C9.2 The subscriptions paid by the schools and colleges in membership will be transferred to the Rugby Development Committee.

## **APPENDIX D**

### **Mini and Junior Rugby Section ('7 to 16 Group') Constitution**

#### **D1 COMPOSITION**

The Mini and Junior Rugby Section shall be composed of the Mini & Junior Sections of those clubs who are members of the County Union.

#### **D2 AIMS**

D2.1 The encouragement and promotion of Rugby Union football at Mini and Junior level in the County Union, from Under 7s to the Under 16s age group.

D2.2 The safeguarding of tradition and the fostering of correct coaching in liaison with the Rugby Development Partnership.

D2.3 Generally to bring to bear in every way possible, the full beneficial influence of the County Union in matters appertaining to the playing of Rugby Union football at Mini & Junior level.

#### **D3 MEMBERSHIP**

Any club in the County Union playing Rugby Union football at Mini and Junior level from Under 7s to Under 16s shall be eligible for membership of the Mini and Junior Section.

#### **D4 ADMINISTRATION**

The affairs of the Mini and Junior Rugby Section shall be administered by a Committee to be elected annually. The committee shall consist of:

D4.1 Officers: Chairman, Honorary Secretary, Honorary Treasurer plus seven members.

D4.2 County Representatives: Two County Representatives nominated by the County at the County Union's annual general meeting.

#### **D5 ANNUAL GENERAL MEETING**

D5.1 The annual general meeting shall be held not later than May 31st in each year for the election of the Committee and the consideration of items on the Agenda on which, if necessary, voting shall take place.

D5.2 Each Club in membership with the Mini & Junior Rugby Section shall be entitled to send one representative and all such representatives and Members of the Committee shall be allowed to attend and vote.

D5.3 The names of the elected Committee (with the exception of E4.2) shall be submitted for approval at the annual general meeting of the County Union for approval at the first general meeting thereafter.

#### **D6 POWERS**

D6.1 The Mini and Junior Rugby Committee shall have power to appoint sub-committees to deal with any affairs of the section as may be determined by them. The Committee shall also have the power to fill any casual vacancy which may arise.

#### **D7 FUNCTIONS**

The affairs of the Mini and Junior Section should include the following functions and any others as may from time to time arise:

D7.1 The organisation of area trials and County matches under the oversight of the Rugby Development Partnership.

D7.2 The organisation of County Cup competitions.

D7.3 Liaison with the County Coaching Coordinator, the Regional Rugby Development Manager (RRDM) and the appropriate Rugby Development Officers (RDOs) on the organisation of coaching courses for coaches and players.

D7.4 The dissemination of information and the implementation of policy regarding the playing of Rugby Union Football at Mini and Junior level emanating from the

D5.5 Liaison with the Clubs, County Schools' Section, County Colts' Section, RDOs and RFU Academy Managers to ensure that players continue to play Rugby Union Football at an appropriate level.

D7.6 To appoint two members of the Mini and Junior Rugby Committee to attend and vote at general meetings of the County Union in accordance with Rule 1.

#### **D8 INCOME**

The income of the Mini and Junior Rugby Section shall be derived from the membership subscription in accordance with Rule 3 and from any other available and appropriate source.

