

CARDIFF AND DISTRICT
YOUTH RUGBY UNION



HANDBOOK
AND
BYE - LAWS

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BYE-LAWS

1. Name.

The name of the Union be " The Cardiff and District Youth Rugby Union, hereafter referred to as the District Union ".

2. Object.

The object of the District Union be, to act under the jurisdiction of the Welsh Rugby Union and the Welsh Youth Rugby Union as the Governing Body for the encouragement and control of Youth Rugby Football within the area of Cardiff as designated by the Welsh Youth R.U.

3. Officers.

That the Officers and Officials of the District Union shall be:—The Patron, President, Vice-Presidents and Executive Committee. The Patron, President, Vice-Presidents, Hon. Treasurer and Hon Secretary be appointed at the Annual General Meeting.

4. Management.

The Management of the District Union be vested in a Committee elected annually.

(a) Constitution: The Executive Committee to consist of Chairman, Vice-Chairman, Hon. Secretary, Hon. Treasurer, one representative from the Youth Referees' Society, and one nominated representative from each affiliated Club. (The Chairman and Vice-Chairman of Committee to be elected by that body at its first meeting after the A.G.M.)

(b) Nominations for Management Committee to be submitted in writing and in the possession of the Hon. Secretary at least 14 days prior to the date of the Annual General Meeting.

(c) A Finance sub-committee must be formed, and to consist of not less than three persons, two of whom shall jointly sign all documents of payment or withdrawals relating to Union funds.

(d) Elections may be by ballot or show of hand at the A.G.M.

(e) No Club to have more than one representative on the Committee, excluding the President, Vice-Presidents, Chairman or Life-Members.

(f) Five members to be the minimum number present to form a Quorum.

(g) A Committeeman absent from three consecutive meetings to be disqualified from Membership unless the Committee is satisfied that the cause of absence is unavoidable.

(h) Co-option : The Committee has discretionary powers to co-opt one or more persons on to the Committee to a maximum of five in number per season. Each co-opted member to have full voting power.

5. Powers of Committee.

The Committee will have the power to :—

(a) Deal with Clubs in membership

(i) Having dispute with its Officers and/or members, or in dispute with any other affiliated Club, its Officers and/or members ;

(ii) Not carrying out Bye-Laws and Rulings.

(b) Take action against any Club or Clubs without affiliation to some recognised governing body.

And subject to Welsh Union Rulings.

(c) Promote Trophy Competitions.

(d) Form Leagues and/or Divisions.

(e) Enter competitions organised by the Welsh Youth Rugby Union.

(f) Select a Cardiff and District team and arrange to play :—

(i) Other Club or Clubs in the District Union ;

(ii) Club or Clubs, or the selected teams of other governing bodies.

(g) Appoint at their discretion, a Match Committee which will consist of five of its members. (Three members to be present to form a Quorum).

6. Life Members.

Any member of the Cardiff and District Youth Rugby Union who, on or after the 12th May, 1949 shall have served the District Union for a period of 15 years (not necessarily consecutively) is eligible for recommendation by the Management Committee to Life Membership and act as a Committeeman after his election, but with no power to vote.

7. Annual General Meeting.

The Annual General Meeting to be held in May, of which 10 days' notice in writing must be given.

Those entitled to attend the A.G.M. shall be :—Officers and Officials of the District Union. Two representatives both with voting power, from each affiliated District Club with proper authorised ticket/s of admission. No District Club shall send representatives unless it has paid its annual affiliation fee.

The business of the A.G.M. shall include :—

(a) Consideration of the Balance Sheet or Statement of Accounts for the previous year.

(b) The Election of Officers, Officials and Hon. Auditors in accordance with Bye-Law 3 and its relevant sub-sections.

(c) To appoint a representative to serve on the Welsh Youth Rugby Union Executive Committee.

(d) Consideration of any alteration, deletion, or insertion of rules of which due notice has been given. No Bye-Law to be added, rescinded or altered without the consent of at least two-thirds of those present at the Annual Meeting.

8. Meetings.

(a) *Special General*—The Hon. Secretary is empowered to call a Special General Meeting of the District Union upon receiving a requisition to so do signed by at least three Secretaries of Clubs in membership. Each Club to be entitled to send one representative to the meeting exclusive of its District Union Officers or Committee member.

(b) That at least three meetings be convened during the season.

9. Membership and Affiliation.

Any proposed and properly constituted Youth Club or Ex-schoolboys Club shall be entitled to membership of the District Union and must pay an annual affiliation fee by the end of October in each Season.

