



**ABU DHABI HARLEQUINS RUGBY CLUB
CONSTITUTION – MAY 1998
(Revised May 2002 and 4th May 2011)**

1. Name:

The Club shall be called the “Abu Dhabi Harlequins Rugby Club” (“ADHRC” or the “Club”), otherwise known as the “Bats”, “Harlequins” or “Quins”.

2. Constitution:

The Club shall function within the terms and the intent of this Constitution. Alterations or amendments to the Constitution may be made only with the approval of a minimum of two thirds of the Members present and entitled to vote at the AGM or an EGM convened for that purpose.

3. Objectives and Aims:

- 3.1. The objectives and aims of the Club shall be to:
- 3.1.1. provide playing facilities, equipment and coaching staff for all its playing Members;
 - 3.1.2. provide an appropriate number of rugby games for each team within the Club including entering teams in local tournaments, leagues and friendlies;
 - 3.1.3. increase the Membership of the Club;
 - 3.1.4. facilitate participation in the game of Rugby Union Football at all levels within the emirate of Abu Dhabi; and
 - 3.1.5. seek to encourage and promote interest in the Rugby Union Football to all residents of the emirate of Abu Dhabi by community and social activities including specifically encouraging Emirati Nationals to play Rugby Union Football.

4. Powers of the Club:

- 4.1. The Club is authorized by its Members to:



- 4.1.1. acquire by lease or otherwise, appropriate facilities for the use of the Members and to promote and encourage the game of Rugby Union Football (“**Premises**”);
 - 4.1.2. grant the use of the Club facilities and Premises to other bodies and/or individuals where such use would benefit the Club or Members as a whole;
 - 4.1.3. purchase, hire, make or provide and maintain and sell or otherwise dispose of all kinds of equipment, provision and refreshments by ADHRC or by persons frequenting ADHRC events or Premises, whether Members or otherwise;
 - 4.1.4. hire or retain the services of all classes of persons considered necessary for the purposes of ADHRC and, where appropriate, to pay such persons in return for services rendered to ADHRC. Such payment may include but not be limited to, fees, salaries, wages, charges, expenses and gratuity as the Club thinks fit; and
 - 4.1.5. purchase and maintain insurance cover for the Premises, for Members of ADHRC and public liability of persons as required by law or as the Club thinks fit.
- 4.2. The Club may not borrow, raise or give security for money by the issue of or upon bonds, debentures, bills of exchange, promissory notes or other obligations or securities of ADHRC without approval of the Membership.
 - 4.3. No member of the Committee shall be appointed to any office of ADHRC paid by salary or fees or receive any remuneration or other benefit in money or monies worth from ADHRC without approval of the Membership, provided that nothing herein shall prevent any payment to any member of the Committee of reasonable out-of-pocket expenses.

5. Membership:

- 5.1. Membership of ADHRC will be open to all permanent or temporary residents of the UAE subject to the approval of the Committee.
- 5.2. “**Members**” shall be the following persons:
 - 5.2.1. any person (including a person under the age of 18) where such person has paid the relevant membership fee;



- 5.2.2. any two parents, guardians or persons fulfilling a similar role for a Member who is under 18 years of age (each a “**Parental Member**”);
- 5.2.3. the spouse or partner of any Member who has paid the relevant membership fee where such Member is over the age of 18 (each a “**Partner Member**”);
- 5.2.4. any person designated as a Member by the Committee (each an “**Honorary Member**”); and
- 5.2.5. any Honorary Life Member.

5.3. **Voting:**

- 5.3.1. Each Member shall have one vote on all matters on which the Members are entitled to vote, subject to:
 - a) Parental Members and Partner Members shall not have a vote in their own right;
 - b) Any Member who is under the age of 18 shall have their powers as a Member exercised by one of their Parental Members. In the case of several Members being in the same family and being under the age of 18 such Members shall only have, and the Parental Member may only exercise, one vote per family;
 - c) Any Member eligible to vote may vote on a specific matter set forth in the agenda by proxy (by giving another person a signed authorization to vote on their behalf) and such Member shall be deemed to be present at the meeting at which such proxy is used. Such proxy shall be presented to the Secretary at the beginning of the relevant meeting.
- 5.3.2. Only Members eligible to vote shall count in any quorum and towards the numbers of Members required pursuant to Articles 9.5, 12.1, 12.6 and 14.2.

