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DOHA RFC BYE LAWS

These Bye Laws are promulgated by the Executive Committee of Doha Rugby Football Centre for the orderly conduct of the club.

They are in addition to the DRFC Code of Conduct, the AGRFU Code of Conduct and the IRB Regulation 20.

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1. Annual Subscription Fees

1.1 Annual Subscription Fees for the 2010-2011 season (as required by Clause 4.1 of the Constitution) are listed below:

	Individuals			Family	
	Full	Social	Student Full (18-21yrs)	Family Full	Family Social
Jun-Oct	1260	1080	630	1575	1350
Nov	1200	1020	600	1500	1275
Dec	1140	960	570	1425	1200
Jan	1080	900	540	1350	1125
Feb	1020	840	510	1275	1050
March	960	780	480	1200	975

With online discount of 10%

	Individuals			Family	
	Full	Social	Student Full (18-21yrs)	Family Full	Family Social
Jun-Oct	1134	972	568	1417	1216
Nov	1080	918	540	1350	1147
Dec	1026	864	514	1283	1080
Jan	972	810	486	1215	1013
Feb	918	756	460	1147	945
March	864	702	432	1080	880

Note: Student membership is deemed as anyone between the age of 18-21 years old or in full time tertiary education.

1.2 Individual membership will not be granted to any person less than 18 years of age. Any under 18 who wishes to participate in rugby must join the club under the full family membership of a parent or as a student.

1.3 Membership may be granted on a temporary basis up to a maximum of three months, at a rate of QR200 per month. Temporary members have no voting rights.

1.4 New membership applications will be closed from April 1st and will re-open on July 1st.

1.5 The membership year runs from 1 July to 30 June.

1.6 Membership must be renewed by the end of June or the right to renew membership is lost and applicants must apply as new members as of 1st July.

1.7 Full membership status is reserved for players, coaches, DRFC officials and renewals of full members from previous years. Social members are unable to transfer to full membership unless they have been social members for three consecutive years.

1.8 Only full members have voting rights at the AGM and any EGMs.

2. Entry into and Exit from DRFC

2.1 The Executive Committee has complete control over entry into DRFC. The Committee reserves the right to modify entry requirements at any time.

2.2 All members must show their membership card on entry to the club. Members must also produce their membership card on request of any refreshment staff when purchasing refreshment, or on the demand of a member of the Executive Committee.

2.3 Members of DRFC are permitted access to facility use from 7am until bar closure in the evening.

2.4 Members are reminded that the ground is shared by Doha College on week days between 7am and 5pm and Doha College has priority over the pitch and the pool area during that time.

2.5 Non members are not permitted access to DRFC unless on an open event (see section 7), or accompanied by a member. During such times, non members are permitted access to the bar and pitch only.

2.7 Some days/evenings may be advertised as open events where non members are allowed entry without the accompaniment of a member. At such times;

- Employees of DRFC and committee members reserve the right to refuse entry.
- Non members will be charged an entry fee.

2.8 The normal opening hours of the DRFC Clubhouse are:

- Sunday to Wednesday 5.00pm to 12.00pm.
- Thursday 2.30pm to 12.00pm.
- Friday and Saturday 12.00 noon to 12.00pm.

These times can be changed at the discretion of the Executive Committee and Bar Manager.

2.9 Time will be called 15 minutes before closure, after-which patrons will be asked to finish their drinks under the covered area outside. All patrons will be asked to leave 30 minutes after Time.

2.10 Patrons are requested to enter and exit DRFC in a manner fitting for the society in which we live. Any disturbance outside or inside DRFC may result in disciplinary action and a possible membership ban.

2.11 Members will not be permitted entry into DRFC after 11pm or if the maximum capacity of the clubhouse has been reached. Those exempt are individuals who have represented DRFC as part of a travelling squad.

2.12 Under no circumstances is alcohol allowed to either be brought into DRFC grounds or be removed from DRFC grounds by patrons.

3. Guest Access to DRFC

3.1 DRFC Members can bring guests to the club under the following conditions:

- Guests over the age of 16 must be signed in by a member or member's spouse;
- Members must produce their membership card;
- A maximum of 2 guests can be signed in under any membership number on any occasion;
- Each guest must pay the entry fee which is set by the Executive Committee.
- Each guest must produce their Qatari ID or passport

3.2 No member under the age of 21 may sign in a guest.

3.3 The conduct or behavior of any guest is the **responsibility of the member** signing them in. Should their conduct or behavior be brought into question then the DRFC member may face DRFC disciplinary action before the Executive Committee, possibly resulting in a membership ban.

