

Abu Dhabi Saracens

Club Charter and By-Laws

Revision 1.0
03 October, 2018

I. Preamble

The founding of the Abu Dhabi Saracens in 2011 by David Jackson as a privately-owned organization has led to the establishment of a successful sports organization in a sport market previously dominated by a single club. The year 2015 brought change to The Club with conversion to a community-based organization. This charter is presented as a guiding document for the operation, expansion and sustainment of The Club.

II. Errata

- A. A member of The Club is in good standing as determined by his or her payment of required dues, or having made arrangement for and shown good faith to pay said dues, and has not been suspended as defined in **Section VII**, Paragraph C.
- B. The terms “Saracens” and “The Club” in this document refer specifically to the Abu Dhabi Saracens and are interchangeable unless stated otherwise.
- C. The terms “Club Board” and “Board” in this document refer specifically to the Abu Dhabi Saracens governing body as explained below and are interchangeable unless stated otherwise.
- D. The terms “Annual General Meeting” and “AGM” in this document are interchangeable unless stated otherwise.
- E. The terms ‘he’ or ‘him’ are not meant to designate sex or gender, but are used as a means to designate a person.
- F. All efforts toward the ends and means stated within this document will adhere to the spirit and letter of the laws, rule and regulation of the United Arab Emirates, as well as the governing bodies of all sports sponsored by The Club.

III. Vision

- A. The Club is formed with the intent to provide a welcoming and professional family- and player-friendly organization for people of all skills and abilities within the Abu Dhabi sporting community.
- B. Additionally, it is the intent of The Club to provide an exciting and memorable sports experience to all members as well as opposing teams and clubs inside and from outside the United Arab Emirates.

C. The Saracens will develop facilities, members and the organization with this in mind.

IV. Roles and Offices

A. The Club will be made up of a governing body known as The Club Board. The Board will be made up of officers as listed in **Section V** of this document.

B. The Board will seek member input, set policy, determine operational and other requirements, perform human resource functions as required (to include hiring and firing of management and coaching staff), raise funds, establish an annual budget, establish an annual organizational plan, negotiate contracts and agreements for The Club, as well as manage the day-to-day operations and functioning of The Club.

C. The Board will establish policies and procedures for the daily governance of The Club.

D. In addition, the board will appoint the following personnel as required:

Facilities' Manager

Executive Director

E. Coaches will be appointed by the sitting members of the Board. Respective coaches will appoint the following:

All Sides' Captains

All Sides' Managers

V. Duties and Roles of Officers and Offices

The duties are defined for each role and office as follows:

A. The **Chairman** is elected by The Club's members and responsible for representing the views of the members. The Chairman sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the Chairman is to facilitate effective committee meetings.

B. The **President/Chairperson** should:

- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent The Club at all levels as required by the UAERFU or Sponsors
- Act as a facilitator for club activities
- Keep up to date with UAERFU legislation, changes to standards or anything with the ability to affect the ability of The Club to perform its function
- Liaise with the Global Saracens Network and the Director of Rugby with regard to coaching visits and any other GSN events

- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
- Ensure that nominated committee members meet their obligations and at all times work to benefit The Club
- Promote the Saracens within the Abu Dhabi community in order to seek out best possible facilities and amenities for the growth of The Club

C. The **Vice Chairman** will assist the Chairman and serves at the discretion of the members of The Club members. He or she will also coordinate medical and physiological support for all matches for each of the sides.

D. The **Director of Rugby / Head Coach** is responsible for the management of The Club's coaching program and promoting the value of coaching within The Club, and is directly responsible to the Chairman and the members of The Club. The Director of Rugby may be held by one person and Head Coaching roles by a second depending upon the roles required, such Head Backs Coach, Head Forwards Coach. It is the role of the Director of Rugby to oversee and be responsible for all rugby development and playing matters. A Head Coach shall be answerable to the Director of Rugby.

