



Wassenaar Warriors

Operational Governance and Policy Charter of Wassenaar Warriors International Rugby Club (WWIRC)

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Wassenaar Warriors International Rugby Club

1. Introduction

This document serves as guide for club officers, volunteers and members in relation to the governance, mission, culture and operations of the Wassenaar Warriors International Rugby Club, a sport vereniging incorporated in 2013 under the original name “BSN Rugby Football Club” and KvK (chamber of commerce) number 58326995. The legal governance requirements of the vereniging are stated in the legal statutes. This Charter is designed and intended to be consistent with the legal statutes, but for clarification, if there are any discrepancies or contradictions, then the legal statutes take precedence. There are currently two named directors of the vereniging on the KvK; Rob Mayfield and Johannes Tinga. The Legal directors can be changed through a vote at the Annual General Meeting of the Club, as further outlined in this Charter.

2. Club Name

The name of the club is Wassenaar Warriors International Rugby Club (WWIRC) (hereinafter referred to as the ‘**Club**’). Founded by teachers at the BSN School in 1976, the Club was later incorporated as a formal sports association (vereniging) in 2013 under the name BSN Rugby Football Club. In 2020 the name was formally changed in the statutes to “Wassenaar Warriors International Rugby Club”, and the club was relocated from the BSN school to the SV Wassenaar location, primarily due to the Covid-19 restrictions at the BSN school, and the preference to grow the club within the entire international community as well as the Dutch community.

3. Club Mission and Objectives

The objective of the Club is to facilitate and promote the game of rugby in the area of Voorschoten, Den Haag and Wassenaar. The club is differentiated in the following ways;

- The Club is inclusive, welcoming and promotes the best of international rugby culture
- The Club focusses on player and team development within the context of the best international rugby traditions, helping players develop positive skills and behaviours. Fair-play, sportsmanship, and teamwork.
- The Club promotes competitive and safe rugby; where players and teams are driven to play and behave to the best of their ability, where coaches and managers receive training and learn from each other, and where first aid and safety volunteers can provide the best care to the players.
- The Club encourages and facilitates a strong international social community, and welcomes Dutch members alike to create an open and welcoming social atmosphere of different nationalities.
- The Club is managed by volunteers. The Club recruits, develops, supports and encourages volunteers from all backgrounds to get involved in all aspects of the Club activities, and where the volunteers support the Mission and Objectives of the Club.
- The Club is non-profit, open and transparent in its operations and decision making;



4. Non-Profit

All property and income of the Club must be applied solely towards promoting the Objectives and no part of the Club's property or income may be paid or otherwise distributed, directly or indirectly to any Member, except in good faith in promoting the Objectives.

A payment may be made (directly or indirectly) to a Member from the funds of the Club only if it is authorised by the Board whereby;

- a payment is in good faith to that Member of reasonable remuneration for services provided to the Club; or reasonable compensation for goods supplied to the Club in the ordinary course of business; OR
- in reimbursement of reasonable expenses properly incurred by a Member on behalf of the Club.

5. Affiliations

The Club is registered with and is a member of Rugby Nederland. The Club agrees to abide by the rules and regulations and meet the necessary requirements to maintain registration and membership with Rugby Nederland.

The Club is registered with the KVK. Three Board Members are named within the KVK registration. The Board Members named in the registration hold the positions within the Club of; Chair, Treasurer, Secretary.

- Upon any change in these Board positions the departing Board Member will be responsible for removing their name from the registration with KVK and the incoming Board Member will contact the KVK to be added to the registration
- The Club's bank will check the KVK registration prior to granting authority to access Club accounts. As such the position of Treasurer must be updated with the KVK immediately upon any change.

6. Membership

The Club season runs annually from 1 July to 30 June. Membership of the club is open to anyone regardless of sex, age, ability, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

- Membership of the Club may be limited according to available facilities on a non-discriminatory basis.
- The Club will aim to keep membership at levels that will not pose a significant obstacle to people participating, both financially as well as within the limits of the facilities and support available.
- Membership of the Club in each category shall be for a period of one year, renewable annually.
- Membership of each category shall be by a written (or electronic) registration process.
- Membership is personal and may not be transferred.
- There are no refunds given on cancellation or termination of membership, unless expressly agreed by the Board.



- Players will not be permitted to play in competitive competition unless they are properly registered as a Member. However, Players are entitled to train and experience the Club for some weeks prior to becoming a Member.

