**Date**

**WOMEN’S PREMIER 15s EMPLOYMENT CONTRACT (FOR EPS AND NON-EPS PLAYERS)**

**Name of Employee: NAME**

**Address of Employee: ADDRESS**

This document constitutes your employment contract with [CLUB NAME] (the “Club”) of [ADDRESS] ("Agreement”). It also constitutes the written statement required to be given to you under s.1 of the Employment Rights Act 1996 in respect of your employment with the Club.

**BACKGROUND**

1. This document is the standard form of player contract which has been approved by the RFU for use by clubs in respect of EPS and non-EPS Players who are employed by clubs.
2. Please note that if you have a contract of employment with a Club and an employment contract directly with RFU (and are contracted as an employee with both at the same time), your contract with the RFU will supersede your contract with the Club in terms of benefits and entitlements (including without limitation holiday entitlement and the provisions of clause 7.4) for the period in which both contracts apply.  Please speak with [ROLE] for further details.

# Job title AND duties

## This Agreement sets out the basis upon which the Club engages you on a [full-time] OR [part-time] basis. Your job title is set out in Schedule A to this Agreement. Your duties are those duties that would reasonably be expected to fall within this job title together with such other duties as may be reasonably assigned to you by the Club.

## Unless you are chosen and accept to play for the RFU (either under an EPS contract or on an ad hoc basis), you are required to devote the whole of your time, ability and attention exclusively to your duties under this Agreement, and to attend to them personally, during your normal hours of work and at such other times as may be required for the proper performance of your duties.

## During your employment with the Club (including any period of suspension or garden leave) you must:

### play and train as directed by the Club:

### undertake and adhere to any playing, training, rest, preparation, strength and conditioning, and/or rehabilitation programme set by the Club and any Club stipulations with regards to minimum and maximum playing and training times (including in respect of specific matches and training);

### (save as set out at clause 1.2 and 1.6) not undertake any other employment or work for anyone else, without the prior written permission of the [RELEVANT ROLE] (such permission not to be unreasonably refused or delayed, and shall be reviewed periodically);

### not engage in a course of academic study at a university or otherwise without first consulting with your [RELEVANT ROLE] and the Club as to its suitability;

### not undertake any activity or be directly or indirectly involved in any other business or undertaking where this may adversely impact on your duties or where this is likely to compete or conflict with the business of the Club, or any Group Company (as relevant);

### diligently faithfully and competently serve the Club, using your utmost endeavours to promote their interests;

### given the nature of the sport and its inherent risks, inform your line manager and the Club’s [medical expert] immediately if you become aware that you are pregnant and the Club will undertake a health and safety risk assessment reflecting your anticipated duties. Subject to the health and safety risk assessment and your consent the Club may put you on alternative duties and the Club will honour its statutory obligations and your statutory entitlements at all times;

### wear a suitably fitting mouth guard for all appropriate practices and matches (unless otherwise permitted by the Club following medical advice);

### at all times conform to the reasonable lawful directions of and report to the [RELEVANT ROLE];

### not participate without the Club’s express written authority in any recreational sport or activity that is likely to endanger your fitness or ability to train or play rugby for the Club; and

### not train for or play Rugby or any other competitive sport for any other club, team, body or organisation otherwise than for the Club (save for the RFU if relevant) unless you obtain the Club’s express prior written approval to do so.

## [You will also be bound by the provisions of Schedule B (Professional Rugby Provisions).]

## You acknowledge that this Agreement does not obligate the Club to select you to play, train or represent the Club. Such selection decisions remain at the sole discretion of the Club.

## If you are chosen to play for an England or Great Britain national team on an ad hoc, non EPS or EPS basis, you will be released for the requisite time to allow for appropriate training and games as required by the RFU at the RFU’s discretion. If you are not qualified for England, the Club hereby agrees to release you for international matches and training periods in accordance with World Rugby Regulation 9. For the avoidance of doubt you shall continue to receive your salary and all benefits during the period of any release pursuant to this clause including but not limited to pro rata holiday accrual, pension contributions and insurance provisions

## If you are chosen, and accept, an offer to join an England Squad or Great Britain team this contract will end on the day that your employment under the England Squad contract commences without the need for further action from either party. You may enter into a further agreement at this point with the Club provided all obligations within your EPS contract are met.

## If you are already in the England Squad, the parties hereby agree that: (a) your agreement with the RFU has primacy over this agreement; and (b) in the event that your agreement with the RFU or the Club’s agreement with the RFU terminates, this agreement will automatically terminate upon termination of such agreement.

## Both you and the Club acknowledge that they have the common objective of representing the Club and the game of rugby union to the highest standards of conduct and behaviour. The Club and the player acknowledge and agree that they shall each act in an open and transparent manner towards each other in good faith and with a view to building and maintaining a relationship based on a high degree of mutual trust and confidence between them.