The Director of Rugby / Head Coach should:

- In conjunction with the federation Coaching Co-ordinator, ensure all club coaches hold appropriate qualifications
- Ensure there are enough coaches for The Club's requirements.
- Develop a budget for The Club's coaching accreditation program
- Provide all relevant information to the Secretary to ensure records of club coaches and coaching qualifications are maintained
- Develop an understanding of the role of sports science in coaching
- Arrange appropriate coach training sessions, locations, dates and times
- Be available to assist at games if necessary
- Foster a positive club spirit amongst all coaches and encourage them to participate in a sporting manner
- Enhance feelings of self confidence and self-esteem within The Club coaches
- Meet regularly with coaches to discuss performance and provide feedback
- Arrange for, and conduct where appropriate, assessments of The Club's coaches
- Encourage maximum participation from The Club's coaches
- Liaise with other Committee members regularly
- Attend UAERFU meetings as required as a representative of the Abu Dhabi Saracens

E. **The Club Captain** is a role model at any club and is the link between the players and the administration. Representing the views of players and taking responsibility for their performance on and off the field, the captain's advice and guidance should promote their interests in the development and direction of The Club. The captains are responsible to the Chairman and the members of The Club.

The Club Captain should:

- Attend committee meetings. If unable to, then advise another committee member to give your apologies to the Chairman.
- To liaise with all other members of The Club.
- To act as Master of Ceremonies for after match functions and co-ordinate speeches & other activities
- To assist with the appointment of all club coaches and managers.
- To co-ordinate pre-season trials and fixtures for all club teams in consultation with team management.
- To assist coaches and managers with the retention and recruitment of players
- To allocate training times and venues for all teams.
- To report any maintenance requirements inside and out of club facilities.
- To liaise with Fixtures and Grounds Chairman with regard to ground closures.
- To make yourself known to all players as Club Captain and to uphold all Club rules.
- To liaise closely with coaches and managers during the season and advise the committee of any issues that may arise.
- To ensure functions and activities planned by The Club committee are communicated to teams.
- To assist other committee members in their roles.

F. The **Secretary** keeps all club correspondence and documents. He will be charged with keeping notes of all Board meetings for the purpose of proper and efficient governance, and will serve at the discretion of The Club members.

G. The **Treasurer** documents, manages and budgets all club funds and will serve at the discretion of The Club members. He will develop an annual budget in consultation with the Board. Disbursement of funds will require the signature of the Treasurer and the Chairman. The Treasurer is the chief financial management officer for The Club.

The Treasurer is directly responsible to the Chairman and The Club members. He should:

- Prepare a budget and monitor it carefully
- Keep The Club's books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation for all outgoing funds
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Prepare and distribute

H. The Club **Registrar** supervises and is responsible for the proper registration of all players within The Club and is directly responsible to the Chairman and The Club members. This involves all elements of the registration process, including the conduct of sign-up days and the proper recording of individual details.

The Registrar should:

- Maintain an up to date register of all players including UAERFU Register
- Plan sign-on days at commencement of season
- Obtain all relevant details of players wishing to play for The Club
- Obtain photographs for each new player and current players requiring new photographs
- Complete documentation for each player as required by GCJRL
- Ensure that original copies of birth certificates and other proof of age documents are available for each new player
- Assist players to complete transfer forms as required and authorize the transfer on The Club's behalf, keeping the Secretary informed of player movements. Communicate transfers as soon as possible
- Provide information as required to enable player records to be maintained
- Keep your Club committee informed of the status of registrations at all times
- Be aware of legal privacy regulations and ensure the requirements are implemented.

I. The **Social Coordinator** will plan, coordinate and manage all club social events to include fund raising events, post-match events, annual and other club meetings, socials, banquets, presentation nights, trivia nights, finals, family days, BBQ's, etc. He will be the primary point of contact within The Club for said events and is directly responsible to the Chairman and the members of The Club. Organisation of the events, once agreed with the committee on date, etc., should be the sole responsibility of the Event Coordinator.

