

21 May 2015

(amended on 8<sup>th</sup> June 2020)

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**RULES**  
**OF**  
**CAMBRIDGE UNIVERSITY RUGBY UNION FOOTBALL CLUB**

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## **INTRODUCTION**

These rules of Cambridge University Rugby Union Football Club (CURUFC) are made pursuant to Article 38 of the Club's Articles of Association. The terms used in these Rules 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.

## **GOVERNANCE**

### **Aims**

The objects of the Club are set out in Article 4 of the Articles of Association. Within these objects, the Club shall have the following specific aims:

- i. to establish and maintain the University as a world leader in student rugby;
- ii. to organise teams to represent the University and arrange fixtures for those teams including the annual men's and women's Varsity Matches against OURFC; and
- iii. to provide members of the teams the opportunity to develop all aspects of their playing talents.

### **Officers of the Club**

The following officers of the Club are elected or appointed in accordance with the Club's Articles of Association:

President  
Executive Chairman  
Treasurer  
Executive Secretary  
Men's Captain  
Women's Captain  
Senior Member

The following shall be additional officers of the Club appointed by the Board to hold office for one year:

Chair of the Bursary Committee  
Chair of the Communications, Public Relations and Marketing Committee  
Chair of the Development Committee  
Chair of the Health & Safety Committee  
Chair of the Investments Committee  
Chair of the Playing Committee  
Chair of the Recruitment Committee  
Medical Officer/Club Doctor  
Membership Secretary  
Steele Bodger Match Co-ordinator  
The Trustees  
Varsity Match Company Limited Representatives

The following shall be additional officers of the Club elected by certain Resident Player Members:

Men's Team Secretary  
Women's Team Secretary

The Captains and the Team Secretaries shall be qualified to play for the Club under the rule below 'eligibility to play'.

More than one of the Offices may be held by one person.

### **Membership of the Club**

In addition to Board Members, Resident Player Members and Life Members appointed in accordance with the Club's Articles of Association who shall be voting members of the Club, the Board may create other classes of membership of the Club, not being voting members of the Club. The current classes of non-voting membership of the Club are set out below. The subscription for, and privileges of, each such class of non-voting member shall be determined by the Executive Committee.

#### **Associate Members**

Associate Members shall comprise any person who has paid the appropriate subscription. From 1 September 2000, the Club has no longer appointed new Life Associate Members, but those who held Life Associate Membership as at that date will continue to have the rights already given to them.

#### **Coach members**

Coach Members shall be coaches and/or officials who represent the Club in that capacity.

#### **Honorary Members**

Honorary Members of the Club shall be persons who have rendered outstanding service to the Club being neither Board Members nor Life Members and who are elected by the Board to be Honorary Members for life.

#### **Honorary Vice Presidents**

Honorary Vice Presidents shall be persons who have rendered outstanding service to the Club over a significant period (of at least five years) as a senior officer (President, Executive Chairman, Treasurer and/or Executive Secretary) and who are elected by the Board to be Honorary Vice Presidents for life.

#### **Playing members**

Playing members shall comprise any person wishing to play for the Club teams who is not a Resident Player Member.

#### **Supporter Members**

Supporter members shall comprise any person who wishes to be such a member.

#### **Volunteer Members**

Volunteer Members shall comprise administrators and volunteers who assist the Club who are designated as such by the Executive Committee.

#### **Application form**

All applicants for membership of the Club shall be required to complete an application for membership in a form approved by the Executive Committee, in which they agree to abide by the Rules of the Club.

### **Subscriptions**

The Executive Committee may from time to time set the levels of entrance fees and annual subscriptions to be paid by the different categories of non-voting members, provided that the Executive Committee shall use reasonable endeavours to ensure that the fees and subscriptions set by it are not an obstacle to access to playing membership of the Club. All members shall pay the entrance fees and annual subscriptions set by the Board or the Executive Committee

### **Season Tickets**

All Board Members, Resident Player Members, Life Members, Honorary Members and Honorary Vice Presidents and such additional categories of membership as shall be determined by the Executive Committee shall be entitled to a season ticket which will be issued by the Treasurer under the direction of the Executive Committee. In the case of the loss of this ticket, an application for a new one may be made to the Treasurer. It is the responsibility of those who do not receive a season ticket to apply to the Treasurer for one. Season tickets will only apply to non-ticketed Club matches at Grange Road.

