



# WAYS OF WORKING OF THE COMMITTEES AND SUB-COMMITTEES

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## 1. DEFINITIONS

For the purpose of the present document, the terms used herein have the meanings set out in the definition section of the Bylaws, unless otherwise stipulated in the text.

## 2. INTRODUCTION AND PURPOSE OF THE WAYS OF WORKING

**2.1** As a reminder, the committees and sub-committees of Rugby Europe are established pursuant to The Bylaws.

**2.2** As a reminder, role of the committees and sub-committees are indicated in article 9 of The Bylaws.

**2.3** As a reminder, committees and sub-committees are overseen by the Board of Directors. Members of these groups have duties and responsibilities. Sanctions may be applied to those that may not respect their obligations.

**2.4** The following document is intended for applicants or members of the committees and sub-committees. Its purpose is to clarify the ways of working of the committees and sub-committees. Its objectives are:

- a) Set the duties of each committee or sub-committee.
- b) Clarify the roles and responsibilities of the members of the committees and sub-committees. This to enhance their level of engagement, boost the quality of contributions and their overall impact.
- c) Provide a framework for day-to-day operations.

**2.5** This document does not aim to be exhaustive. Should there be any doubt on the ways of working of the committees and sub-committees and/or the interpretation of this document; it will be a competence of the Board of Directors to solve any situation.

## 3. DUTIES OF THE COMMITTEES AND SUB-COMMITTEES

### 3.1 Duties of the Rugby Committee

On Competitions topics:

- a) Consolidate views from sub-committees on Rugby Europe competitions topics.
- b) Draw up recommendations regarding possible modifications to the existing national team competitions and to the regulations governing these competitions.
- c) Advise on the format for World Cup qualifiers.
- d) Exchange views and draws up recommendations on the international match calendar.

On the social responsibility topics:

- a) Propose Rugby Europe's rugby -related social responsibility policy and activities for the following target groups: Members, Unions officials, players, referees, supporters, and media.



On the referees topics:

- a) Advise Rugby Europe and its Members on referee education and organization and monitor strategic initiatives to assist with the recruitment, training and development of referees.
- b) Recommend to the Board of Directors on the members of the Rugby Europe Referee Selection Panel.
- c) On match commissioner & tournament directors topics:
- d) Exchange views on current Match Commissioners and Tournament Directors' duties.
- e) Draw up recommendations regarding possible modifications on Match commissioner and Tournament directors' duties.

### **3.2 Duties of the women's sub-committee**

- a) Exchange views on current women's rugby topics, in particular Competitions.
- b) Draw up recommendations regarding possible modifications to the existing competitions and to the regulations governing these competitions.
- c) Assist with the program content for women's rugby conferences and courses.
- d) Make recommendations on the international calendar, including proposals for the coordination of Rugby Europe and World Rugby national teams' competitions.
- e) Assist in drawing up and implementing girls' and women's rugby development strategies and programmes.

### **3.3 Duties of the Sevens sub-committee**

- a) Exchange views on current sevens rugby topics, in particular competitions.
- b) Draw up recommendations regarding possible modifications to the existing competitions and to the regulations governing these competitions.
- c) Make recommendations on the international calendar, including proposals for the coordination of Rugby Europe and World Rugby national teams' competitions.
- d) Assist in drawing up and implementing sevens rugby development strategies and programs.

### **3.4 Duties of the Development sub-committee**

- a) Supervise World Rugby and Rugby Europe technical and rugby assistance/exchange programs within its Members.
- b) Exchange views on current Training and Education programs.
- c) Exchange views on grassroots and players developments programs.
- d) Exchange views on current Age Grade topics.
- e) Draw up proposals on Age Grade Programs.
- f) Exchange views on beach, snow rugby and new emerging rugby practices.
- g) Assist in drawing up and implementing beach, snow rugby and new emerging rugby practices development strategies and programs.