The Social Coordinator should:

- Manage the Event subcommittee (if applicable)
- Plan and coordinate social events for the season.
- Liaise with the Marketing & Sponsorship Coordinator regarding promotion of events
- Work with the Treasurer to develop a budget for the different events
- Organise one social before end of season Presentation Night
- Organise the End of Year Presentation night

J. The **Marketing & Sponsorship Coordinator** is directly responsible to the Chairman and the members of The Club and heads the marketing and sponsorship steering committee.

The Marketing & Sponsorship Coordinator should:

- Develop (as part of The Club plan) in conjunction with the Marketing & Sponsorship Committee The Club marketing plan and sponsorship packages

- Work with the Treasurer to develop a budget for the marketing plan
- Oversee the implementation of the strategies in the marketing plan
- Submit regular reports to The Club committee
- Co-ordinate all sponsorship for all areas of The Club
- Meet the sponsorship budget target set as part of the annual financial planning process
- Ensure all existing sponsors are contacted three months prior to the season commencement
- Seek out new sponsors to supplement existing sponsors
- Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season
- Arrange a sponsors functions
- Ensure all sponsorship agreements are honoured
- Maintain contact with all corporate sponsors throughout the season
- Maintain strong relationships with all Club sponsors.

K. The **Communications Director** is responsible for the development of club public relations campaigns and is responsible to the Chairman of The Club.

The Communications Director should:

- Be the central point of contact for media and public relations through public, private, and federation.
- Create/update the website and design a navigation structure for players, opposition, coaches, volunteers, spectators, members, parents, sponsors, media and other stakeholders.
- Ensure up-to-the-minute information is presented attractively for visitors .
- Make it easy for visitors to find the information they are looking for.
- Liaise with the Communications and PR Manager and club committee to ensure club events are well publicised on the site.
- Regularly update the news stories on the front page of the site, so that it feels fresh when regular users land on it.
- Ensure the fixtures and results section is kept up to date, preferably no later than midnight the day of the event.
- The Club's social media channels should be prominently featured on the site.
- Source content and images.
- Promote sponsors (where applicable).
- Ensure the site complies with the code of conduct and reflects the values of the game.

L. The **Coach** is responsible for the development of player's skills and as well as promoting positive attitudes to physical activity and sport in general. Coaches will develop a club playing philosophy, as well as on-field strategy and tactics, and will coordinate the implementation of, and direct and coach their respective sides, in accordance with this coaching plan. The Coach is responsible to the Chairman of The Club and the Director of Rugby.

The Coach should:

- In coordination and direction from The Director of Rugby implement training and playing programs to aid in achieving optimal player performance and enjoyment.
- Encourage players and team support officials to abide by the rules at all times.
- Encourage players and team support officials to support and respect the UAE National Code of Conduct.
- Introduce programs to improve player's fitness levels for a healthier lifestyle
- Maintain a thorough knowledge of the laws of the game.
- Encourage players to develop a proper attitude to competitiveness
- Ensure that the coaching reflects the level of the competition being played
- Test, evaluate and refine each player's individual skills
- Organise training and match days
- Foster club spirit amongst all players and encourage them to participate in a sporting manner
- Liaise with The Club's Coaching Co-ordinator as and when required
- Support the coaching initiatives of The Club

M. The **Team Managers** have an extremely important role ensuring the successful management of the team and welfare of the athletes in their care at training and competition games. He is responsible to the Captain and the Committee of The Club.

The Team Manager should:

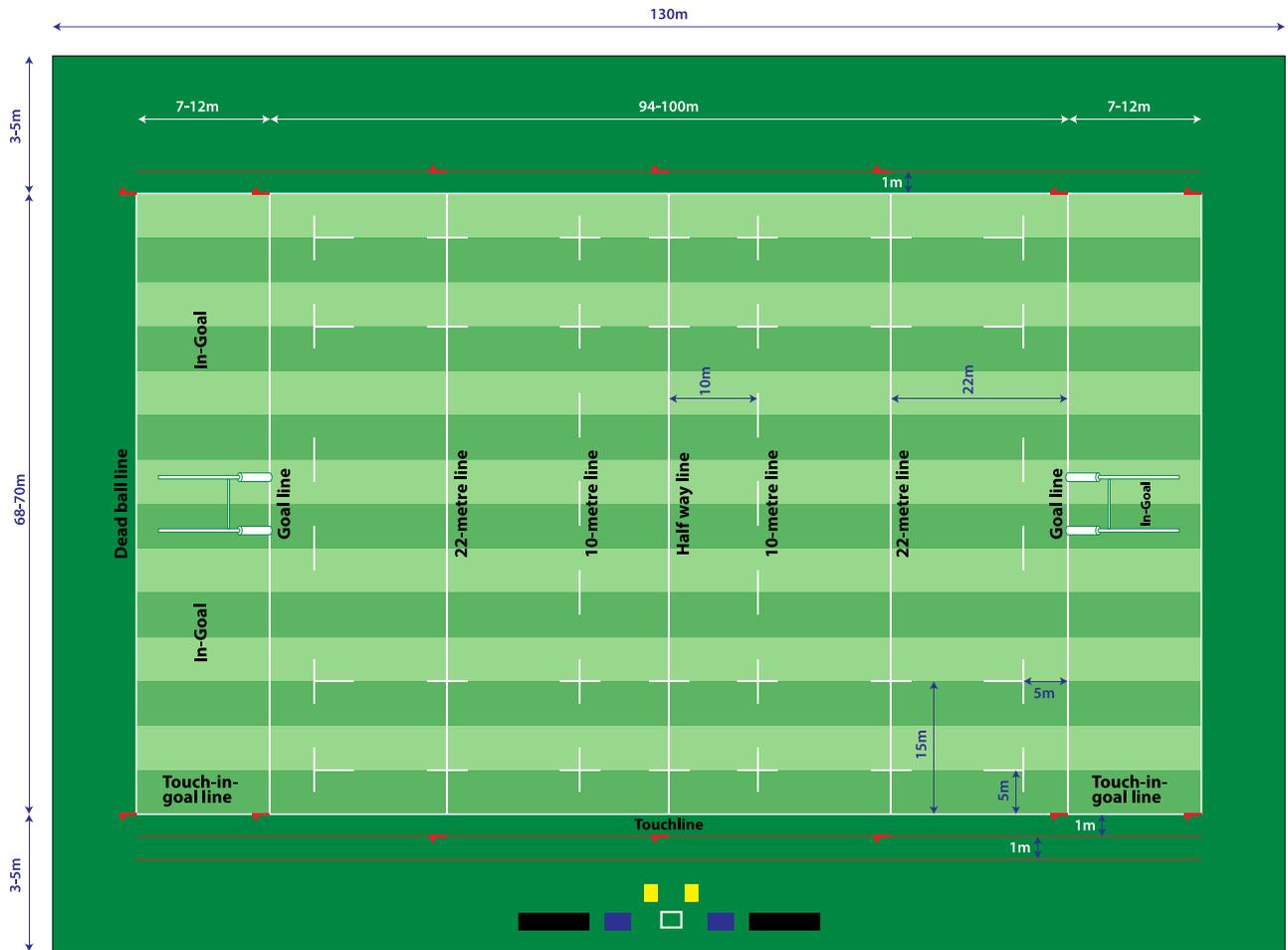
- Liaise with all team members, parents, coaches and officials to ensure the athletes are appropriately dressed and informed of training, competition and club functions
- Acting as liaison officer between The Club and the team
- Ensuring all equipment is safe, and that the first aid kit is ready for use when needed
- Ensuring the UAERFU team sheet is returned after each match
- Ensuring all welfare and safety requirements for the team are met.
- Following up requests from the Registrar or Chairman with regard to outstanding club fees and personal info required
- Updating the Registrar of changes to the team list, new player, players leaving The Club
- When new players join ensure they are made active on all Club Social Media groups and have the contact details they need for fixtures, etc.
- Coordinate with relevant coach to ensure kit is cleaned and returned for the next fixture

N. The **Facilities' Manager** will coordinate with the host facility for proper set-up of (the) pitch(es) for each game day. He or she will be the sole point of contact prior to, during, and after the match for any issues related to the facilities. Coordination of water, seating, balls, ball retrieval and other match-day duties and concerns will be funneled through the Facilities' Coordinator.