6.1 Membership Categories

Members agree to follow the guidelines in the Charters of Commitment (Appendix C) and support the Mission and Objectives of the Club. There are four categories of membership.

(A) Player Member

- Every Playing Member is required to have completed the appropriate registration process and be financially in date. (Child or Adult Player, Senior and/or Women's team)
- The nominated parent or legal guardian of a registered Child member is considered for the purpose of this Charter to be a Member.
- During the Annual General Meeting (AGM) or Special General Meeting (SGM) there is one vote allocated for each Playing Member registered and financially in date. These votes are given by proxy to the parent or legal guardian of the player registered.

(B) Social Member

- Social Membership is available for parents, family members and friends of the of the Club as a way of showing additional support to the Club. Membership in this category is voluntary and is available through an annual fee, including via touch rugby or Womens training.
- Social Membership does not include the right to vote at the AGM or SGM.

(C) Honorary Member

- 'Members of Honour' nominations may be proposed by the Committee to be voted on (or removed) by the members at the AGM. No fee is payable for Honour Membership. Such as long serving ex volunteers. Honorary Members are allocated one vote at the AGM or SGM. Honorary Membership shall include members of the Advisory Committee (ADCO).

(D) Volunteer Member

- A Volunteer Member is any person appointed by the Committee or Board to have an official role in the club, such as coach, team manager, first aider, Committee Member, even if they are not a parent of a Playing Member or a Social Member

6.2 Termination of Membership

The Board shall be empowered to expel, suspend for a specified period or refuse the annual renewal membership of any person, volunteer or Member whose conduct is not consistent with the Aims and Objectives of the Club [Section 3], in the opinion of the Board, shall render him or her to be unfit to continue as a Member or volunteer.



7. General Administration

The administration and management of the Club and its affairs shall be entrusted to the Club Board of Directors (the 'Board'), supported by a Management Committee (the 'Management Committee'). A register of the Board Members and Management Committee Members shall be maintained by the Management Committee, and reviewed at Management Committee meetings.

7.1 The Board

Members of the Board shall be elected at the AGM and their period of office shall be for one year until the following AGM. Retiring Board members are eligible for immediate re-election. The Board should consist of a minimum of three and maximum of five members and the Board must include the following three positions:

- Chair. (Voorzitter)
- Treasurer. (Penningmeester)
- Board Secretary. (Secretaris)

7.2 The Management Committee

The Management Committee supports the Board and the Club across various roles as required. Members of the Management Committee shall be elected at the AGM and may include five to twelve Members

The Board may appoint (or remove) a Member at any time to fill or replace a Management Committee position that has become vacant, without the need for an AGM..

A Member appointed to the Management Committee holds office until the conclusion of the next AGM and is eligible for election to the Management Committee at the next AGM.

The roles and positions on the Management Committee may change from time to time to meet the dynamic and evolving nature of the Club. As an example, some of the positions on the Management Committee may include the following: (*see Appendix A for role descriptions*)

- Membership Secretary (Beheerder e-rugby & wedstrijdsecretaris)
- Coaching Coordinator (TBM and/or CJC)
- Referee Coordinator (functionaris schiedrechterzaken)
- Child Welfare Officer
- First Aid Coordinator
- Bonds Representative
- Kit Shop Manager
- Facilities Coordinator
- TBM Coordinator (Turvens, Benjamins and Minis)
- Communications Coordinator



- Recruitment Coordinator
- Social Event Coordinator

7.3 Sub Committees

From time to time as the need arises the Board or Management Committee may appoint Sub Committees. Any Sub Committee shall have an appointed Chair who will report back to the Board and Management Committee the activities and status of the Sub Committee. The Chair shall also be responsible for seeking approval from the Board as required relevant decisions such as any costs/spending etc. Sub Committees shall be temporary and appointed for planning and conducting specific projects. Sub Committee examples could include the following:

- Tournament Committee. (such as for home tournaments)
- Tour Committee.
- Special Events Committee. (such as end of season events)
- Financial Review Committee. (such as for the AGM)

7.4 Board and Management Committee Member Elections

The Club encourages a diverse and inclusive Board and Management Committee. At least 14 days prior to the AGM the Board Secretary or Chair shall distribute to all Members a request for nominations for Board and Management Committee positions. Any Member seeking election or re-election to the Board or Committee shall advise in writing to the Board Secretary their intention to do so at least seven days prior to the AGM. The names of each nomination will be included on an agenda provided to the Members prior to the commencement of the AGM.