### **Register of members**

Separate registers of all categories of members shall be kept by the Membership Secretary of the Club.

### **The Board**

Unless the Board shall otherwise decide, the Board shall normally comprise the ex officio directors and the additional directors appointed by the Board as set out below:

President  
Executive Chairman  
Treasurer  
Executive Secretary  
Men's Captain  
Women's Captain  
Senior Member  
Women's Team Secretary  
Men's Life Member Representative  
Women's Life Member Representative

### **Committees**

The committee structure of the Club, reporting directly or indirectly to the Board, shall be as set out below.

#### **Executive Committee**

The Executive Committee (EC) shall be responsible for the day-to-day running of the Club. Its membership shall include, but not be limited to, the Executive Chairman, the Treasurer, the Executive Secretary, the Chair of the Playing Committee, the Chair of the Development Committee, the Chair of the Communications, Public Relations and Marketing Committee (CPMC) and the Captains (or their representatives).

#### **Bursary Committee**

The purpose of the Committee shall be to agree the distribution of bursaries. Its membership shall include, but not be limited to, its Chair, the Recruitment Officer and the relevant Captain.

#### **Communications, Public Relations and Marketing Committee**

The CPMC shall be responsible for the production and oversight of an annual marketing plan relating to attendance, local sponsorship and the rental of the Grange Road facilities. Its membership shall include but not be limited to the Chair, the Sponsorship Representative, the Administrative Officer, the Finance Officer and the Marketing Officer.

#### **Development Committee**

The Development Committee shall be responsible for all fundraising initiatives. Its membership shall include, but not be limited to, its Chair, the Administrative Officer (Secretary), the Treasurer, and the Membership Secretary.

#### **Ground Trust Committee**

The Ground Trust Committee shall oversee the joint ground trust (with CUAFC). Its membership shall include the President, the Treasurer, the Executive Secretary and the Trustees.

#### **Health & Safety Committee**

The Health and Safety Committee will oversee all aspects of the health and safety of the Club. It will comprise the Executive Secretary, the Club Doctor/Medical Officer, the Safety Officer and the Grounds Manager.

#### **Investments Committee**

The Investments Committee shall be responsible for overseeing the investment of the Club's endowment and other long-term funds. Its membership shall include, but not be limited to, the Treasurer and the Trustees.

#### **Playing Committee**

The Playing Committee shall be responsible for setting a strategy for, and overseeing all aspects of, the playing activities of the Club. Its membership shall include, but not be limited to, its Chair, the first team Captains, the men's coaching representative, the ladies coaching representative, the senior physiotherapist and the chair of the Recruitment Committee.

#### **Recruitment Committee**

The Recruitment Committee shall be responsible for seeking to attract high quality players to apply to the University. Its membership shall include but not be limited to its Chair, the Recruitment Officer, the Men's first team coach, an adviser on undergraduate admissions, an adviser on postgraduate admissions, an advisor on professional rugby structures, an advisor on Old Blue contacts and the Captains.

The committees of the Club shall be supported by a number of working groups and working parties as set out below:

#### **Coaching Group**

The Coaching Group shall agree coaching programmes. Its membership shall comprise all men's and women's coaches.

### **Ground Maintenance Working Party**

The Ground Maintenance Working Party shall oversee the annual maintenance, minor improvements and security of all aspects of the Grange Road ground and well as agreeing who is to oversee external contractors. Its membership shall comprise the Executive Secretary, Grounds Manager, Treasurer and Executive Chairman.

### **IT Working Party**

The IT Working Party shall ensure that the Club's communication systems are suitable for purpose. Its membership shall comprise the Executive Chairman, the Treasurer and the IT consultant.

### **Medical Group**

The Medical Group shall discuss arrangements for first aid cover at matches, injury treatment sessions and medical protocols. Its membership shall comprise all members of the medical team.

### **Playing Group**

The Playing Group shall be responsible for coordinating the operational activities around playing, in particular ground use, equipment use, match arrangements and coaching arrangements. Its membership shall include, but not be limited to, the Chair of the Playing Committee, the Captains, and the Men's Blues Squad and LX Club Squad and Women's coaching representatives.