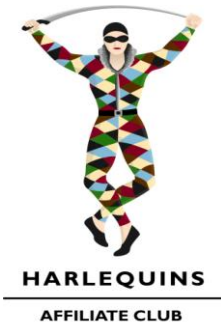
NOTE – this means that spouses and parents (unless they themselves are fully paid up Members) may not vote in their own right and parents may only exercise one vote per family.



- 5.4. All Members who are over the age of 18 shall be entitled to stand for any elected or appointed post within the Club.
- 5.5. The types of Membership and fees associated therewith shall be determined from time to time by the Committee and such decisions shall be notified to the Membership as soon as is practicable.
- 5.6. Every Member shall, to the best of their ability, fulfill the objectives and interests of ADHRC and shall observe all the rules and regulations of ADHRC made pursuant to the powers contained herein.
- 5.7. Where a playing Member requests a transfer to another club the Committee shall do all it reasonably can to effect such transfer quickly. Any reimbursement of the relevant membership fee will be done at the total discretion of the Committee.
- 5.8. A register shall be kept by the Membership Secretary containing the names of all the Members together with such particulars as may be required by ADHRC from time to time.

Removal and Suspension

- 5.9. The Committee shall have the power to (i) refuse membership to any person and/or (ii) remove membership from a current Member, in both cases for good cause. Where the Committee exercises its rights under this Article, and is requested by the person against whom such rights are used, the Committee shall provide its reasons for using its rights hereunder in an email to such person.
- 5.10. Where a player has been found guilty by (i) a competent authority or (ii) the Committee, of misconduct relevant to their position within the Club or that which brings the Club into disrepute, then the Committee may suspend the membership of such Member. Suspension may be for the maximum of a full season. Notice of such suspension shall be transmitted to such Member within one week.
- 5.11. A Member who has been suspended or removed pursuant to Articles 5.9 or 5.10 has two weeks within which to appeal the Committee's decision. They shall present their appeal at a meeting of the Committee which will review the case and either uphold, modify or withdraw the decision.
- 5.12. A suspended or removed Member is not entitled to utilise any of the Club facilities or participate in any game, event, coaching or training whilst



under such suspension (or removal) and shall be deemed for all purposes not to be a Member (including having no vote). The Club is under no obligation to refund in part or whole the membership fees of a suspended or removed Member but may do so at the discretion of the Committee.

- 5.13. Should a playing Member suffer suspension from playing from the UAERA, IRB or any successor or associated bodies this will not automatically result in such Member's suspension from the Club. The Committee will review each such case on its own merits.

6. Colours:

The Club colours shall be green, red, black and white (the same colours as the UAE flag) and shall be displayed on all playing strips where appropriate. Other merchandise shall be decorated as the Committee see fit.

7. Committee:

- 7.1. The functions and powers of the Club shall be carried out by the Committee and the Committee may undertake such acts as they deem necessary to carry out the objectives and aims of the Club, subject to this Constitution and any decisions of the Members pursuant to any AGM or EGM, in such manner as the Committee thinks fit. In carrying out the functions of the Club the Committee members will endeavour to promote ADHRC to the best of their ability and not bring ADHRC into disrepute or debt. Members who are not members of the Committee will only be allowed to take decisions regarding, and partake in the running of, the Club either pursuant to a delegation of Committee powers or through an AGM or EGM.
- 7.2. The Club will elect, at each AGM, a Committee comprising of nine (9) officers (the "**Committee**"). Such officers shall be Chairman, Vice Chairman, Secretary, Treasurer, Club Captain, Membership Secretary, Junior Manager, a Medical Officer and a Commercial Manager. The responsibilities of the members of the Committee are set forth in Schedule 1 hereto. These responsibilities are:
- 7.2.1. not exhaustive for each member of the Committee; and
- 7.2.2. the responsibility of the Committee as a whole and each member of the Committee shall be jointly and severally responsible for their performance.



