



COMMUNITY BOARD TERMS OF REFERENCE

Constitution

The Board of the RFL (Governing Body) Limited (the “**Board**” and the “**RFL**” respectively) has approved a Community Board as a sub-committee of the Board (the “**Committee**”).

The Committee is formed pursuant to Article 59 of the RFL Articles of Association and shall operate as set out in the RFL’s Memorandum, Articles of Association, Bye-Laws and Operational Rules.

The Terms of Reference of the Committee were approved by the Board on 6th February 2020 and are set out below (replacing the Terms of Reference previously in force).

Scope

The Committee is concerned with assisting the Board in the production of strategy at Community level and to promote the development and growth of the Community Game and ensure it is more accessible to all. For the avoidance of doubt, the Community Game includes but is not limited to men, women, youth and junior rugby league in Tiers Four to Six and also includes, schools, colleges, universities and variant formats of the sport.

Summary of Purpose

The principal purpose of the Committee is to:

- Make recommendations to the Board on campaigns, reviews, projects and/or regulations affecting the Community Game (“**Community Game Policies**”);
- Assist the Board in the rollout of Community Game Policies;
- Assist in the evolution of the Community Game strategy;
- Promote the development and growth of the Community Game;
- Improve the Community game to ensure all offers are flexible, inclusive and accessible for everyone.

1.0 Membership

1.1 The Committee shall consist of one elected representative from each constituent part of the Community Game who shall also be a representative at the RFL Council (where membership is sanctioned pursuant to the Articles of Association) as follows:

- 1.1.1 Education Setting Representative; being the elected Chair of the Young Persons’ Education Forum;
- 1.1.2 Higher Education Representative; being the elected Chair of the University Advisory Group;
- 1.1.3 Club Representative of Tier Four Community Game;
- 1.1.4 Adult Club Representative of Tier Five Community Game;
- 1.1.5 Youth & Junior Club Representative of Tier Five Community Game; and
- 1.1.6 Representative from the Foundations Forum.

(“the Elected Representatives”)

- 1.2 The Board will appoint two independent representatives who will be appointed following a recruitment process and based on their skills and expertise. The Board reserves the right to appoint said representatives in a manner that ensures compliance with the Sport England Code of Good Governance (**“the Independent Representatives”**).
- 1.3 The Board will appoint a representative for participants who must be or have been within 12 months prior to their appointment an active participant or coach in a Rugby League club as defined by Sport England (**“the Participant Representative”**).
- 1.4 The Committee shall also consist of one nominated representative from both the Armed Forces and the British Amateur Rugby League Association. Such Representative will be the respective bodies’ Chair or such other person as elected to the role by the relevant body (**“the Nominated Representatives”**). These two representatives will also attend and be entitled to vote at the RFL Council in accordance with the Articles of Association.
- 1.5 The Chair of the Committee shall be nominated by the Board and shall be a current RFL Board director who shall serve for as long as the Board determines.
- 1.6 All members of the Community Board must agree to and comply with the appended Code of Conduct.
- 1.7 The Independent Representatives, the Elected Representatives and the Participant Representative will be appointed for an initial term of 3 years and may serve for a maximum of 3 terms subject to re-election or re-appointment. The Nominated Representatives will be appointed from their respective constituent bodies for as long as they hold the relevant position within that organisation.

2.0 Secretary

- 2.1 The Head of Competition, Strategy & Governance (or such alternative role specified by the Board) or his or her nominee shall act as the secretary of the Committee.

3.0 Attendance at Meetings

- 3.1 The Committee shall have the right to request the attendance of the RFL Chief On Field Officer, Director of Participation and Development, Head of Delivery Community Game Competitions and the Head of Projects and Partnerships and/or any other senior management executives s who shall attend if reasonably practicable.

4.0 Meeting Structure

- 4.1 Meetings shall be held as a minimum of four times a year. There will be at least two full day meetings in each year.
- 4.2 Agenda and papers will be circulated at least one week in advance of Committee meetings. Committee members may at any time request the addition of agenda items via the Chairperson of the Committee and the secretary of the Committee.
- 4.3 The quorum at any meeting of the Committee shall be 3 of the elected representatives.
- 4.4 In the absence of the Chair, the RFL Chief On Field Officer shall be appointed the Chair for that meeting.

5.0 Authority

- 5.1 The Committee is authorised by the Board to:
 - 5.1.1 investigate any activity within its Terms of Reference.
 - 5.1.2 seek any information that it reasonably requires from any employee of the Company with any such requests to be made through the Chair.
 - 5.1.3 obtain any necessary outside legal or independent professional advice and secure the attendance of external parties with relevant experience and expertise if considered necessary provided that any costs relating to the same shall be subject to the advance approval of the RFL Board or relevant Executive lead.