7.5 Advisory Committee (ADCO)

For the purposes of continuity, the Club shall maintain an ADCO of senior advisors. The Club shall invite ex Board members and/or long serving Volunteer Members to be Honorary Members of the Club, and the Board may request support from the ADCO members for key strategic or operational decisions. If the Board or Management Committee reach an impasse on key decisions, then the matter may be escalated to the ADCO to vote on or advise on the issue. The ADCO members shall be nominated by the Board at the AGM, for an indefinite period, and a register of ADCO members shall be maintained by the Club. The ADCO shall be invited to attend Management Committee meetings and AGM meetings and events as required, but may also be consulted on an ad-hoc basis by either the Board or Management Committee Members.

8. Meetings

8.1 Annual General Meeting (AGM)

The Club must hold an AGM once in each calendar year, prior to the beginning of the new season, and where possible, before the end of the previous season. This meeting shall be open for all Members to attend and to vote in Board and Management Committee elections as outlined in section 11.

The Board and Management Committee will determine the place, date and time of the AGM.



A minimum of 14 days' notice in writing will be given to all Club Members announcing the place, date and time of the AGM.

Business at the AGM should include the following:

- Establish a Quorum is present (see section 8.4)
- Confirm the minutes of the last AGM.
- Review the Club's activities and finances since the last AGM.
- Report on the Club's activities during the preceding financial year.
- If required , a copy of the report prepared by the Financial Review Committee on the Financial Report provided by the Treasurer.
- Retiring of current Board and Management Committee Members
- Election of the next Board and Management Committee Members
- Formal nomination of the ADCO members, who shall become Honorary Members of the Club, which shall include ex Board Members and long serving Volunteer Members nominated by the Board.
- Any other business which under this Charter may properly be brought before the meeting.

8.2 Management Committee Meetings

The Board and Management Committee will meet at least three times throughout the year to discuss general business and operational management matters.

The Board and Management Committee will determine the place, date and time of the Committee Meetings.

A minimum of seven days' notice in writing will be given to Board and Management Committee Members announcing the place, date and time and the proposed Agenda of the Meeting.

Proceedings at Committee Meetings may include the following:

- Establish a Quorum is present.
- Confirm the minutes of the last meeting.
- Confirm the Agenda and any general business administration and operational management matters pertaining to the Club.
- Any other business which may properly be brought before the meeting.

8.3 Special General Meetings (SGM)

- The Board may convene a SGM if a request is lodged with the Board that requires the vote of all the Members of the Club, not only the Committee.
- A minimum of three days' notice in writing will be given to all Board and Committee and Members announcing the place, date and time of the SGM.



- In the event that the SGM involves other relevant parties, they also shall receive a minimum three days' notice announcing the place, date and time of the SGM.

8.4 Quorum

- No official business may be conducted at any Meetings unless a Quorum of eligible Board and/or Committee Members are present at the time when the meeting starts.
- A Quorum is defined as a majority (two of the three) Board members (who are officially registered with the KvK) plus at least three other Committee Members; whereby at least a total of five people are present.
- If a Quorum is not present within 30 minutes after the time appointed for the start of the Meeting, the Chair should adjourn the Meeting and reschedule for a later date. The Secretary should note in the minutes the Members that were present, that a Quorum was not reached and the date and time of the rescheduled Meeting.
- If a Quorum is not present for a Meeting which has been given the appropriate notice period, and the Meeting cannot be rescheduled within a two day period, then the Board may meet at any time to pass decisions, as defined under the statutes of the Club.
- Board member(s) cannot decline to attend a Meeting to avoid making a Quorum, If after 30 days no Quorum or Board meeting has been scheduled, an SGM may be called to re-elect Board members.
- In case of a conflict of interest, no Board Member or Committee Member can use their vote, or may be considered to part of a Quorum.

9. Procedures

9.1 Motions

All business, decisions and debate that require the Board and Committee to vote will adhere to the following process under the direction of the Chair; (one vote per Member)

- Member makes a motion.
- Another Member seconds the motion.
- The Chair states the motion, formally putting it before the group.
- If necessary, the members discuss the motion.
- The Chair puts the motion to a vote.
- The Chair announces the results of the vote.

9.2 Board and Committee Resolutions

A resolution of the Board and Committee must be passed by a majority of the votes of Board and Committee Members present and entitled to vote on the resolution.

Each Board and Committee Member has one vote.

In case of an equal number of votes, the Chairperson has a second or casting vote or may choose not to vote.



