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DOHA RFC BYE LAWS

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

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

1. Annual Subscription Fees

1.1 Annual subscription fees for the season will be displayed clearly on the website under the members fees section.

1.2 All individuals aged 18 and over are eligible to join Doha RFC as full members and are required to register under their own name. Family memberships apply only to those under the age of 18.

1.3 New membership applications will be closed over the summer.

1.4 The membership year runs from August 1 to July 21. The club, if DRFC owned, will be closed to members for 1 month during this membership period, usually during Ramadan for essential maintenance works to take place. If the DRFC is using the grounds and facilities of a third party, then DRFC reserves the right to close club access as may be required by such third party.

1.5 Only fully registered and paid-up playing members - or in the case of children, their parents - have voting rights at the AGM and any EGMs.

2. Entry into and Exit from DRFC

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

2.2 All members must show their membership card or proof of membership on entry to the club. Members must also produce their membership card on request of any refreshment staff when purchasing refreshment.

2.3 Members of DRFC are permitted access the facilities as may be notified to members by the DRFC from time to time. Members will abide by such access rights and restrictions.

2.4 Members are reminded that the grounds and facilities may be shared by others and members should behave accordingly and with courtesy.

2.5 Non-members are not permitted access to DRFC owned grounds or facilities unless on an open event (see section 7), accompanied by a member, or when renting areas of the facility.

2.7 The normal opening hours of the DRFC Clubhouse or any other used grounds or facilities will be available on the website.

2.8 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 within an hour of time being called.

2.9 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.

2.10 Members will not be permitted entry into DRFC after 10pm 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 or members of the Executive Committee.

2.11 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 (if owned by the DRFC) 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
- Each guest must pay the entry fee
- 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 behaviour of any guest is the **responsibility of the member** signing them in. Should their conduct or behaviour 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.

3.6 Access to any facilities and grounds used by the DRFC but owned by a third party will be as per the rules and regulations of such third party and all members shall be required to abide by such rules and regulations. Members shall remain responsible for any guests as per 3.2 above.

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, or any persons purchasing alcohol on behalf of an under 21-year-old, 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 16 are not permitted entry into DRFC grounds after 8pm. Any non-playing under 16-year-olds are requested to vacate DRFC premises after 8pm. Playing members under the age of 16 will be permitted access to the pitch and changing rooms to participate in playing of rugby after 8pm until 10pm.

4.4 Access to any facilities and grounds used by the DRFC but owned by a third party will be as per the rules and regulations of such third party and all members shall be required to abide by such rules and regulations.

5. Non-Resident Visiting Guests (House Guests)

5.1 Immediate family or spouses visiting any DRFC member in Qatar can gain entry to DRFC as a House Guest, at no extra charge. Should they stay longer than their initial informed visit, then they will be expected to pay the appropriate additional cost for family membership or guest access.

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

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 All enclosed areas (clubhouse, changing rooms, marquees) 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, Club 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, Club Manager, DRFC stewards or any Executive Committee member have the right to request any patron to leave the bar.

8.7 The Bar Manager and/or Club Manager will be present in the club house on Thursday and Friday 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.

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 showers provided 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, Bar Manager, or Facilities Manager – 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.

9. Reserving the Use of DRFC Facilities

9.1 All requests will be considered by the Club Manager in the first instance and then the Executive Committee; however, the Committee reserves the right to refuse any event.

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

9.3 The process for requesting a booking will be as notified by the Executive Committee or Club Chairman from time to time. It may take several weeks and early booking is recommended.

9.4 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 24 hours prior to the event.

9.5 On arrival, individuals attending the event are requested to produce a form of ID – Qatari ID, driver's license, or passport.

9.6 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.

9.7 The person who has made the booking will be responsible for the behaviour of all guests attending as well as the proper use of all club facilities, fixtures and fittings. Any behaviour that is deemed to bring the club into disrepute will be dealt with as per the club Bye Laws. Any damage to club property will be recharged to the person who has made the booking at current market costs for replacement, fixing, and labour costs.

10. Travelling Squads

10.1 Individuals within a travelling squad that represent DRFC must all be fully registered and paid up playing members of DRFC. Membership cards should be carried to all home and away fixtures.

10.2 All flight subsidies will be governed by the relevant flight policy available to view on the website or as otherwise decided at the discretion of the Chairman/RDT.

10.3 Once selected to represent DRFC players must fulfil 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 will 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. Travel disclaimers to be approved by the Executive Committee.

10.4 Squad sizes will vary depending on the game and will be subject to the flight policy.

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

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

11. QRF 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 DRFC and QRF Codes of Conduct. Any misconduct regarding the playing of rugby will be dealt with by the DRFC 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. In addition, all members are expected to abide by the rules and regulations of any third party whose grounds and facilities are being used.

11.3 Any form of verbal abuse, as deemed inappropriate by the Executive Committee, including racism, sexism, and homophobia, will not be tolerated within DRFC. Any member or guest who engages in any form of 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). Any form of toxic or divisive behaviour, as determined by the Executive Committee, will also be subject to disciplinary procedures.

11.4 Any form of physical abuse, including bullying, will not be tolerated within DRFC, sanctions to be applied (as with point 11.4).

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 Club Manager and Executive Committee may discover whether the DRFC Code of Conduct has been breached by an individual:

- A member of the Executive Committee has witnessed the infraction and reported it to the Club Manager
- A member of DRFC staff has witnessed the infraction and reported it to the Club Manager
- A member of DRFC has written a formal letter of complaint to the Club Manager
- The infraction has been captured on the CCTV system and viewed by the Club Manager

12.3 The Executive Committee/Club Manager 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 If the DRFC Code of Conduct has been suspected of being breached by an individual at, or whilst representing, DRFC then the Secretary, on behalf of the Executive Committee, will decide on whether the alleged infringement was major or minor, alongside two other Executive Committee members. These members will form the initial Disciplinary Committee (see section 13.2). The Committee will contact the member by e-mail citing the alleged infringement and sanction decided upon within two weeks of the infringement.

12.5 The individual involved may respond to the Disciplinary Committee by providing a statement pertaining to the infraction in writing through the Secretary; this letter will be considered by the Disciplinary Committee.

12.6 The Disciplinary Committee will consider the nature of the complaint and the individual's response, to determine whether additional evidence is necessary and shall request or admit additional evidence as deemed appropriate. A meeting may be 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 either uphold or amend their decision made. The person concerned shall be notified in writing by letter or e-mail of the Disciplinary Committee's decision by the Committee.

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 QRF and DRFC disciplinary record will remain active for two 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 a QRF 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 QRF.

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 waning 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 Executive Committee reserves the right to skip steps within the range above for the following reasons:

- An individual has also undertaken QRF or DRFC disciplinary procedures in the last two 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 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 six 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 two 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 help 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.