6.0 Responsibilities

- 6.1 The Committee shall:
 - 6.1.1 assist and make recommendations to the Board in setting standards, rules, regulations and codes of practice for the Community Game and ensure that the same are regularly reviewed and amended;
 - 6.1.2 support the enforcement of the RFL's Anti-Doping Rules, Safeguarding Vulnerable Groups Rules, Safeguarding Policy, Diversity and Anti-Racism Policies, Respect Policy and Code of Conduct on Betting & Related Activity
 - 6.1.3 advise the Board and assist in the drafting and deliverability of the strategy for growth and sustainability of the Community Game including making recommendations to the Board on where it should commit funds for the development of the Community Game, subject to an acknowledgement that certain sources of funding are obtained from awarding bodies and government



agencies including Sport England. As a result, such recommendations are always subject approval from these bodies;

- 6.1.4 ensure appropriate monitoring of progress being made at Community Rugby League and, when necessary, commission research to ensure a sound factual understanding of activity and its impact;
- 6.1.5 liaise with other international rugby league management bodies in the furtherance of the development of the Community Game, subject to the Committee keeping the Board informed as appropriate where matters of RFL policy are concerned;
- 6.1.6 communicate directly with the Community Game throughout England and supporting the RFL Executive in championing, representing, communicating and working with government agencies regarding the Community Game in England;
- 6.1.7 ensure the maintenance of a coherent and unambiguous communications policy;
- 6.1.8 approve, manage and maintain a coherent and coordinated international and representative programme for the Community Game;
- 6.1.9 maintain regular dialogue with member associations and affiliated associations;
- 6.1.10 develop, foster and review strategic partnerships that generate access to quality facilities throughout the Community Game; and
- 6.1.11 appoint sub-groups of the Community Board to consider specific areas of the Community Game that require further work, including but not limited to regulatory and international matters.

7.0 Reporting

- 7.1 The Secretary shall minute the proceedings and decisions of all meetings of the Committee and shall circulate the minutes of meetings of the Committee to all members of the Board.
- 7.2 The Chair shall report formally to the Board on its proceedings on all matters within its duties and responsibilities upon invitation.
- 7.3 The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.
- 7.4 The Committee shall annually review its Terms of Reference and its own effectiveness and recommend any appropriate changes to the Board.

- 7.5 The Chair of the Committee shall attend the Annual Council Meeting of the RFL to answer questions which relate to the work of the Committee. In addition, the Committee shall prepare a report on its role and responsibilities and the actions it has taken to discharge those responsibilities for inclusion in the annual report and accounts. Such a report should specifically include:
- 7.5.1 a summary of the role of the Committee;
 - 7.5.2 the names and qualifications of all members of the Committee during the period;
 - 7.5.3 the number of Committee meetings and attendance by each member; and
 - 7.5.4 the way the Committee has discharged its responsibilities.



COMMUNITY BOARD MEMBER'S CODE OF CONDUCT

1. Scope

- (a) This Code of Conduct applies to all members of the Community Board (an "Office Holder".)

2. Accountability and Responsibilities

- (a) You must exercise your powers as an Office Holder in good faith and for the benefit of the RFL, its members, and the sport of Rugby League.
- (b) You acknowledge that it is a condition of your membership of the Committee that you provide a Fit and Proper Person Declaration (in the form specified by the RFL) confirming that you are not subject to any of the conditions set out in the Declaration (the "**Disqualifying Conditions**"). You shall notify the Secretary if any event occurs which means you are or are reasonably likely to be subjected to a Disqualifying Condition. If you are subject to a Disqualifying Condition you have the right to ask for a dispensation from the prohibition on being a Committee member: any such request will be considered by the RFL Board (whose decision shall be final).

3. Confidentiality

- (a) For the purpose of this clause, Confidential Information means information that is either marked confidential or which by its nature would be assumed by a reasonable person to be confidential.
- (b) You must ensure that you handle Confidential Information obtained solely as result of your membership of the Committee in accordance with the law and with regard to the best interests and reputation of the RFL. You must not use Confidential Information for private purposes or to harm the RFL or to maliciously damage the reputation of others or disclose confidential information to the media or any other third party without the prior written authority of the RFL. This obligation continues indefinitely after you cease to be an Office Holder.

4. Decision Making, Conflicts of interest and Independence

- (a) When taking any decision as part of the Committee, you agree to act in the best interests of the RFL and the sport in general.
- (b) You must fully declare all conflicts of interest in advance. As well as avoiding actual impropriety, you should avoid any appearance of it.
- (c) You have the right to argue for your point of view, and express disagreement with colleagues during discussions, but after a collective decision has been taken you should support that decision in your capacity as a member of the Committee.



5. Behaviours

- (a) You shall actively engage in respectful discussion, debate and voting in meetings. This includes contributing positively, listening carefully, challenging sensitively and avoiding unnecessary conflict.
- (b) You shall carry out your role as an Office Holder in accordance with the RFL Values. This includes working considerately and respectfully with all.

6. General

- (a) No Code of Conduct can be all-embracing and it is necessary to honour the spirit of the Code as well as its letter. Where questions arise which are not covered explicitly by his Code, your behaviour should be honest, ethical, impartial and considerate, and dedicated to the development and good management of the sport of Rugby League and the RFL.

7. Breach

- (a) Any allegation of a breach of this Code of Conduct, will be considered by the Chair who may, at his discretion, terminate your membership of the Committee. You will be given the right to make representations to the Chair in relation to any such allegation.
- (b) There shall be a right of appeal against such a decision to the RFL Board.