The Board and Committee may pass a resolution without a Meeting being held if all the Board and Committee Members entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document The Board and Committee Circular Resolution is passed when the last Board or Committee Member entitled to vote on the resolution:

9.3 Voting at AGM or SGM

At the AGM or SGM each Member has one vote (for clarification, parents have one vote per child registered with the Club).

Voting at an AGM or SGM by Members is usually to elect Members to the Board and Committee, however from time to time, under the direction of the Chair, the Members may be asked to vote on other matters.

Voting may be conducted either by a show of hands or by secret ballot as deemed appropriate by the Chair. If there is more than one nomination standing for a particular Board or Committee position, a secret ballot is the preferred method of voting. Votes must be counted by more than one Member to avoid potential conflicts of interest.

Voting outcomes are decided on a majority basis of the votes cast only by the Members present at the Meeting.

A Member who has been nominated for a Board or Committee position may vote for himself or herself.

If there are no nominations for positions on the Board and Committee, the Chair may call for nominations from the Members present at the AGM, and the Chair shall ensure the key tasks are fulfilled

9.4 Voting at Management Committee Meetings

Voting on general business administration and operational management matters pertaining to the Club is reserved for the elected Board and Committee Members of the Club.

As and when required the Chair will oversee the smooth transition of motions in accordance with section 0

Providing a Quorum is present in accordance with section 0 votes shall pass with a majority of those Board and Committee Members present at the meeting.

9.5 Minutes of Meetings

The Board and Management Committee will ensure that accurate minutes are recorded from each Meeting. Minutes will be available for all Members of the club to review and will include:

- Date, location and time of meeting.
- Attendees of meeting.
- Any motions raised and the outcomes of motions.
- Proceedings and general business discussed.
- Any points of order raised.
- Appointments of any Board or Committee Members.



- Any other business discussed

9.6 Disputes procedure

Disputes may be raised to the attention of the Board or Committee from time to time. If the Dispute involves the Club as a party, the Board will nominate a Member to represent the Club.

If the parties cannot resolve the dispute within 14 days after the dispute comes to the attention of the Committee or Board Members, then a “Dispute Resolution Procedure” may be initiated by either party giving notice to the Secretary identifying the parties to the dispute and the subject of the dispute.

Within 28 days of receipt of a notice of a Dispute Resolution Procedure, a Committee Meeting must be convened to determine the dispute.

The Secretary must give the parties to the dispute at least 7 days' prior written notice of the date, time and place of the Committee Meeting. The notice must inform the parties that they (or their Representative) may attend the Committee Meeting and will be given a full and fair opportunity to make verbal and written submissions to the Board and Committee.

At the Committee Meeting, the Board and Committee Members must:

- give each party to the dispute, or the party's Representative, a fair opportunity to make verbal submissions and must give reasonable consideration to any written submissions; and
- determine the dispute, taking into account the Aims and Objectives of the Club.
- Provide written notice of the Committee's decision regarding the dispute to all parties to the dispute within 7 days after the Committee Meeting.

9.7 VOG Procedure

- (See Appendix B)

10. Responsibilities of Board Members

The roles of Chair, Club Secretary and Treasurer are registered with KVK. When the persons fulfilling these roles within the Club change, the KVK registration shall be updated as soon as is practical. For clarification, as soon as the club has elected new Directors via an AGM or SGM, then the new Director has the authority to make decisions, even if the changes in the KVK have not yet taken place. Given the administration involved at the KVK and bank, it is preferred that the Directors hold their positions for about 3 years, although there is no legal requirement or obligation.

10.1 Chair

The Chair will oversee the proper operations of the Club and chair the AGM, Committee Meetings and any Special General Meetings and ensure the correct procedures are followed.

Where a Meeting is held and the Chair is not present or is present and declines to act as chair, the Board and Committee Members present must elect one of their number to chair the meeting.

10.2 Club Secretary

The Secretary's responsibilities include:



- Preparing notices of meeting for the AGM, Board and Committee meetings, General Meetings and Special General Meetings.
- Keeping the minutes of Meetings.
- Recording in the relevant minutes disclosures of material personal interests of Board and Committee Members made at Meetings.
- Providing for Members to inspect these records.
- Maintaining an up-to-date copy of this Charter and providing for Members to inspect this Charter as required.
- Ensuring that notices are given in accordance with this Charter.
- Unless the Board resolves otherwise, being responsible for the secure custody of the books, records and documents of the Club, other than those required to be maintained by the Treasurer.
- Generally performing all duties incidental to the office of secretary and such other duties as may be assigned to him or her by the Board from time to time.

