



## Aim

"The aim of the Paphos Rugby Union Football Club is to develop and promote the game of Rugby Football Union within Paphos, Cyprus for players of all ages and supporters by playing exciting rugby against as wide a variety of opponents as possible. The game to be played within the constitution and rules of the Rugby Europe"

## Club Name, Affiliation and Colours

1. The name of the Club is Paphos Rugby Union Football Club (referred to hereafter as the Club) and will comprise of a first team, under 18's, under 12's, ladies and a veterans team, membership allowing, and these teams shall be known as follows  
First Team: Paphos Tigers  
Veterans: Paphos Vipers  
Under 18's: Paphos Colts  
Under 12's: Paphos Cubs  
Ladies: Paphos Wildcats
2. The Club will be affiliated with the CRF who follow the rules of Rugby Europe and will abide by the Constitution and Rules of the CRF and Rugby Europe, including the Laws of the game of rugby union.
3. The Club year will run for 12 months from 1 September to 31st August on an annual roll-over basis.
4. The Club's predominant colours will be orange (#FF8210), black, and white - this also applies to the Tigers and Colts. The Paphos Wildcats will use pink (#EC3B83), black, and white as their official colours, while the Paphos Cubs will use turquoise (#00CCDD), black, and white.

## General Management

5. There will be an Honorary President who will be nominated by the Chairman and confirmed by the Executive Committee. If unable to agree the Chairman will nominate an alternative name. The period of office will be for a term of 1 (one) year.
6. The management of the Club is vested in a committee as detailed below. The Committee is to be nominated and voted upon at the Annual General Meeting (AGM) by entitled paid up Club members, and their appointment will be for twelve months.
  - i) Chairman
  - ii) Head Coach
  - iii) Development Officer
  - iv) Treasurer
  - v) General Secretary

The Committee will have the power to nominate replacement members during the Club year until the next AGM

7. The Committee is to meet for the transaction of business at least once per month. 5 (five) members will be present.



8. The Chairman is to be Chair of any general or Committee meeting. In the event of any vote being equal on the second time of asking the Chair will have the casting vote. The Chair does not have to vote on the first two ballots. Should the Chairman not be able to attend he/she will nominate a committee member to act as Chair.
9. A Committee member may nominate sub-committees (from the General membership) to assist in his/her area of responsibility. The committee member will meet with any such sub committee on a regular basis.

## **Election of Committee**

10. All posts listed at paragraph 5 are to be open for nomination and subsequent election at the AGM. Nomination may be made in writing prior to, or in person at, the AGM.
11. If more than one nomination for any post is received for any appointment, then selection for the Committee will be made by ballot at the AGM. No member may give more than one vote for any individual appointment.
12. In the event of there being an insufficient number of volunteers for individual posts, volunteers may elect to fill more than one appointment

## **Power of Committee**

13. In all cases unprovided for in the Constitution, it is in order for the Committee to make such local Rules and Regulations as they deem necessary to continue the smooth running of the Club. Changes to the Constitution should only be made after consultation with membership at the AGM, or at an Extraordinary General Meeting, or by ballot of the membership. An Extraordinary General Meeting may be called by the Chairman or requested by over 30% of the membership. A quorum for such a meeting would be 21 fully paid up members.
14. (i) The Committee is to have the power to appoint any subcommittees from its own body for such purposes as the Committee may think necessary, and may co-opt onto such committees any member deemed necessary.  
(ii) The Committee is to have the power to deselect a committee member considered by at least 5 other committee members to be ineffective in his/her role.  
(iii) A committee member may deselect any sub committee member appointed in his/her area of responsibility if deemed by the committee member to be ineffective.
15. The committee shall perform an annual review of the Constitution prior to the AGM to ensure that it is kept up to date. Any changes required shall be made and the amended Constitution offered up for approval at the AGM. A record of the review and issue number of the Constitution shall be made in the Constitution Register.