3.4 Guests must leave the club when the member who signs them in leaves.

3.5 Members will not be able to sign in any guests after 10pm or if the maximum capacity of the clubhouse has been reached.

4. Under 21s

4.1 **NO ALCOHOL** will be served to anyone under the age of 21 years old (as per Qatari Law).

4.2 Anyone under 21 years old found purchasing alcohol across the bar or consuming alcohol in the club will be banned from entry into the DRFC clubhouse with immediate effect.

4.3 Members and guests under the age of 21 are not permitted into the DRFC club house after 8pm. They will be permitted access to the pitch and changing rooms to participate in the playing of Rugby.

5. Non-Resident Visiting Guests (House Guests)

5.1 Immediate family or spouses visiting any DRFC member in Qatar may have full use of DRFC facilities for a period of up to two months at no extra charge. Should they stay longer then they will be expected to pay the appropriate additional cost for family membership.

5.2 Non-family guests visiting any DRFC member in Qatar may have full use of DRFC facilities for a period of one month at no extra charge. Should they stay longer then they will be expected to join as a member.

5.3 The member is required to sign the house guest(s) into the club on the first visit and inform the gate staff that they are a house guest, and confirm the length of their stay. On every visit to the club, the house guest will be required to:

- confirm the name and membership number of their host;
- produce their passport for inspection at the gate;
- sign the visitors list.

6. Armed Forces

6.1 Members of forces visiting Qatar for a period of less than three months will have the above guest fees waived. Furthermore, members of forces will not require a DRFC member to sign them in. However, any visiting forces individual **must produce a valid ID card** to gain entry to DRFC, and is required to sign the visitor list.

7. Open Events

7.1 An open event is deemed as a DRFC event which allows entry to all; members and non members. These include rugby games, tournaments, party on the pitch and various other organised functions; as designated by the Executive Committee.

7.2 There may be an entry charge for members and non members for such an event.

7.3 Specific opening and closure times for non member access will be advertised on the DRFC newsletter and at DRFC before the event. In general;

- During a rugby game DRFC will be open to non members until half time of the game.
- During a tournament DRFC will be open to non members until half way through the tournament.

7.4 At the specified closure time, non members will be requested to leave DRFC. They will not be permitted entry into the DRFC clubhouse or be permitted to purchase refreshments after this time.

8. Inside DRFC: Grounds and Clubhouse

8.1 Members and guests are expected to follow DRFC's Code of Conduct at all times.

8.2 No members or guests are allowed to bring pets onto DRFC's premises, unless previously sanctioned by the Executive Committee.

8.3 Enclosed areas (clubhouse, squash court, changing rooms, gym, darts room) and the pitch are **non-smoking areas**.

Clubhouse

8.3 Members are expected to dress inside the clubhouse appropriately;

- No wearing solely of swimwear inside the clubhouse.
- Shirts to be worn at all times.
- Nudity will not be tolerated.
- Wear shoes; no bare feet or studs.

8.4 Members are requested to have their membership cards readily available; bar staff or members of the Executive Committee may ask for ID at any time.

8.5 The Bar Manager, bar staff and any Executive Committee member have the right to refuse the service of refreshments to any patron.

8.6 The Bar Manager or any Executive Committee member have the right to request any patron to leave the bar.

8.7 The Bar Manager and a member of the Executive Committee will be present in the club house on Thursday and Fridays nights to oversee the running of the club house.

8.8 Patrons may purchase their food/refreshments either by cash, debit or credit card. There is a minimum of QR100 on debit and credit card purchases.

8.9 A member may open a bar tab providing;

- they supply their DRFC membership card and a credit card when opening the tab; these will remain behind the bar for the duration of the tab.
- they pay the required amount on leaving the clubhouse (bar tabs may not remain open to run on subsequent days).
- if they forget to pay for their bar tab they telephone DRFC and arrange to come in the following day to pay and collect their cards.

Non members are not permitted to open a bar tab.