10.3 Treasurer

For reasons of KVK (chamber of commerce) registration and subsequent bank account access the position of Treasurer shall be only filled by a person who is a Dutch Resident. Treasurer's duties include:

- Coordinating the collection of amounts payable to the Club, crediting them to the appropriate account of the Club and issuing receipts on behalf of the Club;
- Paying out the funds of the Club in accordance with authority from the Board.
- Ensuring the Club complies with all financial reporting obligations imposed on it.
- Keeping and retaining Financial Records.
- Coordinating the preparation of the Club's Financial Report or Financial Statements for submission to Members at the AGM.
- Providing any assistance required by an auditor or the Financial Review Committee of the Club's Financial Report or Financial Statements.
- Unless the Board resolves otherwise, being responsible for the secure custody of the Club's Financial Records, Financial Reports and Financial Statements (as applicable), for at least 7 years after their creation.
- Reporting to the Board and Committee on the financial status and performance of the Club.
- Generally performing all duties incidental to the office of treasurer and such other duties as may be assigned to him or her by the Board from time to time.



11. Appointment of Board and Committee Members

11.1 Eligibility

Any adult may become a Board or Committee Member by election at an AGM or by election at an SGM or by appointment of the Board.

11.2 Appointment and Termination of Board and Management Committee Members

- The Board may appoint or remove a Management Committee Member from the Management Committee through a written resolution at any time.
- Board Members may be removed by resolution at an SGM.
- During an AGM, each Board and Management Committee Member's term of office ends and all positions on the Board and Committee are open for election or re-election.
- A separate election is held for each position on the Board and Management Committee. No person may be elected to more than one position on the Board or Committee, although multiple interim roles may be filled by a single Member pending unfilled vacancies.
- If there are no nominations for any positions on the Board and Management Committee the Chairperson may call for nominations from the Members present at the AGM, or appoint interim responsibilities while the vacancy remains open.
- Once a nominated candidate has been seconded, a simple show of hands vote takes place by the Members present at the meeting. The nominated candidate is successful in securing the position providing there are more votes in favour than against. Members that abstain from voting are not counted as either for or against any candidate.
- If more than one Member has been nominated for a Board or Management Committee position, the vote of the Members Present will determine by majority decision who will successfully fill the position. This vote should be conducted via secret ballot and the vote counted by at least two members of the Board whose position is not being decided by the vote.
- A Member who has nominated for a Board or Management Committee position may vote for himself or herself.

11.3 Register of Board and Management Committee Members

The Secretary must keep and maintain a Board and Committee Register of each Board and Committee Member including their name, address, email and phone number.

11.4 Vacancy on the Board or Management Committee

A Board or Committee Member's role becomes vacant if the Board or Management Committee Member.

Resigns by notice in writing delivered to the Secretary or the Chair.

Becomes ineligible to act as a Board or Management Committee Member.

Becomes physically or mentally incapable of performing the Board or Committee Member's duties and the Board resolves that his or her office be vacated for that reason.



Is the subject of a resolution passed during an AGM or SGM terminating his or her appointment as a Board or Management Committee Member.

In the case of a Management Committee Member or Volunteer Member, is the subject of a resolution passed by a Management Committee Meeting terminating his or her appointment as a Management Committee Member or Volunteer Member.

11.5 Return of books and records

As soon as practicable after a Board or Management Committee Member's term of office ends, that person must deliver to the Board all books, records, equipment, keys and documents of the Club in his or her possession, whether in hard copy or electronic format and confirm in writing that they have done so.

12. Funds and Accounts

The funds of the Club must be kept in an account or accounts in the name of the Club in a financial institution determined by the Board.

The funds of the Club are to be used to do:

- Anything which the Board considers will advance or achieve the Aims and Objectives.
- All other things that are incidental to carrying out the Aims and Objectives.

The Board is responsible for expenditure of the funds of the Club and may authorise any person to expend the funds of the Club within specified limits. Any expenditure above those limits must be approved or ratified by the Board.

All financial expenditures of the Club are authorised by:

- The Treasurer or the Chair on behalf of the Board; or
- Any person or persons authorised by the Board, within the expenditure limits set by the Board.

The Club may derive funds in any way legally permitted and approved by the Board.

The Club must keep Financial Records that correctly record and explain its transactions, financial position and performance; and Enable true and fair Financial Statements to be prepared.