### **Steele Bodger Working Party**

The Steele Bodger Working Party shall coordinate all aspects of the Steele Bodger match. Its membership shall include, but not be limited to, those individuals that are nominated as being responsible for commercial activities including public tickets, ground match day administration, team arrangements, ticketing for Committee and membership, entertainment for University representatives and the After Match Dinner.

### **Election of Team Secretaries/Managers**

#### **Men's Team Secretary**

The Men's Team Secretary shall be elected each Lent Term by all those Resident Player Members who have Blues. The election shall take place at a meeting summoned for that purpose by the President (or in his absence, any director) giving ten days' notice in writing to each of the people entitled to attend, whether in residence or not, at the same time notifying them of their right to vote by post. The election shall be held by private ballot of the eligible persons present at the meeting and of any person absent who is entitled to vote whether he is still in residence or not, who shall have sent his vote in writing to the President (or the relevant director ). Only those persons specified in this rule may have anything to do with their deliberations. If during the calendar year a vacancy occurs in the Men's Team Secretaryship, a similarly constituted meeting to that describe for the initial election, shall be held as soon as possible, but not during a University vacation, for the purpose of filling the vacancy and any consequential vacancies.

The Men's Team Secretary shall hold office from the beginning of the Lent Term in the year of his election until date of election of the succeeding Men's Team Secretary in Lent Term in the following year.

Nominations for the office of Men's Team Secretary must be sent to the Executive Secretary not less than ten days before the date set for each election. The Executive Secretary or in his absence another director

shall ensure that all nominations, together with any supporting material for the nomination, are sent to all resident men's Blues *in statu pupillari* not less than five days before the date of the election.

### **Women's Team Secretary**

The Women's Team Secretary shall be elected each Easter Term by all Women Resident Player Members. The election shall take place at a meeting summoned for that purpose by the President (or in his absence, any director) giving ten days' notice in writing to each of the people entitled to attend, whether in residence or not, at the same time notifying them of their right to vote by post. The election shall be held by private ballot of the eligible persons present at the meeting and of any person absent who is entitled to vote whether he is still in residence or not, who shall have sent his vote in writing to the President (or the relevant director). Only those persons specified in this rule may have anything to do with their deliberations. If during the calendar year a vacancy occurs as Women's Team Secretary, a similarly constituted meeting to that describe for the initial election, shall be held as soon as possible, but not during a University vacation, for the purpose of filling the vacancy and any consequential vacancies.

The Women's Team Secretary shall hold office from the beginning of the Easter Term in the year of her election until the date of election of the succeeding Women's Team Secretary in Easter Term in the following year.

Nominations for the office of Women's Team Secretary must be sent to the Executive Secretary not less than ten days before the date set for each election. The Executive Secretary or in his absence another director shall ensure that all nominations, together with any supporting material for the nomination, are sent to all Women Resident Player Members not less than five days before the date of the election.

## **PLAYING**

### **Eligibility to play**

The eligibility of resident members of the University to play for the Club in the Varsity Matches is controlled by agreement between the Club and Oxford University Rugby Football Club.

### **Selection of players, coaching and training**

The selection of the first teams is the responsibility of the respective Captains, whilst selection of the other teams is the responsibility of the Playing Committee.

In January each year, the Playing Committee will undertake a review of the preparations of the teams for their forthcoming Varsity Matches. Recommendations are then made to the Executive Committee concerning the playing structure, the coaching structure, and the medical team required for the next twelve months. The Executive Committee then decides these matters. The Playing Committee in conjunction with the Treasurer and Executive Secretary ensure the appropriate appointments are made to complete the team of coaches and medics.

Appropriate training schedules for the various teams are arranged by consultation between the respective coaches and Captains. This process is overseen by the Playing Committee and coordinated by the Playing Group.

### **Award of Blues**

The Men's Captain shall award a Blue to each player who takes part in the men's Varsity Match and the Women's Captain shall award a Blue to each player who takes part in the women's Varsity Match provided that the other requirements of the Blues Committee with respect to the award of Blues to the women's Varsity Match team are satisfied.

### **Fixture and Club books**

The Club shall be responsible for seeing that a Fixture and Club Book be kept in which shall be entered the results of all matches played and the names of the players representing the Club in them.

## **POLICIES**

### **Child Protection and the Protection of Vulnerable Adults**

The Club accepts RFU Regulation 21 on Safeguarding and requires all members to accept such regulation as a condition of membership.