## **APPENDIX E**

### **Miscellaneous Dates and Other Information**

E 1.1	March 1st	Last date for nomination of RFU Council Members;
E 1.2	March 15th	Last date for names of nominated RFU Council Members to clubs;
E 1.3	March 31st	Last date for election of RFU Council Members;
E 1.4	April 1st	Last date for proposed alteration of Rules to Hon. Secretary;
E 1.5	April 30th	Last date for nomination of Vice Presidents;
E 1.6	May 31st	Last date for AGM of Schools Union, Colts Rugby & Mini & Juniors; Last date for Sections to send accounts & budgets to the Treasurer; Last date for Members to resign without incurring subscription;
E 1.7	July 1st	The due date for Membership Subscriptions;
E 1.8	August 1st	Last date for informing Hon. Secretary of Club's or Society's Representatives;
E 1.9	Sept 1st	The date after which the Board presents the annual financial statements;
E 1.10	Nov 1st	Last date for payment of subscriptions – Clubs; Last date for payment of subscriptions - Individual Members,
E 1.1	Nov 30th	Last date for Financial AGM
E 1.1	Dec 31st	Last date for submission of Club's financial statements to Hon. Treasurer.
E 2	Change of Address	Any change of address of Clubs, Members, Club Secretaries and Club Representatives must be notified to the Secretary.
E 3.1	County Colours	Jersey: red and white horizontal stripes with badge; Shorts: navy blue; Stockings: navy blue with red and white lined tops.
E 3.2	County Caps	Players qualify by taking part in TEN County Championship matches.
E 3.3	Blazer Badges	Players qualify by taking part in FOUR County Championship matches
E 3.4	County Tie	Players qualify by taking part in ONE County Championship match, the first tie being supplied by the County at the player's first County Championship match. The design of the tie is a series of red roses on a dark blue background.
E 3.5	County Ties	Junior players qualify by taking part in one County match, the design of the tie as in Appendix E3.4 adding a coloured stripe, Under 14s: lilac, Under
E 3.6	Juniors	15s: red; Under 16s: green; Under 17s: orange; Under 18s: silver grey; Under 20s: light blue; Girls Under 15s: Pink; Girls Under 18s: Pink and Senior Womens: Pink.
E 3.7	Members Tie	The Members' County tie is as above, with a gold stripe. It may be worn by an Individual Member as defined in Article 1 and can be obtained from the Operations Manager.
E 3.8	Honours Tie	Officers of the County Union qualify, and application for same should be made through the Operations Manager. Each year, one Honours Tie may be presented to a Member of the County who though not qualified in keeping with the foregoing, is considered to be deserving of same by virtue of the work he has done in furthering the cause of Rugby Union in the County. The recommendation of the Honours Tie each year will be made by the Board, and the President will make the presentation at the County Union's annual Awards Dinner.
E 4	Resolution passed at an RFU General Meeting in 1911	"It shall be illegal for any Club to knowingly play anyone who has previously been a members of another Club which he has left without paying his subscription."

- |   |   |                                 |  |
|---|---|---------------------------------|--|
| E | 5 | Disciplinary Committee Expenses | In order to defray increasing costs, a levy of £45 is to be paid by the Club for each player or member called to appear before the Lancashire County RFU Disciplinary Committee. This may be replaced by a fee determined by the RFU for any citing of a player, coach, or club official, spectator of club, plus expenses incurred. |
| E | 6 | Official Website                | <b><a href="http://www.lancashirerugby.com">www.lancashirerugby.com</a></b>  |

## SENIOR CUP COMPETITION RULES

1. The Competitions shall be called the (Sponsor) John Burgess Lancashire Cup, the (Sponsor) Lancashire Trophy, the (Sponsor) Lancashire Plate and the (Sponsor) Alan Stone Lancashire Bowl.
2. Entry will be open to all Clubs affiliated to the County Union, having fully paid-up membership, whose application is received by the Secretary of the Cup and Competitions Committee by 1st April. The entrance fees are currently: Cup £40, Trophy £35, Plate £30 and Bowl £25. These entrance fees may be revised by the Cup and Competitions Committee for each new season and notified to the participating Clubs accordingly.
3. The competitions shall be on a knock-out basis. Clubs will be seeded at the discretion of the Competitions Committee and will be notified accordingly.
4. (a) A player may only play for one club in any Senior Competition.  
(b) A Club may only play or select as a replacement players who hold Effective Registration. For that Club. The only conclusive evidence of Effective Registration is the Computerised Record held by the RFU as at the kick-off time of the match.  
(c) If a Club does not register its players they must supply the Competitions Committee a full list of eligible players before the kick off time of the first match.
5. All matches up to and including the semi final shall be played on the ground of the first drawn club except by special permission of the Competitions Committee. Artificial pitches may be used but only if the pitch meets (i) the IRB Artificial Rugby Turf Performance Specification, (ii) the requirements of Regulation 22 and Appendix 1 of the IRB Regulations, (iii) Law 1 of the Laws of the Game and (iv) permission has been granted by the RFU to use the pitch for competitive matches, provided that such permission has not expired or been invalidated. Furthermore, the Club wishing to use the pitch must give at least 14 days written notice of their intention to do so to their opponents. However, if the giving of such written notice is impossible because the next round of the competition follows the previous round within 14 days, the written notice must be given within 12 hours of the draw being notified to the Clubs.  
A draw for each subsequent round will be made on the completion of the preceding round,  
ii) The Finals to be played on a ground nominated by the Cup and Competitions Committee.
6. All matches shall be played as normal Club home fixtures with the exception of the Semi-Finals and Finals when arrangements will be laid down by the Competitions Committee. In all matches in the competitions, a maximum of four replacements are permitted, one of whom must be able to play in the front row. All replacements may be interchanged (rolling subs) during the course of a game up to a maximum of 10 times. All replacements must be identified in full playing kit, to the match officials 30 minutes before the kick off.
7. (a) All matches shall be played under the Laws of the Rugby Football Union and refereed by a member of one of the Referees' Societies within the County. Application for Referees must be made through the appropriate Society.  
(b) The host Club must give at least six days' notice to the Referees Society for the match officials to be arranged otherwise there is no guarantee of obtaining match officials.  
(c) The host Club shall be responsible for paying the travelling expenses of the match officials in all matches.
8. (a) Clubs can play a Competition match on any day prior to the appointed date provided that their opponents are agreeable. Should there be any disagreement, the match must be played on the date stipulated by the Competitions Committee.  
(b) In the event of a club being unable to play a tie on the designated date, the Committee shall have the power to award the tie to their opponents.