The Club must retain its Financial Records for at least 5 years after the transactions covered by the records are completed.

The Board shall ensure the Club to complies with any financial reporting obligations imposed on it under any local laws, regulations or best practice.

The Board must allow the Financial Review Committee or an authorised appointed auditor to inspect those accounts at all reasonable times.

The Financial Year of the Club runs from 1 July to 30 June .

12. Insurances

The Club shall maintain the insurance policies below as well as any additional policies deemed appropriate by the Board.



- Directors Liability Insurance.

The Club will maintain Directors Liability Insurance to indemnify any person who is or has been an Officer of the Club against all losses, liabilities, damages, costs, charges and expenses of any kind incurred by the Officer as an officer of the Club.

- Club Litigation Insurance

The Club will maintain a Club Litigation Insurance policy to provide for legal assistance in the event of litigation against the Club.

13. Variation or Amendment of the Charter

This Charter may only be varied, amended or rescinded by resolution of the Board.



APPENDIX A – Board and Committee Role Descriptions

- **Board Members**

- (i) Chair

- Registered with the KvK, and with the bank. Responsible for integrity and proper administration of the club.

- (ii) Treasurer

- Registered with the KvK, and with the bank. Responsible for the financial integrity of the club, making and receiving payments, administering contracts, sponsorships, and reporting financials.

- (iii) Secretary

- Registered with the KvK. Responsible for following club procedures, drafting and issuing meeting minutes

- **Management Committee Members**

- (iv) Membership Coordinator – ensures Members are properly registered and dispensed

- (v) Match Secretary (wedstrijdsecretaris)

- Coordinates fixtures with the Rugby Nederland; communications, match interfaces and logistics, invites, technical matters and referees

- (vi) Coaching Coordinator

- Oversight of head coaches, including recruitment, quality and standards, training and equipment needs, ensuring that coaching quality and behaviours are consistent with the club goals and identity.

- (vii) Referee Coordinator

- Coordinating referee availability, Maintaining a referee register, coordinating referee training as required, recruiting referees, communicating with Rugby Nederland as required.

- (viii) Child Welfare Officer

- Ensuring the VOG procedure is followed and administered for coaches, and acting as a focal point for complaints relating to child welfare issues.

- (ix) First Aid Coordinator

- Oversight of first aid matters; ensuring each team has first aid volunteers available, coordinating training, ensuring that equipment and supplies are available, reporting incidents and issues, coordinating best practices and processes for dealing with injuries.

- (x) Bonds Representative

- Communicating with, and reporting of Rugby Nederland administrative matters; scheduling, rules, events, processes as required. Participate in monthly meeting with DJO (usually first Monday evening of the month at 8)

- Engage with other clubs in case of incidents and centralise those incidents



Contact Rugby Nederland for any specific need

(xi) Kit Shop Manager

Procurement, sales and distribution of the club kit; dealing with suppliers, selling and storage of new kit as required throughout the season, including merchandise and extras for supporters.

(xii) Facilities Coordinator

Primary focal point with SV Wassenaar (or equivalent) for facility issues; access to the club facilities, maintenance issues, bar roster issues and scheduling

(xiii) TBM Coordinator

Team manager for Turvens, Benjis and Minis; scheduling and communicating matches and training related issues

(xiv) Communications Coordinator

Responsible for website updates and maintenance, social media posts, events and journalist communications, as well as club branding matters.

• **Other Volunteers**

(i) Head Coach

Responsible for running training, team and player development, match and tournament commitments, according to the standards of the club, under the guidance of the Coaching Coordinator

(ii) Assistant Coach

Assisting the Head Coach as required, with warmups, running training exercises, touchline activities, logistics and equipment matters, as instructed by the Head Coach

(iii) Team Manager

Communications of training and match schedules, within the team, logistics and other matters, including the administration of whatsapp groups for example

Ensure the smooth running of the team (parents, players, coaches, club)

Ensure questions from parents are appropriately answered

Liaise with other team managers in order to send out relevant club information to parents (such as events)

Be present at season events, and at training and games

Identify first aiders for training and game days

Check logistics at matches (such as water bottles, canteen duty roster)

Check and remind team members to properly register and pay membership fees

For Cubs/Juniors/Colts



- make sure shirts are numbered correctly
- set-up team in eRugby before every game
- respond to invitations from other clubs
- make sure the games run smoothly, report incidents etc

(iv) Bar & Canteen Assistant

Providing support behind the bar, under the supervision, training or direction of SV Wassenaar



APPENDIX B – Child Safety Policy and VOG Check

The Club is committed to ensuring that the Club is a safe and friendly environment for children and young people, and this is embedded in the culture of the Club.