BBQ Area

8.10 On match and tournament days the BBQ area is not available for general use. At all other times members and guests are welcome to use the facility.

8.11 The BBQ area may be booked in advance (see section 9). Any booking will take precedence over general use.

8.12 After using the BBQ area please ensure rubbish is removed and the area is left neat and tidy.

Swimming Pool

8.13 Members must be aware there is no lifeguard on duty.

8.14 Children under the age of 16 must be supervised by their parents at all times when using the pool area.

8.15 Anyone using the pool and changing room facilities does so at their own risk.

8.16 Pool-side guests are requested to ask for plastic cups when ordering drinks at the bar. No glassware is permitted around the pool side area.

8.17 Please be considerate to other members when using the pool and changing room facilities; this includes showering in the changing rooms before entering the pool water.

8.18 Guests with skin, eye or ear infections are requested not to enter the pool water.

8.19 Please avoid rough play and games that may affect other member's enjoyment.

8.20 Treat pool-side furniture with care and report any breakages to a member of the Executive Committee (either verbally or via e mail).

8.21 Appropriate swim wear should be worn at all times. Nudity will not be tolerated.

Changing Rooms

8.22 On match and tournament days the changing rooms are for the sole use of the players in the teams involved. At all other times, members and guests are welcome to use the facility.

8.23 The changing rooms are not locked. Members, guests and players leave belongings in the changing rooms at their own risk.

8.24 After 10pm the changing rooms are out of bounds to all, unless there is a specific function that requires their use.

Squash Court

8.25 Members and guests are welcome to use the squash court at their own risk.

8.26 The squash court can be booked by members only one week in advance through the guard on duty in the guard's room. Telephone bookings are not possible.

8.27 The rules of entry still apply when using the squash court; guests must be signed in by a member and will be charged QR30 entry fee.

Gym

8.28 Members and guests are welcome to use the gym at their own risk.

8.29 Users of the gym are asked to ensure all apparatus and equipment remains in the gym and are not removed.

8.30 Users of the gym are asked to ensure the gym equipment remains tidy and ordered.

8.31 Users of the gym are asked to report any damage in the gym to a member of the Executive Committee or employee of DRFC.

9. Reserving the Use of DRFC Facilities

9.1 Facilities at DRFC can be pre-booked for use by individual members or by companies for corporate functions. When booking, please consider that;

- DRFC can deal with no more than 100 people.
- All refreshments must be purchased through DRFC.
- DRFC must have full control of who enters the premises and all Entry and Exit Bye-Laws still apply.

9.2 All requests will be considered by the Executive Committee; however the Committee reserves the right to refuse any event.

9.3 Making a booking does not ensure exclusivity; DRFC is open to members and their guests at all times.

9.4 The process for requesting a booking is as follows. It may take several weeks and early booking is recommended;

- Contact the Executive Committee Secretary (secretary@DohaRFC.com) with the booking proposal: date, time, number of adults/children, what facilities and/or services are required?
- The Secretary will then consult the DRFC calendar.
- If the pitch is required, the Secretary will also consult the Grounds committee member for approval.
- If the date is free, the Secretary will contact the Executive Committee for consideration.
- Once a decision has been made by the Executive Committee, the Secretary will then reply to the request.

9.5 Once booked, the organiser of the booking is requested to provide the name of the principal organiser and a list of all individuals attending the event, and whether they are under or over the age of 21, at least 3 days prior to the event.

9.6 On arrival, individuals attending the event are requested to produce a form of ID (Qatari ID, Drivers License, Passport).

9.7 Under no circumstances are under 21's permitted to purchase or consume alcohol (see section 4). Failure to comply may result in the event being terminated with immediate effect and subsequent bookings will be put in jeopardy.

9.8 The principal organiser is responsible for all individuals within the party and will ensure all DRFC bye-laws are adhered to.

10. Travelling Squads

10.1 Individuals within a travelling squad that represent DRFC must all be full members of DRFC and members of the AGRFU. Membership cards and AGRFU numbers should be carried to all home and away fixtures.

10.2 DRFC will subsidise travelling squads;

- For Men's, Ladies and Vets squads DRFC will subsidise the cost of a local flight within the Gulf for a squad of players, one coach and one manager.
- For Minis and Youth squads the degree of subsidy is dependent on the number of Minis travelling and the flight costs incurred for the trip. Decisions regarding Minis travel are proposed to the Executive Committee on an individual fixture basis for approval.