- (c) In the event of inclement weather conditions or a ground being unfit for play, the scheduled host Club should explore the possibility of playing the game at the away venue or on a neutral ground on the appropriate date. If this is not possible, the game must be played within seven days or on a date to be specified by the Competitions Committee. In the event of both captains not agreeing to the condition of the ground, the final decision will be made by the referee. NB. If the game is switched to the away venue, the status of each team is reversed accordingly. In the case of a neutral venue, the original away side retain that status.
  - (d) Should there be any abandonment of the match due to inclement weather, the score at the time of the abandonment shall stand provided that 60 minutes playing time has been completed otherwise the tie will be replayed.
  - (e) If the referee finds it necessary to abandon the match for any reason other than the weather conditions, then, irrespective of the number of minutes played, the result of that match may be determined by the Competitions Committee. Alternatively the Competitions Committee may order the match to be replayed.
9. Players in representative matches where a game involving either the Senior Lancashire XV, or the Lancashire Under 20 XV (or above) is to be played on the date of a Lancashire Competitions Match, any Club which is affected by three or more players or replacements taking part in such a representative match, may require the Competitions Match to be re-arranged for a later date. The dates of such re-arranged matches will be decided by the Competitions Committee.
10. In the event of a draw at no side:
- (a) Ties up to and including the Semi-Finals: The winners shall be decided by the team which has scored the most tries. If still undecided, then by the team which has scored the most goals from tries. If still undecided, the visiting team shall be declared winners.
  - (b) Final Ties: Extra time of ten minutes each way shall be played, the choice of ends to be decided by the toss of a coin. In the event of the scores still being equal at the conclusion of extra time, the winners shall be decided by the team which has scored the most tries during the 100 minutes playing time. If still undecided, then by the team which has scored the most goals from tries. If no result can be declared from the foregoing, the teams shall be declared joint winners, but to decide any National Cup seeding a further match shall be played before the start of the subsequent season, the choice of venue to be decided by the toss of a coin.
11. In the event of a colour clash, the home team shall change. In the finals of the Lancashire Plate, Trophy and Cup, the clubs shall toss a coin to decide.
12. Notification of Results
- (a) It is the responsibility of the home Club to telephone the result to the nominated member of the Cup and Competitions Committee for their respective competition within 2 hours of the end of the match.
  - (b) All Rounds except the Final.  
A Match Result Card will be supplied to all clubs by the County Cup Committee. This must be completed, signed by the match referee and submitted to the relevant Competitions Secretary within 7 days of the match being played.
  - (c) Competition Final  
The match card must be completed and handed to the Competition Secretary or appointed representative together with the club's computerised list thirty minutes before the kick off.
13. That any Club which withdraws from their respective competition at any time shall forfeit the right to receive any prize money which by that time may have become due to them.
14. It is the responsibility of the host Club to ensure an effective separation of spectators from the playing area.

15. The Cup and Competitions Committee shall maintain a database of all other competitions or festivals held by member Clubs of the County in which senior teams are participating.
16. The Cup and Competitions Committee shall be the sole interpreters of these Rules and from their decision there shall be no appeal at law or otherwise.