The Club and its Volunteers and Members take physical safety as well as any form of bullying or discrimination seriously. Incidents can be reported via any Committee Member, Board Member or via the Child Welfare Officer (where such contact details are published online) and the Club is committed to taking action to address incidents in a transparent and professional manner wherever necessary.

Child protection is a shared responsibility between the Club, Members, Volunteers and Parents, including the responsibility to report incidents or concerns in the proper manner.

The Club respects and listens openly to all Members, children, Volunteers and other parties when making decisions.

B.1 VOG Check

In the Netherlands, it is common practice that adults working with children are subject to a check referred to as a VOG or “Verklaring Omtrent het Gedrag”. A VOG certificate is a statement that shows that an adult does not have a known legal record which would prevent the Member from working with children, such as criminal offences.

The Club administers the VOG process via the Child Welfare Officer on behalf of the Members. This VOG procedure includes, as a minimum, the Head Coaches and assistant coaches or those working directly with children, and involves filling in a form at the start of the season.

B.2 Recognising and Reporting Potential Child Abuse or Safety Concerns

Any Member, child, parent or person may at any time have concerns about a child’s safety or wellbeing and such concerns should be reported to the Child Welfare Officer, or to a Board Member or Committee Member who must immediately report the concern to the Child Welfare Officer to take action.

B.2.1 Concerns which should be reported include;

Physical abuse: when a child has suffered, or is likely to suffer, significant non-accidental physical harm from the actions or decisions of another person.

Sexual abuse: when a child has suffered, or is likely to suffer, significant physical or mental harm as a result of sexual abuse, sexual exploitation, sexual intimidation or unwanted sexual contact from another person.

Emotional, psychological or bullying abuse: when a child has suffered, or is likely to suffer, sustained emotional or psychological harm such that the child’s development may be significantly damaged

Neglect: when a child’s physical or emotional development or health has been, or is likely to be significantly damaged from the actions or inaction of another person. Such as lack of food, clothing, warmth, hygiene, supervision, safety or medical care.

B.2.2 Reasonable Grounds for Belief

Concerns may at any time be reported as a precaution, with or without evidence. Concerns and accusations will be subject to “Reasonable Grounds for Belief” as determined by the Child Welfare Officer, whereby;



The CWO will gather and assess objectively the relevant facts, such as the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there is any other related matters known regarding the person(s) involved.

A 'Reasonable Belief' or a 'Belief on Reasonable Grounds' is not the same as having proof, but is more than mere rumour or speculation.

B.2.3 Reporting Process and Response from the Club

The CWO and Board Members will hold any report or concern in confidence, without consequence on the people involved.

The CWO and the Board will assess reports objectively and take appropriate action in a timely manner, where such actions may include;

- Report concerns or incidents to the Police if there is a Reasonable Grounds for Belief that a child is in serious need of protection, or there has been a potentially criminal offence, or they are concerned about the safety, health or wellbeing of a child.
- Report concerns or incidents to Parents or guardians of the child.
- Temporary (or permanent) withdrawal of the accused person(s) or Member from active duty, playing or training.

B.3 Specific Policies regarding Child Welfare and Safety

Physical contact by Coaches or Volunteers with children and players which occurs during training, coaching or matches must be appropriate and necessary for the situation; more than one adult should be present and the Coach or Volunteer should ask for permission or explain what they are doing before coaching the child or player.

Travel: During travel, supervising Adults and Volunteers are responsible for the wellbeing of children during travel, whereby children are not left unaccompanied or unobserved with adults.

Accommodation: Adult Members or Volunteers should not be alone with a child in a changing room or hotel bedroom, unless another adult Volunteer is informed, or they are accompanied by an adult and it is necessary for some reason.