### **3.5 Duties of the Player-welfare sub-committee**

- a) The Player-Welfare sub-committee oversees, manages, and contribute to all matters related to player-welfare within Rugby Europe.
- b) In addition to making sure that all Rugby Europe's competitions are played within a safe environment and that the physical and mental health of all players are preserved, the player-welfare sub-committee is involved in topics such as: anti-doping, research, medical training and education, injury prevention and pitch-side care.



### 3.6 Duties of the Legal and Regulations Committee

On the Laws of the Game, Stadium and Security topics:

- a) Advise the Members on stadium regulations and security for Rugby Europe Competitions.
- b) Articulate a Rugby Europe stadium certification & ranking process.
- c) Monitor relevant developments in the field of stadiums and security.
- d) Analyse rugby-related legal issues and advises Rugby Europe accordingly.
- e) Monitor and give recommendations and implement World Rugby regulations related to the laws of the games at Rugby Europe competitions level.
- f) Circulate and advise our Members the implementation of World Rugby regulations related to the laws of the games.

On Legal & Regulations topics:

- a) Provide legal advice on the Rugby Europe Bylaws and other regulations, as well as on the statutes and regulations of Rugby Europe's Members when asked.
- b) Provide legal advice regarding disputes involving Rugby Europe.
- c) Monitor the development of European Union law in the field of sport and of rugby in particular.
- d) Draw up recommendations regarding possible modifications of Rugby Europe code of ethics / code of conduct.
- e) Exchange views on disciplinary matters.
- f) Draw up recommendations regarding possible modifications of Rugby Europe disciplinary procedures.

On disputes resolution:

- a) Appoint the arbitrator(s).

### 3.7 Duties of the Business Committee

- a) Discuss the general marketing strategy for all Rugby Europe competitions and advise the Board of Directors.
- b) Advise Rugby Europe on the relationship with its various marketing and media partners.
- c) Foster exchanges between national Unions on marketing and media topics.
- d) Monitor development and evolution of the sport industry.
- e) Discuss topics dealt with by other committees that also concern Rugby Europe's marketing and media activities.
- f) Advise Rugby Europe on determining the organizational requirements for media work at Rugby Europe events, on collaborating with the media organizations covering Rugby Europe events and on public relations work.
- g) Nurture collaboration with international organizations in the media and digital sector.
- h) Observe developments in the media and digital sector and makes proposals for tackling new challenges.
- i) Deal with all media issues concerning Rugby Europe and rugby.

### 3.8 Duties of the Audit and Risks Committee

- a) Make a recommendation on the audited annual financial statements of Rugby Europe and its associated entities for consideration by the Board of Directors and the General Meeting.



- b) Ensure that all risks pertaining to Rugby Europe and its associated entities are properly identified and appropriately managed by Rugby Europe staff.
- c) Recommend the appointment of external auditors for approval by the Board of Directors and the General Meeting.
- d) Monitor the procedures in place to ensure that the company is in compliance with French Law in respect of the financial statements and other legislative, insurance and reporting requirements in relation to the preparation of financial statements and in relation to all Rugby Europe matters.
- e) Deal with other relevant matters which may be referred to it occasionally by the Board of Directors.

### **3.9 Duties of the Disciplinary Committee**

The Disciplinary Committee is an independent Committee of Rugby Europe that has been established pursuant to Rugby Europe Bylaws.

The Disciplinary Committee oversees, manages, and delivers the execution of the disciplinary processes and procedures at the exception of Membership matters which will be dealt with as per the provisions made into Rugby Europe Membership Pathway.

For the avoidance of doubts, both Misconduct and Foul Play Disciplinary Cases fall under the remit of the Disciplinary committee whether in first or second instance.