## **Terms of Reference for Committee Members**

16. The Terms of Reference (TOR) for all Committee members are at Annex A to this Constitution.



## **Annual General Meeting (AGM)**

17. The AGM of the Club is to take place in May/June each year. The outgoing Treasurer is to submit a written set of accounts for consideration and approval. The remaining members of the Committee are to give verbal reports if necessary.

## **Types of Membership**

18. Membership will be open to all interested parties subject to approval by the committee.
19. The Committee has the right to reject the membership application of any individual thought to be unfit as a member of the Club. The unsuccessful applicant can reapply in six months.
20. Membership of the Club will fall into three main categories:
  - i) Playing Membership - all individuals who wish to train and play in any game for the Club must first obtain a Cyprus Athlete Card and be licensed by the Cyprus Rugby Federation in order to be covered by the Clubs insurance (but not personal accident) policy. The cost of Playing Membership and match fees will be set at the AGM.
  - ii) Non Playing Membership - Non Playing Membership will be open to all entitled persons. The cost will be set at the AGM and can be different to that of a Playing Membership.
  - iii) Life membership will be open to all entitled persons. The cost will be set at the AGM and is at the discretion of the Committee
  - iv) Honorary Membership will also be available at the discretion of the Committee.
21. Honorary Membership will be offered to friends and sponsors of the Club. Honorary Members have no voting rights.
22. Application forms for membership are available on the Club's website.

## **Membership and Fees**

23. Membership fees are to be paid on application.
24. Repayment of membership fees is not to be entertained under any circumstances.
25. Players subscriptions are to be collected in full before the start of the season. The rate will be decided at the AGM. Players joining during the playing season must pay in full prior to playing.
26. All members are to abide by the Members Code of Conduct which should be shared with all paid up members.

## **Suggestions**

27. Suggestions for improvement of the Clubs facilities or organisation should be made to the secretary in writing who will raise the matter at the next committee meeting. AGM matters must be submitted to the secretary in writing prior to the second Monday in May stating clearly the resolution to be included on the agenda.

## **Discipline**

28. Code of Conduct for Play
  - i) The game shall be played in a spirit of good sportsmanship and friendliness at all times.



ii) Respect for the match officials and their decisions must be observed by all players at all times.

iii) All players should familiarise themselves with the Laws of the Game.

29. Exemplary standards of behaviour are expected at all times from all members of the Club.

30. The conduct of any member or servant of the Club is not to be made a matter of personal reprimand by any other member of the Club. All forms of complaint are to be submitted in writing to the Chairman or Secretary who is responsible for bringing the matter before the Committee

31. In the event of a member of the Club behaving in a manner thought to be unsuitable or unruly, the following action should be taken:

- a) The name of the individual should be passed to the Club Secretary who will bring the matter before the Committee at the earliest opportunity, either at the next scheduled meeting or at an extraordinary meeting if the offence warrants it.
- b) The Committee will then discuss the alleged offence and reach a majority decision as to the culpability of the individual accused.
  - 1) Expulsion from the Club - Any member expelled would have his/her membership withdrawn and would not be allowed to reapply.
  - 2) Suspension of Membership - This may take on a number of forms depending on the individual's status and the offence.
    - a) A playing member committing a serious offence on the field of play may have his playing status suspended for a period of time determined by the local Disciplinary Committee. In the absence of such a Committee the player's position will be reviewed by the Chairman, Secretary and Director of Rugby and punished as they see fit. Any such punishment may be reviewed by the findings and rules of the IRB Disciplinary Committee.
    - b) A social or playing member committing an offence not associated with the game may have his/her social status suspended for a period of time determined by the Committee. This would allow playing members to continue to train and play for the Club, but not allow them the use of the facilities of the Clubhouse after the game. A social member would not be allowed to use the Clubhouse at all.
  - 3) Formal Warning - A formal warning would mean that the individual would be put before the Chairman and warned as to his/her future behaviour. Any breaches of discipline in the future would lead to automatic expulsion from the Club.
  - 4) Informal Warning - An informal warning would mean the individual would be put before the Chairman and would be given a severe reprimand; this action would be for offences of a minor nature. If further breaches of discipline occur, the Committee should take into account the informal warning when deciding on punishment.
- c) Communications of punishment to the individual concerned should be made in writing as soon as possible.
- d) Offences that may warrant action as described above may include the following:

Violent conduct on the field of play | Fighting in or outside of the premises | Drunkenness in or out of the premises | Theft from the premises or a Club member | Unruly behaviour | Any act likely to bring the Club into disrepute.