- 7.3. The specific responsibilities and duties of the Committee as a whole shall include, but not be limited to:
- 7.3.1. operate the Club within the terms and intent of this Constitution in upholding the objectives and aims of the Club and the will of the Members expressed in an AGM or EGM;
 - 7.3.2. arrange the AGM and any EGM;
 - 7.3.3. maintain, protect and audit the Clubs facilities, Premises, property and all other assets;
 - 7.3.4. operate to protect the financial viability of the Club and to present an annual statement of the accounts to the AGM reflecting the financial position of the Club;
 - 7.3.5. appoint annually coach or coaches for all sections of the Club's playing Members;
 - 7.3.6. set the membership fees to be paid by the Members;
 - 7.3.7. appoint annually representatives to manage the business of the various Club sections and interests; and
 - 7.3.8. review candidates for honorary membership and honorary life membership.
- 7.4. The Committee may continue to act in the event that there is a vacancy on the Committee.
- 7.5. The Committee shall have the power to form sub-committees of its own members, delegate its powers to sub-committees or other persons and to appoint persons to various posts in the Club as it sees fit.
- 7.6. Pursuant to Article 7.5 the Committee shall appoint Members to carry out the functions of each of Press/PR Secretary and Social Secretary as set forth in Schedule 2. For the avoidance of doubt these persons shall not have a vote in Committee meetings and may be removed at any time for any reason by vote of the Committee.
- 7.7. The Committee shall have the power to "co-opt" members to the Committee pursuant to Article 8.2.



8. Removal of Committee Members

- 8.1. The office of a member of the Committee shall be vacated if:
 - 8.1.1. such member dies, becomes incapacitated, is convicted of a crime of fraud or permanently leaves the UAE;
 - 8.1.2. in the opinion of three quarters of the members of the full Committee such member of the Committee should be removed as a member of the Committee;
 - 8.1.3. by notice to ADHRC from such member wishing to resign from their office;
 - 8.1.4. they cease to be a Member of ADHRC (other than pursuant to Article 5.9); or
 - 8.1.5. they are removed from office by a resolution duly passed by the Members pursuant to this Constitution.
- 8.2. In the event a position on the Committee becomes vacant or is not filled at an AGM then the Committee shall, as soon as is practicable, appoint a suitable replacement. Such replacement shall remain in place until the next AGM.

9. The Conduct of Committee Business

- 9.1. The Committee will make its decisions in Committee meetings (either by phone, email or in person) by simple majority on all issues (unless otherwise stated herein) with the Chairman having a the casting vote (where the vote is equal) and shall otherwise conduct its affairs as it thinks fit.
- 9.2. Reasonable notice shall be given to the Committee members of a meeting and at least 50% of the total members of the full Committee must be present (either by phone, email or in person) in order to constitute a formal meeting of the Committee.
- 9.3. Absent members of the Committee may forward their reports, proposals and any proxy vote on a specific agenda item in writing to a meeting of the Committee.



- 9.4. The Committee may request any person to attend a meeting of the Committee as deemed necessary but such persons will not have voting privileges.
- 9.5. A minimum of two members of the Committee may summon a meeting of the Committee. 20 Members may summon a Committee meeting to discuss a particular topic and one such Member shall be entitled to attend such meeting.
- 9.6. The Committee shall cause proper minutes to be kept of the proceedings of all meetings of ADHRC and of the Committee and of sub-committees and the Committee at their next meeting should agree upon these minutes. All minutes prepared in accordance with these provisions of this Article shall be circulated by the Secretary to each member of the Committee
- 9.7. The Committee shall appoint an independent external person to review the annual accounts.

10. Selection:

Player selection will be the responsibility solely of the respective coach and team captain for each section of the Club and the Committee, subject to such players being eligible, shall not interfere in such matters. Coaches may not, without the permission of two members of the Committee one of whom must be (i) for a player under the age of 18, the Junior Manager and (ii) for any other player, the Club Captain, select persons to represent the Club who are not Members.

11. Annual General Meeting (“AGM”):

- 11.1. The AGM shall be held at the end of every playing season within the emirate of Abu Dhabi at a suitable time and venue. All endeavours shall be made to hold the AGM within six weeks of the financial year end.
- 11.2. Notice of the AGM shall be given to the Members at least one month in advance. Where the date of the AGM is pushed back then the original notice shall be deemed sufficient where Members get at least seven days notice of the change of date. The date of the AGM may only be brought forward without a new notice being issued where such new date still falls one month from the original notice. Such notice shall include:

- 11.2.1. a draft agenda;



11.2.2. a list of those members of the Committee who intend to contest their seat on the Committee and a list of those who are standing down;

11.2.3. a call to those who wish to stand for positions on the Committee at the AGM to enter their applications in the form set forth in Article 13.3 (an “**Application**”) to the Secretary and by which date this must be done; and

11.2.4. a request to the Members to forward to the Secretary any business they wish to be raised at the AGM pursuant to Article 11.6.