Improper conduct of a sexual nature by any adult Member or Volunteer towards a child is not permitted by the Club including; inappropriate conversations of a sexual nature; obscene language of a sexual nature; suggestive remarks or actions; jokes of a sexual nature; obscene gestures; unwarranted and inappropriate touching; sexual exhibitionism; use of any device to show/watch offensive or explicit material;



APPENDIX C1 – Coaches & Volunteer Charter of Commitment

1- TRAINING & PLAYER DEVELOPMENT

- **VOLUNTEERS WORK TOGETHER AS A TEAM & SUPPORT EACHOTHER**
- Never cancel a training session without prior authorization (Team Manager, Head Coach)
- Never release children before the end of a training / match event.
- Never leave a child after training, wait until they are picked up or handed over to a parent.
- Monitor and guide the behaviour of children on and off the field during sporting events.
- Communicate with parents about the sport, behaviour or educational development of their child; inform the club of any problems (welfare officer, coaching coordinator, first aid coordinator, Board member as required)
- Inform the Team Manager and Head Coach in advance if a new player wants to participate in training sessions.
- Be present at all training sessions on time and prepared, or communicate your absence to other trainers and team managers in advance.

2- MATCHES & TOURNAMENTS

- **RESPECT THE TOURNAMENT/MATCH REGULATIONS AND RULES**
- Communicate the required information to opposition, parents, players, volunteers on time.
- Take the necessary equipment, documents and first aid supplies.
- Communicate the results, performance, incidents, areas for improvement to the team or relevant club official.
- Ensure attendance of all scheduled and registered matches
- Ensure fair and appropriate inclusion of all players on the pitch in a safe inclusive manner.
- Provide positive, encouraging and constructive feedback regarding performance and development of the individuals and the team
- Respect the referee and club officials, report and/or discuss mistakes, incidents or issues in a respectful and constructive manner.
- Ensure good behaviour of players towards people and premises, including catering and changing rooms. Make sure to leave the premises clean.
- Handle and store the kit and equipment appropriately and safely.

3- ACCIDENTS & INCIDENTS

- In case of injury or incident: follow the first aid and safety advice – especially in case of suspected concussion. Never move an injured player without proper assessment, alert medical services as required.
- Arrange support for the injured player to the first aid station or hospital.
- Complete and report the first aid incident to the relevant club officials, tournament officials and parents. Ensure follow-up prior to training or playing the injured player again.
- Report and follow up on behavioural incidents, bullying or other disrespectful behaviour.



APPENDIX C2 – Parents Charter of Commitment

1- PARENTS RIGHTS

- To have a welcoming, inclusive, safe and high-quality team sports club environment.
- To attend the club events, training and matches
- To ask questions relevant their child's progress or welfare.
- To receive quality and continuous rugby and team sportsmanship development.
- To have access to competent sports administration and coaching.
- To support their child, the team and the club volunteers.
- To encourage fair play and competition as a means of development.

2- PARENTS DUTIES

- To adhere the charter of the Wassenaar Warriors International Rugby Club.
- To respect the volunteers and trainers in their work with the club and teams.
- To respect the referee, the team environment and the supporters.
- Not to interfere with the decisions or work of the trainers or administrators in case of an incident.
- To be well-mannered encouraging spectators and supporters: maintaining the “the spirit of pleasure in the game”.
- To help and support the players in accepting the highs and lows of the team.
- To help and support the trainers and volunteers in their tasks: through a helpful and considerate attitude, behaviour, comments, punctuality and transportation.
- **TO INFORM THE TRAINERS AND TEAM MANAGERS IN CASE OF**
 - Absence from Training or Matches
 - Other important changes or problems (family, school, personal, practices, etc.) that could influence the child's behaviour or welfare.
- To consider the rugby club and its rules as a place of education and development.
- To hold up the club and team spirit and values.
- **To Respect the training schedules**
- **To Respect the match schedules and transport requirements**



APPENDIX C3 – Players Charter of Commitment

- PLAYERS RIGHTS

- To play sport in a team
- To have fun
- To be treated fairly and equally to your peers
- To be trained and supported by competent people
- To follow the training and development as appropriate to your individual ability
- To participate in well organised competitions
- To practice your sport safely
- To have adequate rest time
- To have good practice conditions
- To win or lose in a positive team environment

2- PLAYERS DUTIES

- Respect your environment: your team mates, your opponents, equipment and trainers:
- Be polite "*Hello, please and thank you!*"
- Be prepared: Bring your kit, spare items, boots, gum shield, shower items etc.
- Accept joint responsibility for defeats and victories, as well as praise and criticism
- Respect the officials, coaches, referees, and managers
- Respect your team commitments: attendance, punctuality, participation in training and competitions.
- Notify the coach or team manager in case of absence, problems or issues
- Respect the rules and culture of our club.
- Work hard, listen and do your best
- Put the team needs ahead of your own and help your team mates
- Congratulate and thank your opponents properly with a handshake and "guard of honour"
- Apologise to your opponent if you commit a foul.

