

CARLISLE RUGBY FOOTBALL CLUB

LADIES & GIRLS RUGBY

ADMINISTRATION

A sub committee who will report directly to the Rugby Committee will administer the Ladies & Girls Rugby Section of the Club.

The section will be responsible for administering the affairs of that section of the Club in accordance with the relevant Laws, Rules, Regulations and Bye Laws for the time being in force of the Rugby Football Union, the Rugby Football Union for Women, the Cumbria Rugby Football Union and Carlisle RFC.

They will be responsible also for ensuring that all the requirements of child protection legislation are adhered to.

Each year, as soon as possible after the Annual General Meeting of the Club, the Ladies & Girls Rugby Section will hold a meeting to elect a sub – committee to administer the section for the following season.

The Ladies & Girls Section Committee will consist of:

Chairman – who will be APPOINTED by the Rugby Committee

Vice Chairman

Secretary

Captain

Fixture, Match & Referee Liaison Secretary

Two other members

From the membership of the sub – committee, one person will be appointed to be responsible for ensuring that all relevant data and match reports are collated and posted on the official Club website in accordance with Club procedures.

No person, who is not a paid up member of the Club will be entitled to sit on the sub – committee, or have any say in the running of the affairs of the Ladies & Girls Rugby Section.

The Ladies & Girls Rugby Section will appoint one person from their sub committee to serve on the Rugby Committee.

The sub committee will meet monthly during the season and also in May and July.

The secretary must ensure that an agenda is available for each meeting, after which the minutes thereof must be sent to the Chairman of Rugby and the Club Honorary Secretary.

The Ladies & Girls Rugby section will refer all matters pertaining to rugby to the Chairman of Rugby.

The secretary of that section will undertake administration of the Ladies & Girls Rugby section. Copies of ALL relevant correspondence MUST be forwarded for the information of the Club Honorary Secretary.

Correspondence on policy and contentious issues will be referred to the Club Honorary Secretary for attention.

20080728