Applications

11.3. Applications to stand for a Committee post will not be accepted after the date falling 15 days before the date of the AGM. A person not submitting an Application in time shall not be permitted to stand.

11.4. At least 12 days before the AGM the Secretary shall send the Members the Applications of all the Members who wish to stand for a position on the Committee (current Committee members wishing to stand again shall be required to submit Applications where their seat is being contested).

11.5. Where no person is standing for a vacant position on the Committee then the Committee shall solicit persons to stand for such position. Where more than one person then decides to contest such position their Applications will be sent to the Membership simultaneously as soon as is practicable and the timelines set forth in Articles 11.3 and 11.4 shall not apply.

Conduct of the AGM

11.6. Any proposals, amendments or other business to be presented at the AGM should be submitted to the Secretary not less than ten days in advance of the AGM. The Committee may allow additional business to be presented at the AGM without prior notification, at its total discretion.

11.7. Seven days before the AGM the Committee shall, as far as possible, circulate drafts of the reports set forth in Article 11.9 to the Members along with an agenda for the AGM.

11.8. A quorum for the AGM will constitute not less than three quarters of the members of the Committee as well as a minimum of the lesser of (i) 20% of the total Membership or (ii) 50 Members, either in person or by proxy. Where the AGM is not quorate the Members present may take a vote on



whether to continue with the meeting. Where such vote is made in the affirmative by a simple majority the meeting will be deemed to be quorate.

11.9. At the AGM the Committee shall procure that:

11.9.1. a report is given to the AGM by the Chairman detailing the past year at the Club (“**Chairman’s Report**”);

11.9.2. a report is given to the AGM by the Junior Manager detailing the past year of junior rugby at the Club (“**Junior Manager’s Report**”);

11.9.3. a report is given to the AGM by the Club Captain detailing the past year of senior rugby at the Club (“**Club Captain’s Report**”);

11.9.4. a report is given to the AGM by the Treasurer detailing the past year’s finances and current financial position of the Club (“**Treasurer’s Report**”);

11.9.5. it presents any other business to the AGM, raise any items it has been asked by the Membership to raise and takes questions from the Members; and

11.9.6. elections for the Committee for the coming year are conducted.

11.10. The purpose of the AGM shall be to:

11.10.1. approve the minutes of the previous AGM and/or any intervening EGM held;

11.10.2. receive and approve the Chairman’s Report;

11.10.3. receive and approve the Treasurer’s Report;

11.10.4. receive and vote upon any proposals, amendments or other business brought before the AGM;

11.10.5. induct Honorary Life Members into the Club; and

11.10.6. elect the Committee for the forthcoming year.



11.11. All votes shall be carried by simple majority. The Chairman shall have a second or casting only where the vote is equal (but not where his casting vote is used to re-elect himself to a post in the Club).

11.12. There is no requirement that any resolution or person standing for election to the Committee needs to be proposed or seconded.

12. Extraordinary General Meeting (“EGM”):

12.1. Extraordinary General Meetings may be held by resolution of the Committee or a petition in writing of not less than the lesser of (i) 10% of the total Membership or (ii) 40 Members.

12.2. Where requested by the Membership a petition for an EGM must be given to the Chairman or Secretary and the business required to be discussed at such EGM shall be presented with such petition.

12.3. The EGM shall be held as soon as is practicable after receipt of the petition or the resolution by the Committee.

12.4. Notice of the EGM shall be given to the Members as early as possible but in any event not less than 14 days before such EGM. Such notice shall include a draft agenda and as much information about the items to be discussed as possible.

12.5. An EGM shall be conducted as if it were an AGM but shall confine itself to discussing the matters set forth in the agenda. Voting at an EGM will be as for an AGM.

12.6. Where the Committee considers it appropriate, an EGM may be held as an email vote of the Members, which shall in all possible respects still be conducted as if it were a physical EGM. The quorum for an electronic EGM shall always be deemed to be met where the email is sent to the full Membership. If the Committee resolves to hold the EGM by email then (i) 10% of the total Membership or (ii) 20 Members may object and force a physical EGM to take place within ten (10) days of receipt of such notice.