The Facilities' Manager should:

- Acting as liaison officer between The Club and the facility
- Be the sole point of contact prior to, during, and after the match for any issues related to the facilities

- Coordinate water, seating, balls, ball retrieval and other match-day duties and concerns
- Assist, liaise and coordinate with the team manager before, during and after the match
- Be responsible for the pitch markings and other requirements for all home games as required by World Rugby and by the UAE Rugby Federation.



Key Sin bin Team Bench(8mx2m) Technical Line Match Manager Medic

- Acting as liaison officer between The Club and the facility
- Be the sole point of contact prior to, during, and after the match for any issues related to the facilities
- Ensure that all post protectors and pitch flags placed correctly on the pitch
- Ensure that all seating for home and away sides and that gazebos/tents/shelters are properly placed, and Yellow Card seats are in place
- Ensure that cool water and ice are available to each bench and are kept full at all times. A minimum of twelve cases of water per side are required per side per match
- Ensure that assistant referees have proper touch flags and if necessary provide The Club's flags to the ARs

- Coordinate ball retrieval and manage ball boys and girls during the match
- Liaise with the facility owner/management for refreshments
- Liaise with the facility owner/management for sponsor tents and kiosks
- Coordinate and ensure the pitch is cleared after the match

O. At the discretion of The Committee such roles, as listed above, may be merged together so that two or more roles are undertaken by one person when there is no other suitable applicant to fill a role.

VI. Duties and Roles of Members

A. Members will elect or appoint the Officers of The Club during the Annual General Meeting.

B. Members will approve the charter and amendments thereof during the Annual General Meeting.

C. While representing The Club members will conduct themselves at all times in a spirit of sportsmanship, politeness and proper manners. This will include all dealings with officers and fellow members of The Club, members and players of other clubs in competition with Abu Dhabi Saracens, as well as officials and officers of governing bodies and authorities dealt with by The Club.

D. Members are encouraged to wear club apparel. They are reminded that while wearing such apparel they are representing The Club and should conduct themselves at all times as above.

E. A member may be removed by the Board for malfeasance, fraud, any civil crime that would affect his club duties, or failure to perform duties to The Club.

F. Officers may be removed by a two-thirds majority of the Board for malfeasance, fraud, any civil crime that would affect his club duties, or failure to perform duties to The Club.

G. Players and members are completely responsible for any financial penalty incurred as per the UAERF rules and guidelines.

H. The Club will have in place a **Disciplinary Committee** that shall comprise of at least three of the following Club representatives:

- The Chairman
 - The Director of Rugby / Head Coach
 - The Club Captain
 - A Team Captain
 - A Life Member
- i. The Disciplinary Committee shall meet with players or members of The Club to address conduct or behaviour considered not in the spirit of Rugby or the values of The Club.

- ii. The Disciplinary Committee may impose sanctions on a player or member which may include extra duties, suspension or even removal from The Club depending upon the severity of the issue.
- iii. Players and members are required to use Social Media to not, at any time, bring The Club or any of its players or members into disrepute.

VII. Elections, Voting and Quorum

- A. A simple majority is to be understood to mean 50% + 1. A quorum is understood to mean an assembly of no less than 20% (twenty percent) of members in good standing in order that business can be transacted. They constitute the membership at that time.
- B. Officers will be elected by a simple majority of The Club members. In cases where an officer resigns or fails to fulfill his or her duties to The Club, a simple majority of the Board will approve the appointment of a replacement until the next AGM.
- C. An Officer may be removed by the Board for malfeasance, fraud, any civil crime that would affect his club duties, or failure to perform duties to The Club, or a breach of **Section VI**, Paragraph B.

VIII. Ratification and Amendments

- A. Ratification of this charter and by-laws will be by a majority vote of The Club membership on the date of said vote.
- B. Amendments may be proposed by any club member in good standing. Amendment will be submitted in writing a minimum of thirty (30) days prior to the AGM and will be ratified by a sixty percent (60%) majority of the members at the AGM.