## LANCASHIRE COLTS CUP - COMPETITION RULES

### LANCASHIRE COLTS CUP – RULES & REGULATIONS

1. There will be a Colts Cup and a Colts Trophy competition at each of the Under 19 and Under 17 age-grades.
2. First round losers in either a preliminary or 1st round Colts Cup match will proceed in the Trophy competition.
3. Entry is open to Colts' Teams from Lancashire RFU affiliated Clubs or from other CB's by special invitation.
4. Completed entry form and fees must be received before the closing date for entry stated on the Entry Form.
5. The draw will be undertaken by the Lancashire Colts Committee as soon as practicable after the closing date.
6. Teams will be notified of the draw as soon as practical via the appropriate website.
7. Games must be played on or before the appointed date on the ground of the Club first drawn (the Home Team).
8. Finals will be played at a venue within the County to be appointed by the Lancashire Colts Committee.
9. Any Club wishing to host the Lancashire Colts Finals should express their interest to the Competitions Secretary.
10. Clubs must provide two clearly marked technical areas on all pitches where Colts Cup matches are played.
11. Managers Coaches and Replacements must remain in the Technical Area other than when bringing on water.
12. Spectators must be outside the playing enclosure back from the touchlines at all times behind a suitable barrier.
13. Spectators must never be allowed to enter the field of play without the Referee's permission.
14. Clubs are accountable for their Spectators who must not be allowed to abuse the Referee or to incite Players.
15. All games must be refereed as an official appointment by an independent Society Referee.
16. Applications for Referees appointments, other than for the Finals, are the responsibility of the Home Team.
17. Playing shirts **must** be numbered with traditional large sized numbers on the back of shirts.
18. In the event of a colour clash the Home Team will change.
19. In the Finals a colour change will be decided on the toss of a coin - both Teams must arrive with change kit.
20. Fixtures must be confirmed early in the preceding week between Managers or Fixtures Secretaries.
21. Kick-Off times: Under 19's and Under 18's will kick-off at 2.00pm. Under 17's will kick-off at 12.30pm.
22. Kick-Off times can be changed by mutual agreement between Teams if the Referee is informed and agrees.
23. If Managers / Coaches cannot agree on the suitability of the pitch the Referee should be consulted.
24. Games postponed due to inclement weather will be re-arranged by agreement with the Competitions Secretary.
25. Games abandoned due to inclement weather conditions - score stands provided *50 minutes* have been played.
26. Players must be under the relevant age on the 1<sup>st</sup> September of the relevant year with No Over-Aged Players.
27. Managers should check RFU Young Player Registration I/D Cards at least 30 minutes before Kick-Off.
28. Players without RFU Young Player Registration I/D Cards are not permitted to play in Cup Matches.

29. Up to 22 players may be selected (15, plus 7 replacements) and all must be named on the Match Card.
30. The Match Card **must be handed to the Referee before the game** with Front Row players identified by **FR**.
31. Teams without front row replacements may only have up to a maximum of 4 replacements on their bench.
32. Managers & Coaches must not allow Players without suitable training to play in a front row position.
33. Teams without a starting front row will forfeit the Cup tie.
34. If the Referee has to order uncontested scrums the match will continue to conclusion as a competitive game.
35. RFU Regulation 13.5.1 (b) the “Man-Off Rule” applies in all cases where ties go to uncontested scrums.
36. Rolling substitutions are permitted, per RFU Regulation 13.5.14 - Permitted Player Interchanges
37. Players may only play for one Age Grade Team during the season and are effectively Cup-Tied to that Team.
38. Players suspended by any Disciplinary Committee are not permitted to play for any Team in the Competition.
39. Any Team with three (3) or more Colts sent off in a season will be disqualified from the competition.
40. Any Team with three (3) or more Colts sent off in a season will be debarred for the following season.
41. All games will be played according to the RFU 'Laws of The Game', plus the Colts League Under19 Variations.
42. Duration of all matches is 70 minutes playing time, with no extra time.
43. In the event of a draw after 70 minutes a round match will be decided on (i) tries (ii) conversions (iii) away side.
44. In the **Final** a drawn game will be decided as (41) above. If still equal then 5 penalty kicks at goal will be taken.
45. Kickers will be selected from those on the pitch at No-Side with each penalty kick taken by a different player.
46. Kicks will be taken from the 22 metre line in front of the goal posts and the team with the most goals wins.
47. If still even further kicks will be taken by different players on a "sudden death" basis until a result is obtained.