1. Fees. 10/6 per annum.

2. Welsh Rugby rules forbid clubs arranging fixtures with any club not affiliated to a recognised Rugby Football Union governing body.

10. Laws of the Game.

All matches to be played in accordance with Welsh Rugby Union Rulings.

11. Referees.

All appointments will be made by the District Union.

(a) *Applications*—Club Secretaries must apply to the District Union Secretary for Referees for all home matches and such applications to be received by the Monday in each week.

(b) *Allowances*—The allowances for Referees to be five shillings for expenses, plus third-class travelling fare.

(c) *Payment*—The District Union will pay the Referees appointed to officiate at games between Clubs affiliated to the District Unions.

(d) *Cancellation of Match*—That in the case of a match being cancelled or postponed the home Club (if possible) shall notify the fact to the Referee and, failing so to do, the Committee may order the Club adjudged by them to be in default, to pay the expenses of the Referee.

12. Conditions of Ground.

(a) *Fitness*—Where the fitness of playing pitch is questionable, both Captains to inspect and if unable to agree, the Referee to make a decision which will be final.

(b) *Unplayable*.—In the case of the ground being unplayable, the home Officials must acquaint the visiting Club before noon on the day of the match and so prevent them making the journey.

13. Non-Fulfilment of Fixtures.

The failure of any Club to carry out an arranged fixture must be reported in writing to the District Union Secretary within three days. Should the Committee decide that there has been a default, a fine of fifteen shillings to be imposed and the offending Club ordered to arrange within fourteen days, another date for that fixture.

Failure to comply carries suspension.

14. Reported Players.

In the case of a player being reported by the Referee to the District Union, such report to be in writing, and the District Union Secretary must forward same to the Welsh Youth Rugby Union to be dealt with by that body.

15. Reported Clubs.

The failure of any Clubs to carry out District Union Rulings must be reported, in writing, to the District Union Secretary and will be dealt with by the Committee.

16. District Union Selected Players.

The District Union to have prior claim on club members' players who have been selected to play in District Union matches and District Union trial matches. Clubs and/or players failing to acknowledge such selection without reasonable excuse, shall be suspended for a period of four weeks.

17. Trophy, District Union and Division Competitions.

The District Union may arrange any one, or all, of such Competitions, subject to at least six teams entering each.

(a) *Entries.*—Clubs desiring to compete in Trophy Competitions must submit their entries in writing not later than 31st of December in each season.

(b) *Draws.*—That the draw of the Cup games be held in the presence of Clubs participating in the Competitions.

(c) *Play-off.* 1st round. Last Saturday in January in each year.

2nd round. Second Saturday in February in each year.

3rd round. Third Saturday in March in each year.

Semi-finals and Finals be arranged annually.

(d) *Exclusion.*—The District Union has the power to exclude any Club in Membership from any Competition it may decide to run.

18. Players arranging to assist Senior Youth Clubs.

(a) In the event of a Youth player arranging to assist a Junior Union Club in a match, it will be necessary for **him, also the Club** desiring his services, to give notice to his Club before noon the day preceding the match, of his intentions.

(b) That the Union age-limit throughout all affiliated District Unions be *under* 18 years of age on January 1st preceding each Season and that in all cases a birth certificate must be produced. Any player outside the age limit shall be ineligible to play in Youth football and competitions.

19. Transfers.

(a) Any player wishing to transfer to another Club must himself obtain the written consent of transfer from the Club he intends leaving. Such consent to be shown on the official District Union transfer form.

(b) A Club may withhold transfer if the player is not financially clear, but if otherwise withheld he may appeal to the District Union.

(c) A transfer will be required upon a Welsh Youth Rugby Union player formally joining a Welsh Union Club.

(d) A Junior player who, in one season, plays for a Junior Club or Clubs in six matches becomes a Junior Union player and cannot again play for a Youth Club without having first obtained his transfer from the Junior Club with whom he last played.

20. Decisions of Committee.

The decision of the District Union regarding fines and penalties shall be final, except where the right of appeal to the Welsh Youth Rugby Union is to be exercised.

21. Appeals.

A Club or Clubs shall have the right to appeal to the Welsh Youth Rugby Union against any decision of the District Union.

(a) *Notice.*—Notice of appeal must be given within the fourteen days after the decision objected to has been made known.

(b) *Fee.*—All appeals must be accompanied by a fee of ten shillings (10/-) payable to the Welsh Youth Rugby Union, which fee will be forfeited if appeal not sustained.

22.

(a) A player must be registered by his Club to the District Union. Such registration to be notified to the Hon. District Secretary.

(b) A player in the District Union may take part in any Club trial matches but, when selected for the side of a new Club, the Transfer Laws must be applied, if applicable in his case.