13. Election of Officers:

13.1. Any Member over the age of 18 may stand for membership of the Committee at any AGM (or EGM where such EGM is being held to appoint a person to the Committee).



13.2. A Member who wishes to stand for a place on the Committee shall indicate their intent by submitting an Application as set forth in Article 11.2.3.

13.3. The Application shall include:

13.3.1. the person's name;

13.3.2. the class of Member they fall into pursuant to Article 5.2;

13.3.3. the position they wish to stand for; and

may include (but does not need to) a description of the Member wishing to stand, their relevant experience and why they would be the best person to serve that position on the Committee. This shall be not longer than one A4 page and contain no pictures or graphics.

13.4. The election of new officers to the Committee shall only become effective immediately after the end of the relevant AGM.

14. Honorary Life Members:

14.1. The AGM may review nominations for the position of Honorary Life Member. Any current Club member may submit potential nominations and supporting validation.

14.2. Honorary Life Members will hold full voting rights within the Club. Honorary Life Members are entitled to benefits enjoyed by all Members and will not require paying subscription. Honorary Life Members may only lose this status under exceptional circumstances, which will also require the ratification of 90% of the attendance at an AGM or EGM called for this purpose.

15. Bank Accounts and Authority For Expenditure:

15.1. ADHRC shall operate bank accounts and record the financial dealings of the Club.

15.2. All withdrawals from ADHRC's account shall require the joint signature of the Chairman and the Treasurer.

15.3. All items of expenditure, except petty cash disbursements up to a limit of AED 2,000, must be pre-approved by a Committee member. The approval



of three Committee members is required for any single or combination of items of expenditure of between AED 2,000 and AED 10,000. The approval of the Committee is required for any single or combination of items of expenditure over AED 10,000.

- 15.4. The Committee shall have full purchasing authority of up to AED 50,000 for each purchasing commitment in respect of personnel, capital items, buildings and ground improvements, and maintenance or equipment repairs. Above this value, with the exception of running costs, the proposed purchase details must be emailed to the membership at least 14 days before any action is taken. The Members may then submit objections or suggestions to the Committee by email or exercise their rights to summon an EGM or Committee meeting.

16. Accounts:

- 16.1. The Committee shall ensure that true and accurate records are kept of all ADHRC's income, expenditure, assets and liabilities and all transactions relating thereto.
- 16.2. The accounts of ADHRC may be made accessible for inspection by Members on request.
- 16.3. The year end for the accounts is 30th April every year and the Committee must appoint an independent external person to review these accounts. The reviewed accounts must be signed by the Chairman and Treasurer before presentation to the Members at the AGM.
- 16.4. Earnings retained from prior years can be used to absorb any operating losses generated in a particular financial year.



SCHEDULE 1

The responsibilities of each member of the Committee are set out herein:

1. CHAIRMAN
2. VICE CHAIRMAN
3. SECRETARY
4. TREASURER
5. CLUB CAPTAIN
6. MEMBERSHIP SECRETARY
7. JUNIOR MANAGER
8. MEDICAL OFFICER
9. COMMERCIAL MANAGER



1. CHAIRMAN

1. To ensure that the Constitution, Objectives and Aims of the Rugby Club are adhered to, inclusive of but not limited to the game of rugby, social enjoyment and Club profile within the community.
2. To chair, direct and lead the Committee, including chairing the Committee meetings and follow up on actions passed during the meeting, to ensure the said actions are implemented.
3. Represent the Club as required to achieve a positive and highly visible image within Abu Dhabi and the UAE.
4. Represent the Club as required by any official rugby authority on a local, regional and/or international level.
5. Supervise the Press/PR Secretary.
6. Support all Committee members in their duties and help where necessary.

2. VICE CHAIRMAN

1. To act in the absence of the Chairman including chairing the Committee meetings and representing the Club.
2. To act as the Clubs administration officer and in particular oversee the sponsorship aspects of ADHRC including (i) liaising with each sponsor to ensure that the sponsors expectations and requirements are met to their and the Club's satisfaction, and (ii) sourcing new sponsors and negotiating sponsorship deals which are in the best possible interest of both the Club and the sponsor.
3. Represent the Club as required to achieve a positive and highly visible image within Abu Dhabi and the UAE.
4. Supervise the Social Secretary.
5. Support all Committee members in their duties and help where necessary.