## **4. DUTIES AND RESPONSIBILITIES OF THE MEMBERS OF THE COMMITTEES AND SUB-COMMITTEES**

**4.1** Chairpersons and members of the committees and sub-committees have the following duties:

- a) To respect the various documents composing The Corpus of Rugby Europe Official Documents including the Code of Ethics.
- b) After the nomination, to sign a mission letter formally confirming the acceptance of Rugby Europe's Bylaws and of this document.
- c) Pursuant to the Bylaws, to abide by the decisions taken by the governing bodies of Rugby Europe.
- d) Pursuant to the Bylaws, to abide by the objectives set from time to time in the strategic plan.
- e) Pursuant to the Bylaws, to attend personally the meetings of their respective committee or subcommittee and engage actively in the discussions.
- f) Pursuant to the Bylaws, to carry out their work within their committee or sub-committee with impartiality and transparency. They shall refrain from acting in the sole interests of their Unions.

**4.2** The following guidelines are given to the members of the committees and sub-committees:

- a) Under the leadership of the chairperson, each committee is encouraged to support the Board of Directors actively and to demonstrate proactivity. Formal meetings will be organized but this shouldn't refrain committees and sub-committees to conduct unformal meetings or discussions.
- b) Under the leadership of the chairperson, each committee shall be free to decide on its own working methodology provided that the framework imposed by the Bylaws is respected.



- c) External expertise may be from time to time beneficial to the discussions of the committees and sub-committees. External experts may therefore be invited to participate in some informal or formal meetings provided that it has been previously discussed with the Board of Directors and/or the President of Rugby Europe and/or the CEO of Rugby Europe.

**4.3** The following guidelines are given to the chairpersons of the committees and sub-committees:

- a) Pursuant to the Bylaws, Chairpersons of the committees have an important role in the recruitment process of the members of their respective committees. In collaboration with the staff, they are therefore encouraged to conduct one-to-one interviews with the various candidates and to test their motivation, engagement and competences.
- b) Chairpersons of the committees shall make sure that the members of their group remain engaged during the entire duration of their mission.
- c) Chairpersons shall regularly assess the performance of their committee or sub-committee and the quality of its contributions.

## **5. MEETINGS, NOTICE, AGENDA, AND MINUTES**

### **5.1 Frequency of meetings**

- a) All committees' meetings are conducted in the form of remote video calls.
- b) The Rugby committee shall meet three (3) times per year in spring, fall and winter.
- c) All the other committees and sub-committee shall meet two (2) times per year in spring and fall. Date and times of meetings shall be decided based on the seasonality of Rugby Europe activities.

### **5.2 Preparation of meetings**

- a) Meeting dates shall be proposed by the staff and approved by the chairperson of the committee.
- b) Meeting dates of each committee or sub-committee shall be shared with the members of the group at the latest 30 days in advance.
- c) Meeting agendas shall be drafted by the chairperson and secretary of the committee or sub-committee. The staff shall provide some inputs. Once finalized, and at the latest 10 days in advance, the agenda shall be shared with the members of the committee.
- d) Meeting supporting papers shall be prepared by the staff and sent as soon as practicable to the members of the committee or sub-committee.

### **5.3 Conduct of meetings**

- a) The chairperson of the committee or sub-committee leads the meetings with the support of the staff.
- b) Meetings of the committees and sub-committees shall be conducted in English unless otherwise approved by the President of Rugby Europe and/or the CEO.

### **5.4 After the meetings**

- a) The minutes of the meetings shall be done by the staff and circulated to the members of group at the latest 30 days after the meeting.



- b) Members of the committee or sub-committee shall provide their comments at the latest 30 days after receiving the minutes.
- c) Past that deadline, minutes will be considered as final and shared by the staff with the members of the Board of Directors and all chairpersons of the committees and sub-committees.
- d) At each General Meeting an activity report on each committee or sub-committee shall be presented.

#### 5.5 Collaboration with the staff

- a) The C.E.O. of Rugby Europe appoints staff members to each respective committee or sub-committee to assist with the work of the committees and sub-committees.

### 6. AMENDMENT OF THIS DOCUMENT

It is a competency of the Board of Directors to amend this document.