## Annex A to Club Constitution

### Terms of Reference for Club Committee and Member

#### Chairman

The Chairman is to preside over all meetings of the Club or Committee and co-ordinate the activities of the Committee and any sub-committee. The Chairman is responsible for the control, discipline and supervision of the Club; for the maintenance and safe custody of cash, stocks, financial and other records of the Club. Responsibilities are delegated to other officers and Committee members as follows.

#### Duties and Responsibilities

- a. To control meetings of the management committee
- b. To consult with the executive committee on matters regarding the club, supporting in making decisions whenever the need arises
- c. To represent the club at external meetings when required
- d. To be involved, where appropriate, in the coordination of club activities
- e. To manage and oversee the work of officers and other club personnel
- f. To determine the content and agenda for club meetings, in association with club Secretary.

#### Secretary

The Secretary is to keep a record of the proceedings of all meetings of the Club and to produce an agenda for each meeting.

The Secretary is also responsible for:

- a. Publicising any item/information deemed necessary by any committee member.
- b. Advising the appropriate committee member of any communications or information received and replying as deemed necessary by the committee member.
- c. To support the Treasurer on the collection of all membership fees, issuance of membership cards and the maintenance of a current membership database.
- d. To support Club promotion using media, website and merchandise . He/she will source sponsorship and liaise with any Club sponsors. He/she will be responsible for all maintenance, design and use of the website. He/she will be responsible for Club public relations.
- e. To support the other member as required

#### Treasurer

The Treasurer is to receive and pay all monies due to or by the Club in accordance with the direction of the Committee. He/She is to keep an accurate account of the financial affairs of the Club and is to submit the same to the Committee at the monthly meeting. At the AGM he/she is to produce a statement of all monies received and expended in the period of his annual tenure. He/she will advise the committee of any budgetary



requirements he considers necessary for the future financial stability of the Club. He/she will present all Club financial matters for audit when required.

## **Development Officer**

The Development Officer will manage, alongside team managers and coaches, all player recruitment, coaching, training, fixtures, travel, kit, captain selection, team selection, physiotherapist appointment, team manager appointment, player safety. The Development Officer will set requirements and standards for all personnel in his area of responsibility. He/she will be responsible for training and playing equipment, as well as all matters relating to the ground and its use plus all apparatus used in conjunction with ground use/maintenance. The term ground/premises refers to the Sportivo Stadium and any buildings permanently or temporarily associated with the stadium. Other responsibilities will include: Talent Identification - Spotting and nurturing young talent, Club Support: Helping the club with sponsorship, development plans, coach education, and volunteer recruitment, Event Organisation: Running events to increase participation and awareness with the support of the General Secretary, Promotion & Engagement: Building relationships with schools, local councils, and communities to grow the sport, Sponsorship: scouting for sponsorship and securing deals, Safeguarding & Inclusion: Ensuring rugby environments are safe, inclusive, and welcoming to all.

## **Head Coach**

The Head Coach will provide strategic leadership on all rugby performance matters, contributing to the club's long-term development and success. They will oversee player development, team selection, and training programs, ensuring alignment with the club's goals and values. Acting as a key liaison between players, coaching staff, and the Executive Committee, the Head Coach will communicate field-level insights, raise concerns, and help shape club policy. They will uphold high standards of discipline, sportsmanship, and inclusivity, fostering a positive and committed club culture. The Head Coach will also identify coaching and support needs, encourage volunteer involvement, and regularly report on team progress and season performance to guide the committee's decisions on resources, planning, and future development.

## **Committee Members**

Committee members will attend all monthly meetings and the AGM and any other meeting called by the Chairman. If unable to attend they must tender their apologies in advance to either the Chairman or Secretary.