3. CLUB SECRETARY



1. Coordinate meetings for the Committee and record Members' input for such meetings.
2. Take detailed minutes of meetings (including EGMs and the AGM) and issue them accordingly.
3. Keep a record of all correspondence incoming and outgoing from the Club, liaise with other Committee members who may receive correspondence as necessary.
4. Circulate Committee meeting minutes to all members of the Committee within a reasonable time of the date of the next meeting.
5. Keep the Constitution and ensure that the Club's procedures are enacted in accordance with it.
6. Be responsible for liaising with the provider of the clubhouse and pitches to the Club, including being responsible for the maintenance of good relations and effective communication with such third party.

4. TREASURER

1. Be responsible for maintaining a comprehensive and workable accounting system to ensure proper control of all ADHRC's income and expenditure.
2. Present a financial report at Committee meetings, highlighting any deficits or problem areas that can be foreseen.
3. Prepare for the Committee a financial forward plan of finances required for the season (travel, equipment, kit, general expenses, etc.) complete with finances incoming (membership, sponsorship, social functions, etc.) to be reviewed at each Committee meeting.
4. Be responsible for collecting and banking all funds receivable for the Club and for managing any specific funds or pools of money (such as an injured player fund, if any).
5. Hold the cheque book and issue any cheques as deemed necessary. Update the cheque signatories as required.



6. Be responsible for compiling a list of ADHRC's assets (even though they may have been written off).

5. CLUB CAPTAIN

1. Be responsible for promoting, coordinating, organising and maintaining the playing interest of the Senior Section of ADHRC.
2. To represent the senior playing Members on the Committee.
3. To arrange access to a suitable training facility during the season and pre-season, to liaise with the senior coach and team captain and be responsible for organising senior team training.
4. To arrange access to a playing pitch and after match venue, for all scheduled senior league, cup and friendly games during the playing season.
5. Coordinate the senior teams for all fixtures including friendlies and tournaments including:
 - a) to conduct all necessary liaison with other clubs to confirm fixtures, times of arrival, K.O. times, etc. and re-arrange games if required;
 - b) to arrange all air/land transportation necessary for the selected team to travel to away games, to be inclusive but not limited to, making flight bookings, collecting tickets and booking of buses. Where possible flight block bookings should be made well in advance of travel date;
 - c) to arrange transportation for visiting teams and referees to and from Abu Dhabi Airport whenever necessary, occasionally inter Emirates transportation will be necessary for visiting teams;
 - d) overseeing the obtaining all necessary visa's required to travel to away games; and
 - e) Take charge of playing strip after matches and ensure it is ready for the next fixture.
6. Maintain discipline both on and off the field and liaise with the Committee on all discipline matters within the Club.



HARLEQUINS
AFFILIATE CLUB



7. To encourage senior Members to take active participation in coaching, social events, and attending all Club rugby matches.
8. To oversee the maintenance of all "kit" and "equipment" used by the senior players is in good condition.
9. To report areas of concern where assistance is required e.g. coaching, equipment and kit requirements.
10. Promote the Club in a positive and friendly manner with other clubs and within the community.
11. Organise the end of season dinner.
12. To be responsible for all communication with senior Members, coaches, referees, medical staff and the UAERA or any successor body.

6. MEMBERSHIP SECRETARY

1. To prepare and distribute membership forms to all prospective members ensuring new membership forms are available, maintaining a membership database and generally keeping track of current and past members.
2. To encourage and promote membership of the Club at all times.
3. To collect all completed membership forms, subscriptions, passport copies, photographs and associated documentation. Other committee members collecting the above are to forward such without delay to the Membership Secretary.
4. Collate all the information from the membership forms into a suitable data base. Pass all received subscription monies onto the treasurer, keeping a record of all paid up and non paid up members.
5. Ensure that registration of players for competition in leagues within the UAE is carried out without delay.
6. Keep a list of those from whom membership monies are due. Non-payment of subscriptions by paying members are to be reported to the Club Captain, Junior Manager and Committee for further action.



7. Ensure that all subscription monies are banked as soon as possible after receipt.
8. Control and update the mailing list of all Members.

