



Chorley Panthers Club Constitution

Chorley Panthers Rugby League Football Club Club Constitution

Last Updated: April 2025

Status (Approved)



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1. Statement of Adoption

1.1 This Constitution was formally adopted on:

1.2 Date: Monday 7th April 2025

1.3 Last Updated: 22nd January 2024

1.4 2025 Version Updates: Names and Addresses

1.5 Chairperson's Name: Nigel Yates

1.6 Chairperson's Signature: _____

2. Name

2.1 The Official name of the club is: Chorley Panthers Rugby League Football Club (hereafter referred to as 'The Club')

3. Club Address

3.1 Postal Address (Chairperson)

Nigel Yates
7 Calder Road
Withnell
Chorley
PR6 8TA

3.2 Non-Postal (Playing Address)

Panther Park
Chisnall Lane
Coppull
Chorley
Lancashire
PR7 5EA

4. Aims and Equity

4.1 The Club aims are:

4.1.1 To provide facilities and resources to foster the playing of rugby league within the borough of Chorley

4.1.2 To encourage and facilitate the participation of children of all age groups and abilities in the sport

4.1.3 To establish and maintain teams at all age groups from U7 through to Open-Age competition.

4.2 We aim to build child friendly and run a fair equal opportunity plan. All those involved in Chorley Panthers RLFC must respect the rights and choices of all human beings, treating everyone equally and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.



- 4.3** The Chorley Panthers code of conduct shall always be adhered to, to ensure the sport of Rugby League can be enjoyed by all. All associated with Chorley Panthers must understand that to discriminate may result in their membership at Chorley Panthers becoming null and void and in the instance of non-member, being asked to leave the premise or touch line. All coaches, volunteers and the Chorley Panthers management committee will endeavour to uphold equality within Chorley Panthers RLFC. Chorley Panthers will try wherever possible to allow people who desire to play Rugby League to join in, and in cases where joining the training structure to allow Rugby League for all.
- 4.4** In addition to the above Chorley Panthers RLFC adopt the following policies:
- 4.4.1** Equal Opportunities – **Appendix 1**
 - 4.4.2** Club Anti Bullying Policy – **Appendix 2**
 - 4.4.3** The Rugby Football League Anti-Doping Policy – **Appendix 3**
 - 4.4.4** The Rugby Football League Whistle Blowing Policy – **Appendix 4**
 - 4.4.5** Code of Conduct of Parents, Carers and Spectators, Electronic Copy emailed to parents following online from completion.
 - 4.4.6** Parents, Carers and Spectators where practically possible – **Appendix 5**
 - 4.4.7** The Management of Online Technology and Social Media – **Appendix 6**

5. Membership

- 5.1** Club and shall consist of those classes of member specified below: ^
- 5.2** **Playing Member** All persons who have filled in the correct memberships form and keep current the membership fee. Upon a junior being accepted as a member, the legal parent or guardian automatically becomes a member of the Club.
- 5.3** **Club Member** All Volunteers are automatically members of the club upon appointment to their position.
- 5.4** The definition of Volunteer should be considered in the broadest sense, it includes, but is not limited to: Coaches, Team Managers, Touch Line Managers, and member of the Friday Club (or Ground Staff) or any other volunteering post at the Club. This membership will be relinquished on termination of their duties.
- 5.5** All Members, players and club will be entitled to vote at the Annual General Meeting (AGM) and any Extraordinary General Meetings (EGM) called by the committee.

6. Management of Club Affairs

- 6.1** The Club shall be operated as a not-for-profit organisation and no part of any revenue derived by the Club shall inure to any member of whatever class (see 5), unless it is payment for services approved by the Committee.
- 6.2** The Club shall be managed by a Committee elected at an Annual General Meeting of members called for that purpose. All individuals nominated as members of the Committee must be members in good standing of the Club.
- 6.3** The Committee is empowered to act on behalf of the membership at large on all financial and other matters between meetings of the members.



- 6.4 Actions taken by the Committee must be reported to, and approved by, members at their next meeting in order to remain in effect.
- 6.5 The Committee shall always be governed by resolutions adopted at any meeting of members.
- 6.6 The Committee of the Club shall meet at least once every other calendar month throughout the playing season and at least once during the closed season to conduct such business as shall be necessary and a quorum of such a meeting should be a minimum of 7 officers.