### **Equality of opportunity**

The Club is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member, volunteer, employee or job applicant receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, social status, sexual orientation or political belief, nor will he or she be disadvantaged by any other conditions or requirements which cannot be shown to be relevant to performance.

### **Health & Safety**

It is the policy of the Club to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all staff and students having access to the Club and of other persons using or visiting the premises and facilities, within the framework of the University's revised statement on general health and safety matters (REPORTER 7 August 1996 p1031 and REPORTER 11 February 1998 p382) and the Fire Safety and Safety of Places of Sport Act 1987.

### **Aims**

The Club aims to ensure, so far as is reasonably practicable, that:

- equipment and systems of training and work are safe;
- safe arrangements for the use, handling and storage of articles and substances are used;
- information, training and supervision for employees, students and visitors is available;
- premises are well maintained and the Comber Stand possesses a Safety Certificate; and
- a safe working environment is encouraged.

### **Responsibilities of Employees, Students and Visitors**

- All employees, students and visitors to the Club are expected to take care of their own health and safety whilst on the premises;
- Everyone at the Club is expected to co-operate in maintaining a safe and healthy working environment for all. This includes obtaining adequate information and advice before using equipment and techniques and reporting promptly any defect, accident or incident that is liable to affect health and safety; and

- The Director of Rugby is responsible for monitoring day-to-day observance of Club safety requirements.

### **Safety of Students**

- Students have a responsibility for their own safety and that of others, but the Club is bound to ensure that all reasonable precautions are taken;
- The attention of students should be drawn to their responsibilities regarding safety matters, and to any specific instructions, by induction courses, safety information leaflets and word of mouth;
- Undergraduate students should not normally train alone;
- The Club will provide key safety information to students undertaking activities under its supervision;
- The Club will draw the attention of students to the situation regarding insurance against accident and illness.

### **Provision of alcohol on Club premises**

At all times, the supply and consumption of alcohol on Club premises shall be in accordance with rules determined from time to time by the Board and the conditions of any applicable licences and all members shall abide by the terms of those rules and licenses.

## **FINANCES AND PROPERTY**

### **Club expenditure**

No director, officer, member or employee of the Club shall commit the Club to any item of expenditure not included in the annual budget (as approved by the Board) without the prior agreement of the Treasurer.

### **Club funds**

All monies received on behalf of the Club shall be paid to the Treasurer or Finance Officer and be lodged in a bank account in the name of the Club.

### **Club property**

No equipment, vehicles or other property belonging to the Club may be used at any time for any purpose other than those of the Club without the permission of the Executive Chairman or the Treasurer.

## **COLOURS**

The Club Colours shall be :

- i. A Cambridge Blue Cap with silver tassel and braid;
- ii. A Cambridge Blue Flannel Blazer with a lion rampant and the letters C.U.R.F.C. in Old English under the lion, all embroidered in red, on the pocket;
- iii. A White Wool Sweater with Cambridge Blue Wool trimming at the neck and waist and a small red lion rampant on the front with the letters C.U.R.F.C. in Cambridge Blue Wool;
- iv. A Cambridge Blue Flannel Scarf;

- v. A Jersey with alternate horizontal stripes of Cambridge Blue and White, each stripe approximately one and a half inches wide, and a white collar with a lion gardant embroidered in red on the left breast;
- vi. A pair of White Shorts;
- vii. A pair of Cambridge Blue Woollen Stockings with a white stripe approximately one and a half inches wide through the centre of the turnover top.

The only persons entitled to wear these colours are those to whom a Blue has been awarded. Those persons who are invited to play for the Club but who have not been awarded Blues may only wear the jersey (without lion) and white shorts.

The Club shall have a XX Club tie, a LX Club tie, a Playing Members tie, a general Club tie (available for use by all voting and non-voting members of the Club) and such other ties as may be determined by the Board. The design of such ties and the eligibility criteria for the wearing of such ties shall be determined by the Board.

#### **GENERAL PROVISIONS**

These Rules shall not be amended or revoked except by a resolution of the Board.

Should there be any dispute about the interpretation of these Rules, the point at issue shall be referred to the Board whose decision shall be final.

These Rules are the only valid Rules of the Club and supersede and cancel all previous Rules of the Club.

A copy of these Rules will be made available on the Club website and the attention of new members will be drawn to the Rules.