7. JUNIOR MANAGER

1. Be responsible for promoting, coordinating, organising and maintaining the playing interest of the Junior Section of ADHRC, covering all age groups up to and including the Under 18s.
2. To appoint and thereafter liaise with the junior coaches and be responsible for organising youth team training.
3. To represent the junior Members on the Committee.
4. To arrange access to a suitable training facility during the season and pre-season and to arrange access to a playing pitch for all scheduled junior league, cup and friendly games during the playing season.
5. Be responsible for the organisation of Junior travel arrangements, for both home and away matches including overseeing:
 - a) all necessary liaison with other clubs to confirm fixtures, times of arrival, K.O. times, etc. and re-arrange games if required;
 - b) all air/land transportation necessary for the selected team to travel to away games, to be inclusive but not limited to, making flight bookings, collecting tickets and booking of buses. Where possible flight block bookings should be made well in advance of travel date;
 - c) all transportation for visiting teams and referees to and from Abu Dhabi Airport whenever necessary, occasionally inter Emirates transportation will be necessary for visiting teams;
 - d) the arrangements for all necessary visa's required to travel to away games; and
 - e) assist the entertainments secretary and any sub-committees with social events for those matches.



6. Maintain discipline both on and off the field and liaise with the Committee on all discipline matters within the Club.
7. To encourage Junior rugby parents to take active participation in coaching, social events, and attending all Club rugby matches.
8. To oversee the maintenance of all "kit" and "equipment" used by the Junior players is in good condition.
9. To report areas of concern where assistance is required e.g. coaching, equipment and kit requirements.
10. To be responsible for all communication with junior Members, coaches, referees, medical staff and the UAERA or any successor body.
11. Organising the annual Abu Dhabi Youth Tournament.
12. Promote the Club in a positive and friendly manner with other clubs and within the community.

8. MEDICAL OFFICER

1. Ensure that appropriate medical cover is provided for all games played by all age groups within the Club.
2. Procure effective first aid/responder training for an appropriate number of coaches and personnel within the Club.
3. Review medical insurance within the club and advise the players and Committee respectively of improvements which could be made.
4. Supervise the medical kit, equipment and facilities of the club to ensure that they are in a condition, preparedness and quantity appropriate for the needs of the players and Club as a whole.
5. With the Treasurer, to supervise the injured players fund, if any, and coordinate with the Committee in assisting players injured whilst playing for the Club where necessary.

9. COMMERCIAL MANAGER



HARLEQUINS
AFFILIATE CLUB



1. To be generally responsible for all the revenue generating activities of the Club which are not related to membership fees and sponsorship.
2. To oversee the sale of “playing kit” and other items of merchandise to the Members and other third parties.
3. To oversee the maintenance and purchase of all playing equipment of the Club e.g. tackle bags, ruck shields and scrum machines.
4. To plan and execute, in consultation with the Committee, new and innovative ways of generating revenue for the Club and its Members whilst respecting the traditions and ethos of the Club, of Rugby and of the UAE.



SCHEDULE 2

SOCIAL SECRETARY

1. To promote and arrange all social functions for Members, with the aim of bonding the members, increasing Membership and raising funds, by making the Club enjoyable and sociable.
2. To organise and arrange regular in-house social functions, to utilise and promote whatever rugby Club social facilities are available at the time.
3. Dependent upon the social facilities available at the time. To ensure the facilities present an atmosphere congenial to the accepted 'norm' of the standard rugby Club.
4. To organise and arrange periodical major functions, to include but not limited to, Gents dinners with guest speakers, Dinner Dances, Dhow trips, presentation nights, etc.
5. Report and discuss ideas for forthcoming events and maintain for general distribution an up to date social calendar.
6. To investigate and source any possible improvements that may enhance and better Abu Dhabi Rugby Club's social activities.

PRESS/PR SECRETARY

1. To be responsible for maintaining and promoting the Club's media image, with the ultimate aim of increasing playing and social membership utilizing information awareness.
2. To be responsible for ensuring all Members have all the necessary information to attend matches or functions.
3. To prepare and inform the media and ADHRC of the following information:
 - a) Dates of forthcoming matches;
 - b) Match reports and match results; and
 - c) Forthcoming social events.
4. To ensure, with the Vice Chairman, that Club sponsors are given the necessary press and advertising coverage.



HARLEQUINS
AFFILIATE CLUB



5. To coordinate and supervise the Club's website ensuring that it is up-to-date and user friendly at all times.
6. To coordinate and supervise the Club's monthly newsletter ensuring that it comes out on time, in a format relevant and accessible to the Members and contains all information required by the Club's sponsorship agreements.