7. Committee

- 7.1 The Committee shall consist of a Chairperson, Members Vice-Chairperson, Facilities Vice-Chairperson, Secretary, Treasurer, Head Coach, Child Welfare Officer, Social Media Manager, Fundraising Manager and one representative (Team Manager or Coach) from each team.
- 7.2 The Officers of the Club shall be the Coaches and Team Managers of each age group.
- 7.3 Any two offices may be held by the same person on a temporary basis until such time as a properly convened members meeting shall elect another member to one or both offices.
- 7.4 A current member of the Committee need not resign that position to stand for election as an Officer of the Club, but upon election, must resign from their previous position on the Committee.
- 7.5 Nomination of a member for a position on the Committee must be by two other members in good standing of the club.
 - 7.5.1 All members of the Committee shall be appointed for a two-year term except that elections shall be staggered to permit the appointment of a Chairperson and one other officer one year and the Vice-Chairperson and one other officer in the subsequent year. The office of a member of the Committee shall be automatically vacated: Only the CWO will be an unelected post due to training involved, however shall be open to applications biannually. Should more than one nomination be received for the post of Head Coach, then the coaches of the Club shall vote for the person they would like to take on the role.
 - 7.5.2 If a member wishes to resign from their office this must be done in writing via the Chairperson and or the Secretary of the Club, or;
 - 7.5.3 If a special General Meeting of members, a resolution to relieve them of their duties is adopted by two thirds of the members present;
 - 7.5.4 On the death of the member of the Committee.
- 7.6 If for any reason a position on the Committee should become vacant, the replacement process shall be as follows:
 - 7.6.1 Chairperson: The Members Vice-Chairperson shall assume the Chair;
 - 7.6.2 Vice-Chairperson: The Committee shall elect a successor;
 - 7.6.3 Other Officers or Team Representatives: a member in good standing may be appointed by the Committee to complete the term of the vacant position.

8. Election of Officers and Committee Members

- 8.1 Every two years at the 'Annual General Meeting' (AGM) of the Club the members shall elect, from amongst themselves: on a staggered format (every other year)
 - (a) Shall be elected and the alternate year (b) shall be elected.



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- (a) Chairperson
 - (a) Facilities Vice-Chairperson
 - (a) Treasurer
 - (a) Head Coach
 - (b) Members Vice-Chairperson
 - (b) Secretary
 - (b) (CWO, as per clause 7.1.5 the CWO is non-voted due to the training involved but the role may be applied for bi-annually.
- 8.2** Each officer shall hold office for 24 months from the conclusion of the meeting in which they were elected. Every effort should be made to have 5 different teams represented in the posts.
- 8.3** Nominations for elected posts identified in clause 8.1 shall require support from two club members and should be submitted to the Chairperson and or the Secretary no later than 2 weeks in advance of the AGM.
- 8.4** The Club should also nominate a Social Media Manager and Fundraising Manager on behalf of the Club.

9. Meetings

9.1 Committee

- 9.1.1** The Committee shall meet at least bi-monthly basis to conduct the management of the club's affairs.
- 9.1.2** The meeting shall be chaired by the Club Chairperson, or their designated representative.
- 9.1.3** The agenda shall be drawn up by the Secretary, items for inclusion in the agenda should be submitted, by Committee members
- 9.1.4** Matters will be decided by a simple vote, which should be binding upon the committee and the club.
- 9.1.5** Matters will be decided by a simple vote, which should be binding upon the committee and the club.
- 9.1.6** The chairperson presides or in their absence the (members Vice-Chairperson) will preside or in their absence, those present should elect a chairperson for the meeting.
- 9.1.7** The Committee may appoint one or more subcommittees to conduct such of the committee's business as the committee shall deem appropriate.
- 9.1.8** Any such subcommittees shall consist of not less than (three) members, (two) of whom shall form a quorum.
- 9.1.9** Any resolutions passed by the sub-committee shall require ratification by the Committee.

9.2 Coaches Meetings

- 9.2.1** Regular coach's meetings will be held. These will be convened by the Head Coach and should take place not less than quarterly.

9.3 Annual General Meeting

- 9.3.1** The Club's AGM will be open to all members.
- 9.3.2** The exact date, time and location will be notified to all club members at least four weeks in advance of the date.
- 9.3.3** Notification will take place via, Website, Social Media and WhatsApp. Team Managers should be emailed to notify members within their groups.

9.4 Extraordinary General Meeting (EGM) or Special General Meetings (SGM)



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9.4.1 An EGM or SGM will be called by the Committee from time to time in order to solicit a mandate from club members for exceptional actions, specifically;

9.4.1.1 Any changes in the objectives of the Club

9.4.1.2 Any change to the Club name

9.4.1.3 Any change to Committee members

9.4.1.4 Any change to this Constitution

9.4.2 In addition an AGM will be called within 21 days of a written request to the Chairperson and or the Secretary to so from a minimum of 10 members. The written request should clearly state the business to be conducted.