(c) Registration forms of players to be completed with names, addresses and dates of birth, and returned to the District Hon. Secretary by the 11th September of the season. Additional registration during the season must be notified to the District Hon. Secretary within 14 days of a player joining a Club.

23. Press and Publicity.

All communications to the Press and District Union matters shall only be carried out through the District Hon. Secretary.

24. Matters not provided for.

The District Union shall have the power to deal with any complaint not provided for in the bye-laws which should be put, in writing, to the District Hon. Secretary prior to a meeting. Its decision must, and shall be final, except when an appeal is made to the Welsh Youth Rugby Union, whose decision must be taken as final.

CUP AND SHIELD COMPETITIONS

BYE-LAWS

1. Classification of Clubs for above Competitions to be decided by the Committee.
2. Registration of Players not later than seven days previous to the date of the first competition match. No transfers allowed in subsequent Rounds.
3. No Player to play in more than one competition, except upon being promoted.
4. Referees to be appointed by Committee.

5. Neutral Touch Judges to be appointed at the discretion of the Committee.

6. The Referee must notify the result to Hon. Secretary by mid-day post Monday following.

7. Regarding question of fitness of ground, both Captains to inspect same and if unable to agree, the Referee to make a decision which will be final.

8. Shield and/or Cup to be held by winning Club(s) and sixteen medals (15 for Players and 1 for Hon. Club Secretary) to be awarded, subject to at least six Clubs having competed.

9. Hon. Secretaries for the time shall be the legal owners of Trophies and shall give security for safe custody (such security to meet the approval of the District Union) and undertake to return such Trophies not later than the first day of February in the following season.

10. All other matters connected with these competitions to be solely controlled by the Committee.

11. Complaints, Appeals and protests to be made in writing to the District Union Hon. Secretary on or before Monday following the match, accompanied with a fee of 5/- (five shillings) which fee will be forfeited if complaint, protest or appeal be not sustained.

12. The Committee shall have the power to deal with any Official, Club or Club Players, as they think fit, and shall have power and absolute control of any matter arising in connection with the competitions not provided for in the Bye-Laws of the District Union.

RULES GOVERNING THE SEVEN-A-SIDE RUGBY FOOTBALL TOURNAMENT.

Conduct of the Draw.

The number of entries in the Tournament, if already not a power of 2, i.e., 4, 8, 16, 32, etc., must be made so by means of "byes". All byes to be decided during the first series.

All names of entries to be put in the "cap". The first names drawn out of the "cap" will be given byes. The number of byes determined from the table below. The remaining entries will compete in the same order as they are drawn.

<i>No. of Entrants</i>		<i>No. of Byes</i>	<i>Matches in First Series</i>
5	3 short of 8	3	1
6	2 " " 8	2	2
7	1 " " 8	1	3
8	0 " " 8	0	4
9	7 " " 16	7	1
10	6 " " 16	6	2
11	5 " " 16	5	3
12	4 " " 16	4	4
13	3 " " 16	3	5
14	2 " " 16	2	6
15	1 " " 16	1	7
16	0 " " 16	0	8

Rules Governing The Seven-a Side Tournament.

1. The Tournament shall be a knock-out competition with any necessary byes being drawn in the First Round.

2. Only registered Cardiff District players shall be allowed to take part in the Tournament.

3. Each game shall be played **six minutes** each way (except the Final Tie, which shall be played ten minutes each way), and if at the end of such play neither side shall have won, ends shall be changed and shall be continued to be changed at the end of **six minutes** or **ten minutes**, as the case may be, until one side scores, such side being the winners, and no further time being played. The interval at half-time shall not exceed **one minute**, and in the event of extra time being played, there will be no further intervals.

4. A scrummage shall be formed by three players on each side.

5. With the exception of the final tie, teams must be prepared to turn out immediately on completion of the tie previous to that in which they are engaged. In the event of any team refusing to so turn out, they will be automatically disqualified, and their opponents will be declared the winners.

6. Each team will be allowed to be chosen from **nine players**, nominated before the start of the Tournament. In the event of an injury, an eighth player may be brought into the team for the next round. In the event of a second injury of a serious nature, the Committee may, at their discretion, allow a further reserve. Substitutes are, of course, not allowed during the course of the game. A player so injured, and who had been substituted, cannot take further part in the Tournament.

7. Only players and officials are allowed to enter the field of play.

8. A reasonable interval will be allowed between the second semi-final and the final tie.

9. Play will be conducted under the "Laws of the Game of Rugby-football", as framed by the International Board.

10. The Committee's decision on any arbitrary matter is final.

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