#### RESULTS REPORTING

48. The **Winning Team's** Manager must report the result **by TEXT** to **07973-282939** immediately after the game.
49. The completed official Match Card must be sent in to the Competitions Secretary by FAX or e-mailed PDF.

*Failure to comply with these Regulations may result in a Team's exclusion from the Competition.*

*Disputes or Complaints must be notified to the Competitions Secretary by phone and e-mail within 24 hours of the relevant match or situation. The Lancashire Colts Committee shall arbitrate in cases of dispute or complaint and shall have the authority to make decisions on matters not covered by these Rules. Clubs have the right of appeal as outlined in the RFU Regulations which must be lodged within 7 days and copied to the Competitions Secretary*

## **JUNIOR CHALLENGE CUP - COMPETITION RULES**

### **1. THE COMPETITION**

1.1 The Lancashire Junior Rugby Challenge is administered by the Junior Competitions Committee of the Lancashire County RFU.

1.2 The Competition will be referred to as The (Sponsor if applicable) Junior Rugby Challenge in all media publications. This will be followed by both the Committee and participating clubs.

### **2. COMPETITION ELIGIBILITY**

2.1 Entry to the Junior Rugby Challenge is open to Under 14, Under 15 and Under 16 teams for all clubs that are members of Lancashire County RFU.

2.2 All players taking part in the Junior Rugby Challenge must be under the appropriate age at 24.00hrs on 31 August 2017.

2.3 Every player must be a signed up member of their club and also registered with the Lancashire County RFU through the Young Player Registration Scheme.

2.4 RFU Young Player Registration forms must be completed and entered on GMS by the clubs registration officer for every squad member.

2.5 Players must not play in more than one match on any match day.

2.6 Player Transfer.

2.6.1 Pool Stage: A player may transfer to another club and play for his new club.

2.6.2 Knock out Stage: If a player transfers to another club he may not play for his new club.

2.7 A player may play up one age grade provided that dispensation has been completed by the Club as detailed in RFU Regulation 15 – Age Grade Rugby. A copy of the completed dispensation form must be carried at all times by the player's coach/manager. It is considered best practice that a copy is sent to the Lancashire County RFU Director of Governance.

### **3. Challenge Organisation**

3.1 The Junior Rugby Challenge shall consist of two stages:

3.1.1 Pool Stage

3.1.2 Knock Out Stage.

3.2 Pool Stage

3.2.1 Four Qualifying Pools are established at each of the three age groups into which all entrants are placed based on their performance in the previous season or by such other means as the Committee consider appropriate. The method of seeding and the conduct of any draw will be at the discretion of the Committee,

3.2.2 Clubs will play each other within each Pool on a Home or Away basis as determined by the Committee

3.2.3 If a pool match is to be cancelled by the home club the match will be played away if circumstances allow it. If circumstances do not allow the transfer of venue both sides will gain the points for a 'No Result'.

3.2.4 Points will be awarded based on the results of Pool matches as follows:

- (i) Win: 5 points
- (ii) Draw: 3 points
- (iii) Losing by 10 points or less : 2 points
- (iv) Losing by 11 points or more: 1 point
- (v) Match not played: 2 points.

3.2.5 Penalties (Point Deductions) will be applied as follows:

- (i) Failure to supply RFU numbers on the Match Report Form: 0.25 points per player (max 2:pts)
- (ii) Failure, by the winning side or home drawing side, to return the completed, signed Match Report Form by email: 2 points
- (iii) Publishing, or allowing to be Published, a match score with a margin of more than 30 points: up to 2 points at the discretion of the Committee

3.2.6 The overall position in the Pools will be determined by:

- (i) points accumulated based on the match result of each game
- (ii) Scored points difference subject to 30-point margin, adjusted for a side not fulfilling fixtures,
- (iii) If teams remained tied, the result between the two sides and finally, if the matter is still unresolved the total tries, then conversions, then drop goals, then penalties.
- (iv) If still tied, the Committee shall determine the respective positions by the way of a tossed coin.

3.2.7 The higher placed side will gain a home draw in the next stage of the tournament (Quarter Final) stage.

3.2.8 At the end of the Pools stage twenty four teams having been seeded into pools will advance to the three competitions (see 3.3.2 below) depending on their pool and position in the pool.