10. Accounts

10.1 Receipts and Expenditure: All expenditure undertaken on behalf of the club must be authorised by the club Treasurer.

10.2 The funds of the Club, including all revenue, however derived, shall be paid into an account operated by the Committee in the name of the Club at a bank as the Committee shall, from time to time, decide.

10.3 All payments made from the bank account must be authorised by at least two authorised members of the Committee.

10.4 Funds belonging to the club shall be applied only in furthering the objectives of the Club as defined in this Constitution.

10.5 Receipts for all monies paid into the Club account by team representatives or Offices should be passed to the Treasurer as soon as practically possible.

10.6 Receipts, or invoices, for all expenses incurred should be passed to the Treasurer prior to, or during, the monthly Committee meeting.

10.7 Reporting: The Treasurer will produce a summary report for Committee Meetings. This will state:

10.7.1 Net Cash Balance brought forward

10.7.2 Expenditure for the period – highlighting any significant costs incurred

10.7.3 Receipts for the quarter – highlighting any significant receipts received

10.7.4 Net Cash Balance carried forward

10.8 The authorised bank signatories will have delegated authority for any expenditure up to £500, over this amount shall require broader Committee approval.

11. Winding-up

11.1 If the Committee decides that it is necessary or advisable to dissolve the Club it shall call an EGM of all members, with not less than 21 days' notice, stating the terms of the resolution to be proposed.



- 11.2** If the proposal is confirmed by two-thirds majority of those present and voting the Committee shall power to realise any assets held by or on behalf of the Club.
- 11.3** Any assets remaining after the satisfaction of any proper debts and liabilities shall be donated either to another similar club, or to the governing body then controlling armature rugby league in the North West (North West Counties ARL)

12. Altering the Constitution Proposals

- 12.1** For any alteration to this constitution to be considered they need be approved by two-thirds majority at a properly convened AGM or EGM.

13. Subscriptions

- 13.1** The subscription of all categories of membership shall be the sum determined by the Committee and ratified at the AGM.

14. Complaints, Discipline and Appeals

- 14.1** All complaints, incidents or allegations of poor or inappropriate conduct should be reported to the Club via the Chairperson, Members Vice-Chairperson or Child Welfare Officer where incidents relate to the welfare and or safety of children, young or vulnerable people.
- 14.2** Incidents can be reported by those affected or by individual witnesses.
- 14.3** Regardless of who the incident is reported by, all incidents will be investigated and dealt with in confidence by the Committee.
- 14.4** The Committee, via the club Secretary, will take a full written account of any incidents from all those concerned, affected or having witnessed the alleged incident. Exception to this will be made where the club Secretary is involved, affected by or witnessed the incident themselves, in such cases another member of the Committee will take on this responsibility as directed by the Chairperson.
- 14.5** Where incidents affect the welfare or safety of children, young or vulnerable people within the club or visiting the club, the Child Welfare Officer will take responsibility for dealing with the issue, including the taking of written statements. This will be undertaken in line with the club's protection policy.
- 14.6** All written statements will be presented to the Committee who will meet to hear the complaint, as far as possible, within 14 days of the incident/allegation having taken place.
- 14.7** The Chair will be responsible for deciding if other members of the Club who are not club officials should be present to hear this complaint, such decisions and reasons for them will be recorded.
- 14.8** The Committee will decide on any actions to be taken as a result of the incident/complaint/allegation.
- 14.9** In making such decisions consideration will be given to the specific details of each case and any extenuating circumstances.



- 14.10** The Chairperson will be responsible for informing all relevant parties of the outcome of the Committee's Decision. This must be done in writing within seven days of the decision. It is the Chairperson's responsibility to ensure all parties have been made aware of the outcome.
- 14.11** Following decisions on complaints/disciplinary matters any of the individuals involved has a right to appeal the decision.
- 14.12** Any individual(s) making an appeal must outline the reason why they felt the decision made was unjust.
- 14.13** Following receipt of an appeal, a committee meeting will be convened, at which the Committee will consider if the original decision should be upheld or changed.
- 14.14** The outcome of a decision following an appeal will be upheld and there will be no further right to appeal.



15. Adoption of The Constitution

This constitution was adopted on the date mentioned above (point 1) by the persons whose signatures appear below:

Name	Position	Signature
Nigel Yates	Chairperson	
Mark Hampson	Members Vice-Chairperson	
Gavin Dagnall	Facilities Vice-Chairperson	
Mark Hampson	Secretary	
Amanda Ryan	Treasurer	A Ryan.
Kavern Ellison	Senior Head Coach	KC
Matt Miller	Junior Head Coach	