# Date of commencement

## Subject to clause 2.2, your employment with the Club under this contract starts on the date set out in Schedule A (“Commencement Date”). It will be for a fixed period as set out in Schedule A and, subject to clauses 1.7 and 10, is expected to end on the Fixed Term End Date (the "Fixed Term"). Your continuous employment starts on the date set out in Schedule A. [No previous employment counts as part of your period of continuous employment with the Club.]

## 

* 1. The Club may require you to undergo a medical examination no later than 28 days (unless otherwise agreed by you) prior to the Commencement Date, to take place at an agreed time and venue (“Pre-Contract Medical Examination”). For the avoidance of doubt, this clause 2.2 (and the accompanying provisions at clauses 2.3 – 2.5) shall not apply to any subsequent renewals or extensions of this Agreement.

## You shall use all reasonable endeavours to procure that the Club is provided with full medical records, and where practicable, no later than 7 days prior to the date of the agreed Pre-Contract Medical Examination referred to in clause 2.2 above.

## If you do not pass the Pre-Contract Medical Examination to the reasonable satisfaction of the Club’s [medical expert] and you are unable to play Rugby for the Club within 9 weeks of the Commencement Date (“9 Week Period”) by reason of the same medical condition that caused you to fail the Pre-Contract Medical Examination, then the Club may terminate this Agreement by notice in writing with one week’s notice or the expiry of the 9 Week Period whichever is longest. During the 9 Week Period you shall receive your full salary and benefits. For the avoidance of doubt, the Club will provide you with full medical support during the 9 Week Period in accordance with its obligations under this Agreement.

## The Club’s [medical expert] will certify in writing whether you have passed the Pre-Contract Medical Examination and, where you have failed the Pre-Contract Medical Examination, provide a full written explanation as to why you have failed no later than 3 days after the date of the Pre-Contract Medical Examination. In the event that you shall dispute the outcome of the Pre-Contract Medical Examination you shall be entitled to require the opinion of an independent medical expert, in which event you shall proceed in accordance with clause 9.3 below.

# Salary

## Your salary (subject to all necessary tax and similar deductions) will be at the rate set out in Schedule A, payable monthly in arrears direct into your bank account on or before the last day of each calendar month. Details of any increase will be notified to you by letter.

## You may from time to time be considered to be eligible for match fees or bonuses depending on selection and playing for the Club. The match fees or bonuses to be awarded are set out and may be reviewed periodically by the Club with you but will not be amended without your consent during the Fixed Term.

## If, as at the date any match fee or bonus is due to be paid, you are no longer employed by the Club or the Club has given notice to terminate this Agreement, you shall have no right to that match fee or bonus, except where the termination of employment is due to:

### lawful termination of this Agreement by you;

### unlawful termination of this Agreement by the Club;

### termination of this Agreement during the Fixed Term by the Club under clause 10.1; and/or

### the expiry of the Fixed Term (including under clause 1.7);

## unless decided otherwise by the Club (in its sole and absolute discretion).

## Subject to the Club paying no less than the applicable national minimum wage, the Club shall be permitted to reduce your salary or make deductions from salary as follows:

### in the event of you being suspended pursuant to the RFU’s Illicit Drug Policy in which case the Club may reduce your salary by up to 80% during any period of suspension (without prejudice to the Club’s right to terminate this Agreement pursuant to clause 10 below); or

### if applicable, in the event that you shall be fined for failure to complete any Mandatory Education Programmes set by the Professional Game Board (“PGB”) in accordance with RFU Regulations and where any appeal process shall have been exhausted, the Club may make appropriate deductions from your salary to the extent of the value of and in order to pay any such fines on your behalf; or

### make a deduction from salary following the issuing of any fine in accordance with the Club’s disciplinary procedure and where any appeal process shall have been exhausted, to the extent of the value of such fine; or

### make a deduction from salary in the event that you owe any other sums to the Club for any reason, to the extent of the value of such sums.

## You confirm that any of the above deductions shall amount to a lawful deduction for the purposes of the Employment Rights Act of 1996. You, for the avoidance of doubt, agree that any fine which the Club pays on your behalf may be set off in whole or in part against monies otherwise due to you from the Club under the terms of this Agreement.

## The Club shall be entitled to deduct from your remuneration or other payments due to you any monies that you owe the Club or any Group Company at any time (including overpaid wages or payment for excess holiday taken) and any relevant taxes or national insurance contributions which are deductible at source.

# EXPENSES

## The Club shall reimburse you (in accordance with the Club [Expenses Policy]) for all expenses properly and reasonably incurred by you in the proper performance of your duties relating to the proper performance of your role and duties which shall include, but not be limited to, travelling to and from training and match venues of the Club and/or any other sessions organised by the Club in accordance with this Agreement.