### 3.3 Knock-out Stage

3.3.1 The Knock-out Stage shall consist of a Cup, Plate and Vase competition for each age group. Seeding of clubs into these competitions shall be at the discretion of the Committee.

3.3.2 A Bowl competition will be run where there are sufficient teams (over the 24) in that age group.

3.3.3 A Development Cup will be run for teams knocked out at QF Stages. The Committee will make a draw for the Development Cup, Plate and Vase matches depending on the number of teams going forward into the Development competition.

3.3.4 In the event of a draw at full time, no extra time may be played in any match. The result shall be decided:

- (i) by the team scoring the most tries, or
- (ii) If still equal. the team scoring the most conversions will progress, or
- (iii) If still equal, the team scoring the most penalties will progress. or
- (iv) If still equal, the visiting team shall be declared the winner.
- (v) In any Final, in the event of a draw at full-time after applying i, ii and iii above, the trophy will be shared jointly.

3.3.5 The venue and date for the Finals Day of the Challenge Cup and County Plate and County Vase Competitions will be agreed by the Committee and notified to clubs during the season.

3.3.6 Quarter and Semi Final matches must be played on the dates specified by the Committee unless re-arranged to a later date by the Committee because of bad weather (see 4.1.1 below). Where it is necessary to re-arrange a match it may be reversed by the Committee to the 'Away' ground, with the original Home team still being recognised as the Home team in all respects.

3.3.7 Except in exceptional circumstances, any team failing to fulfil a scheduled knockout stage fixture may be removed from the Challenge and the opposing team will be judged to have won that round of the Challenge and progress to the next round.

## **4. Conduct of Competition Matches**

### **4.1 General**

4.1.1 Competition matches must be played on the dates specified at the beginning of the season in the Lancashire Structured Season and the fixture list, with no alternative dates being allowed, subject to very exceptional circumstances. Where a club feels that such exceptional circumstances apply, application should be made to the Committee for specific authority to re-arrange the fixture.

4.1.2 If the Committee determine that any side deliberately fails to play, or fails to continue to play, a fixture for whatever reason, all points from that match shall be forfeited.

4.1.3 In the event of adverse weather conditions on the day of the match, the referee's decision as to the starting of the match or its continuation shall be final.

4.1.4 All matches, other than the Final, will cease after reaching a 30 point margin, and reformed development games are encouraged. A development game will involve both teams making sure that fringe players are more prominent wherever possible, mixing and evening the teams up, players playing out of position, etc., recognising that the front row rules must still be observed.

### **4.2 Player Identification**

4.2.1 All players or their coaches must be in possession of a valid RFU Registration card issued under the RFU Young Player Registration Scheme, incorporating a photograph of the player, the players club, and the date of birth along with the players RFU Number.

4.2.2 Team managers, coaches or administrators are required as part of the pre-match routine to carefully inspect the registration cards of their opponents. A challenge on a player must be made at the time of the match and not afterwards.

4.2.3 Notwithstanding the provisions in 4.2.2 above, during or immediately after a competition match all registration cards should be made available for inspection by opposing coaches, managers or administrators and the Committee or other County officials.

4.2.4 Except in exceptional circumstances, a team failing to produce a correct, valid registration card (or sheet containing multiple cards) for each player before a match may forfeit the match and any other further participation or that season.

4.2.5 In the case of player injury or unavailability, Challenge matches may be played using 'uncontested scrums' should at any time a side be unable to field an experienced or trained front row. The match referee MUST be informed before kick-off of a player shortage and the match report form noted accordingly.

### 4.3 Match Reporting

4.3.1 Match Report Forms must be fully completed on the day of the game.

4.3.2 The following details should be completed before the start of the match:

(i) Home Team, Away Team, Age Group, Match Number (by reference to published fixtures list).

(ii) The full squad, both starting and replacements, with the RFU registration number (last 4 digits will suffice). All front row players (see 4.6.4 below) shall be identified as such and noted on the Match Report Form prior to kick-off.

(iii) The names of both Coaches or managers responsible for completion.

(iv) The details of the match official in charge of the game.

4.3.3 Following the match the analysis of the score shall be added for both teams against each player, with red and yellow cards indicated.

4.3.4 The result should be emailed to the address given on the Match Report Form by 6pm Monday following the match. The Match Report Form(s) must be attached to this e-mail in PDF format.

4.3.5 Both managers/Coaches of each team are responsible for texting the result to the number specified on the Match Report Form no later than 6pm on the day of the match.