10.3 Once selected to represent DRFC players must fulfill their commitment to travel and play.

- After selection, if a player finds they cannot travel they must inform their coach as soon as possible. Failure to do so may result in the player being charged for the full flight cost.
- If a player fails to play without a reasonable excuse they will be asked to re-pay any costs incurred by DRFC, including the subsidy.
- All Mini's and Youth players must travel with an accompanying parent or designated adult guardian who will not be subsidised travel by DRFC.

10.4 Squad sizes will vary depending on the game;

- 15's rugby: 24 players
- 10's rugby: 15 players
- 7's rugby: 10 players

10.5 Coach and manager positions should be allocated in the first instance to individuals within the travelling team's own playing group e.g. A male first team associate for Doha 1st XV, a vet associate for Doha Vets and a lady associate for Doha Ladies. Colts and Mini sections require coach and manager positions to be adults.

10.6 DRFC will only subsidise hotel costs if the travelling team is forced to stay overnight due to lack of flight availability. This will be recommended to the Executive Committee by the Fixtures Executive Committee member.

10.7 Travelling squad members are requested to travel in a manner fitting with their surroundings and as representatives of DRFC. Unsuitable behavior may result in unwelcome police attention and DRFC taking disciplinary action with a possible membership ban, at the discretion of the Executive Committee.

11. AGRFU and DRFC Codes of Conduct

11.1 All participants involved in the game of Rugby (coaches, match officials, spectators, players) are expected to abide by the AGRFU Codes of Conduct. Any misconduct regarding the playing of Rugby will be dealt with by the AGRFU disciplinary process, some of which may be actioned through DRFC.

11.2 DRFC also entertains other non-rugby related activities. All members and guests that use DRFC facilities and represents DRFC are expected to abide by the DRFC Code of Conduct.

11.3 Racism of any kind will not be tolerated within DRFC. Any member or guest who engages in any form of racist abuse of members, guests or staff, will be considered to be bringing DRFC into disrepute and will be subject to disciplinary procedures (see Section 12).

12. Disciplinary Matters

12.1 Disciplinary procedures will be followed if a member or guest breaches the DRFC Code of Conduct. Each procedure will consider the actions of a single individual.

12.2 There are several ways in which the Executive Committee may discover whether the DRFC Code of Conduct has been breached by an individual;

- 1 A member of the Executive Committee has witnessed the infraction and reported it to the Executive Committee.
- 2 A member of the bar staff has witnessed the infraction and reported it to the Executive Committee.
- 3 A member of DRFC has written a formal letter of complaint.
- 4 The infraction has been captured on the CCTV system and viewed by the Executive Committee.

12.3 The Executive Committee is unable to act on a complaint by a member unless a letter or e mail is formally written within 7 days of the incident, describing the infraction and naming the individual(s) responsible. Members may ask Executive Committee members to help identify an individual. Verbal complaints by members will not be considered.

12.4 In the first instance, if the DRFC Code of Conduct has been suspected of being breached by an individual at, or whilst representing, DRFC then any member of the Executive Committee may suspend the person concerned with immediate effect until a disciplinary committee meeting takes place.

12.5 The suspended individual will receive a letter or e mail from the Executive Committee Secretary outlining the reasons for the suspension and confirming when the matter will be discussed by a Disciplinary Committee which will be formed for that purpose.

12.6 The individual involved may respond to the Executive Committee by either requesting to attend the Disciplinary Committee meeting to provide a statement pertaining to the infraction or in writing through the Secretary; this letter will be considered by the Disciplinary Committee.

12.7 A Disciplinary Committee will be formulated consisting of 6 Executive Committee members, one of whom will act as a non-voting Secretary, within 2 weeks of the alleged breach.

12.8 The Disciplinary Committee will consider the nature of the complaint, determine whether additional evidence is necessary and shall request or admit additional evidence as deemed appropriate. A second meeting maybe scheduled to allow for evidence collection.

12.9 If proven that an action is deemed to have breached the DRFC Code of Conduct then the Disciplinary Committee will decide whether the nature of the infringement is major or minor and relates to a social or playing offence. The Disciplinary Committee will provide a sanction with regards to the offence committed (see section 13). The person concerned shall be notified in writing by letter or e mail of the Disciplinary Committee's decision.