4.3.6 Failure to report a result as described in 4.3.4 and 4.3.5 above will incur a penalty. During the Pool Stage the penalty will be 2 points. During the Knock-out Stage the penalty may be forfeiture of the match at the discretion of the Committee.

### 4.4 Playing Strip - Colours

4.4.1 In the event of a clash 'The Home Team' will change their playing strip.

### 4.5 Referees and Discipline

4.5.1 The Committee recognise that there may not be sufficient Society Referees to officiate at all fixtures throughout the Q. Pool stages. It is good practice to seek Society Referees for the Quarter Final and Semi Final stages in all ages although due to the shortage of referees this cannot be made an absolute rule. Home teams should seek help from away teams if they are having difficulty in finding Society referees for Quarter Finals and Semi Finals. Where no Society referee is available a referee holding the Entry Level Referee Certificate will be acceptable.

4.5.2 The responsibility for arranging the referee for all matches lies with the home club. If it is not possible for the home club to appoint a Society Referee or an accredited Foundation Referee the opposition must be notified at least 24 hours in advance of the game and given opportunity to supply a referee.

4.5.3 The obligation to provide a suitable alternative official remains with the home club.

4.5.4 A player sent off during a game by a match official must be notified on the Match Report Form and will be subject to any punishment imposed by the player's club.

4.5.5 The Committee may request from a non-society match official, whose contact details must be added to the MATCH Report Form, a report of any sending off, and the responsibility for this contact being ultimately with the home club.

4.5.6 Clubs are expected to provide a responsible person to act as touch judge or assistant referee (TJ) in all matches and to assist the referee in matters affecting the touchline only. Referees are requested to take the advice of a club TJ only on decisions relating to the touch line or the kicking of a conversion or penalty at posts.

#### 4.6 Playing Regulations

4.6.1 Teams will be of 15-a-side with up to 7 replacements, to be used in accordance with the Laws of the Game (Law 3: Number of Players) as published by the IRB and the Age Grade Regulations as published by the RFU. All players named in the squad on the Match Report Form must play at least some part in the game except on occasions when a player is taken ill just before the game or injured in the warm up.

4.6.2 On the grounds of safety, player development and fairness, if a team is unable to field a full team 15 players, the opposition will be restricted to that number (minimum of 10). The squad from which replacements may be drawn remains at 22.

4.6.3 All matches will allow the use of 'rolling substitutes' (the replacement of players during the match) providing permission has been sought from the Referee and the replacement takes place during a stoppage in play.

4.6.4 Every team must include on the pitch, at all times, players who are recognised and have trained as front row players, and are used to playing Loose Head, Hooker and Tight Head to enable the formation of a front row.

4.6.5 If a team names 20 or more players, it must have at least 6 players who can play in the front row to allow adequate cover. If not, it is the responsibility of the coach to advise the referee of the situation.

4.6.6 Where, through injury or otherwise, a side is unable to continue with recognised and trained front rows it is the responsibility of the coach to inform the referee. The match will continue with 'uncontested scrums'.

4.6.7 Match times and ball sizes are as follows:

Under 14s	25 minutes each way	Ball size 4
Under 15s	30 minutes each way	Ball size 5
Under 16s	35 minutes each way	Ball size 5

4.6.8 Following the spirit of age grade rugby, the maximum points difference to be recorded and reported by a club to the Committee or any other party regarding any Competition fixture, other than the Final, shall be 30 points in accordance with rule 4.1.4 above.

## **5. General Conduct**

5.1 The County and the Committee take the gravest view of inappropriate conduct by players or spectators. It is the responsibility of each Club to control the behaviour of its players, coaches, managers, administrators and spectators and all clubs must be aware of, and uphold, the RFU's 'Fair Play' Codes of Conduct.

5.2 In the event of a report being received of a failure to observe acceptable conduct the Committee will report the matter to the County Disciplinary Secretary.

## **6. Interpretation of the Rules**

6.1 Any appeal or dispute must be notified in writing to the Secretary within 48 hours of the conclusion of the match. Such notification must be given by the Mini and Junior Chairman as identified on the club's application to take part in the challenge.

6.2 The decision of The Committee will be notified to the Club within 72 hours. An appeal may be lodged with the Secretary. There must be grounds for an appeal and not just lodged in the hope of a different result.