12.10 At the expiry of any disciplinary sanction the Executive Committee may review the situation and either extend the sanction or lift it. Should any sanction be extended, then the person shall be notified in writing of its continuance. Should any sanction be lifted then the person shall be notified in writing that they will again be allowed to use DRFC facilities, but that their behaviour and conduct will be kept under review.

12.11 An individual's AGRFU and DRFC disciplinary record will remain active for 2 years and may be used when considering future disciplinary matters.

13. Sanctions

13.1 The recommendations of this section are to be construed as guidelines only, not as invariable rules. The Disciplinary Committee will make the final decision on the appropriate sanction for each individual case.

13.2 Infringements will be categorised as major or minor and social or playing by the Disciplinary Committee. When a member has committed the following infringements, the sanctions shall be within the range set forth below;

Playing Infringements

The Disciplinary Committee will consider whether the offence has been dealt adequately by the referee, citing commission or an AGRFU Disciplinary Committee. The DRFC Disciplinary Committee may take interim or immediate action should the committee deem it fit to do so. Ultimately the committee will be guided by actions of the AGRFU.

Social Infringements

- Minor Infringements;
 - First offense: Warning letter and a 0-2 week suspension from club premises which may also include a playing ban should the Disciplinary Committee deem it applicable.
 - Second offense: Second warning letter and 1-4 weeks suspension from club premises which may also include a playing ban should the Disciplinary Committee deem it applicable.
 - Third offense: Third warning letter and 2-6 weeks suspension from club premises which may also include a playing ban should the Disciplinary Committee deem it applicable.
 - Any subsequent minor offenses shall be deemed as a major infringement.
- Major Infringements;
 - First offense: Warning letter and 1-3 month suspension from club premises which may also include a playing ban should the Disciplinary Committee deem it applicable.
 - Second offense: Second warning letter and a 2-6 month suspension from club premises which may also include a playing ban should the Disciplinary Committee deem it applicable.
 - Third offense: Third warning letter and a 3-12 month suspension from club premises which may also include a playing ban should the Disciplinary Committee deem it applicable.
 - Any subsequent major offenses: Indefinite or life suspension from club premises which may also include a playing ban should the Disciplinary Committee deem it applicable.

13.3 In the case of an indefinite or life ban the ban must be ratified by the complete Executive Committee.

13.4 The Disciplinary Committee reserves the right to skip steps within the range above for the following reasons;

- An individual has also undertaken AGRFU or DRFC disciplinary procedures in the last 2 years.
- The nature of the infringement deserves a stronger sanction.
- The nature of the infringement is strongly detrimental to Islamic laws.

14. Appeals Procedure

14.1 An individual is able to appeal in writing against the findings or the sanctions of the Disciplinary Committee.

14.2 All appeals should be made in writing by letter or e mail to the Executive Committee Secretary within 48 hours of receiving the letter of notification from the Disciplinary Committee.

- If appealing against the findings, the appeal letter should contain additional evidence not previously considered by the Disciplinary Committee that may raise doubt as to the reliability of the original findings.
- If appealing against the sanction, the appeal letter should contain a statement from the individual concerned that may raise doubt as to the reliability of the original sanction.

14.3 In an appeal, the proceedings, findings and decisions of the Disciplinary Committee shall not be invalidated by reason of any minor defect, irregularity, omission or technicality unless they raise doubt of their reliability.

14.4 Upon receipt of the written appeal an Appeals Committee will be formulated consisting of 6 Executive Committee members, one of whom remains as the non-voting Secretary from the Disciplinary Committee and one of whom shall be the Chairman of DRFC or a substitute designated by the Executive Committee.

14.5 An Appeals Committee meeting will be scheduled within 2 weeks of receiving the appeal. The Appeals Committee will consider the appeal and decide whether to uphold or change the findings and/or sanctions.

14.6 The appellant may attend the Appeals Committee meeting to provide an appeal statement pertaining to the findings or sanctions of the Disciplinary Committee. If the appellant does not attend, the meeting will be held in their absence. The appellant will be notified in writing by letter or e mail of the Appeals Committee decision.

14.7 The decisions of the Appeals Committee are final. An individual has the right to appeal against a single disciplinary action once only.