# Place of work

## Your principal place of work shall be the playing and training ground(s) of the Club. You may be required to work at any other locations inside and outside the UK on a temporary basis, including travelling to and from training and match venues in the course of your duties. However, we do not expect you to have to work outside the UK for more than a month and there are no particulars to give you about such a requirement.

# Hours of work

## Your normal hours of work are set out in Schedule A. In addition, you will be required to work such additional hours as are required to meet the demands of your job for which no additional remuneration will be paid. This will include evenings, weekends and public holidays.

## You agree that the 48 hour limit on average weekly working time in regulation 4(1) of the Working Time Regulations shall not apply to you and that your average weekly working time may, therefore, exceed 48 hours a week. However, you can choose for the 48 hour limit on average weekly working time to apply to you at any time by giving the Club not less than three months' notice in writing. If you do so, you will not be permitted to work more than an average of 48 hours a week with effect from the expiry of the notice.

# Holidays

## The amount of holiday which you are entitled to take during the holiday year is set out in Schedule A (‘Holiday Entitlement’). The Club's holiday year runs from [1 January to 31 December]. In the first year of your employment with the Club) (or for the duration of the Fixed Term if less than a year), your Holiday Entitlement will accrue on a pro-rata basis in line with your length of service.

## You are required to take all Holiday Entitlement to which you are entitled in the relevant holiday year and as stipulated in more detail below and/or on such other holiday days that are pre-approved by the [RELEVANT ROLE]. You may be required to play, train or provide other services under this Agreement on a public holiday and where you are required to do so you will be given a day in lieu to be taken at such times as may be agreed with your manager. The Club will provide you with a playing and training schedule, as soon as reasonably practicable, which will set out when holidays may be taken (“Holiday Time”). Unless otherwise agreed in advance with the [RELEVANT ROLE].

### all holidays must be taken within Holiday Time; and

### any accrued but untaken holiday shall be deemed to be taken on the first days immediately following the end of the playing season. For the avoidance of doubt, the [RELEVANT ROLE] shall have sole discretion in relation to the approval or otherwise of holidays during the playing season.

## On the termination of your employment you will receive payment in respect of any days' holiday which have not been taken, except where your employment is terminated under clause 10.3 in which case you shall be entitled to such sum as the Club may in its absolute discretion decide in lieu of holiday not taken. A sum will be deducted from your last salary payment in respect of any days you have taken in excess of your holiday entitlement.

## 

## You shall be entitled to have a minimum 2 week (14 days which equates to 14 holiday days) continuous period of absolute rest away from the Club’s facilities and any Club organised training (and such rest period shall form part of your Holiday Entitlement set out in Schedule A) at the end of the playing season, such period of rest shall be taken as agreed with the [RELEVANT ROLE] and which shall be immediately followed by a minimum 3 week continuous period of active rest. For the avoidance of doubt, during such period of active rest, you shall not be required to take part in any organised training sessions at or with the Club however you may voluntarily, (but without any obligation) use the Club facilities during the period of active rest. Thereafter, formal training with the Club may commence.

## Any variations to this clause 7.4 proposed by the Club shall require the prior written agreement of the Player to have effect save that in respect of part-time employees, the entitlements in this clause 7.4 will be calculated pro-rata.

# benefits

## Any benefits for which you may be eligible are set out in Schedule A.

# Sickness or injury

## You shall immediately report any incapacity or sickness to the [RELEVANT ROLE] and shall submit promptly to such medical or dental examination as the Club may reasonably require for the purposes of establishing whether you are able to play Rugby for and/or train with the Club. You shall undergo such treatment as may be prescribed by the medical or dental advisers for the Club, subject to you reserving the right to obtain your own medical or dental advice at your own expense before undergoing any such treatment. In the case of dispute the parties agree to submit to the process set out in clauses 9.2 and 9.3 below.

## Following an examination carried out in accordance with clause 9.1 above, the medical or dental expert who carried out the examination shall if you so request certify in writing within 3 days whether or not in their opinion you are incapacitated by illness, injury or accident from playing Rugby for, or training with, the Club.

## 

## Within seven days of receipt of the written certificate of the Club’s [medical expert] you will notify the Club whether you accept the finding or whether you require the opinion of an independent medical expert. Should you exercise this right, the following procedure shall apply:

### the independent medical expert shall be appointed by the parties jointly in writing or in the event of disagreement as to the identity of the independent medical expert by the President (or other acting senior officer for the time being) of the Royal College of Surgeons on the request of either party;

### the medical expert so appointed shall afford the parties the opportunity to make representations to him or her;

### the fees and expenses of the medical expert including the costs of the nomination shall be borne jointly by the Club and you;

### the decision of the independent medical expert shall (in the absence of manifest error) be binding on the parties.

## 

## Subject to clauses 9.6 and 9.7 below, you shall continue to receive your full salary and benefits during an aggregate period of 9 months’ incapacity arising from illness, injury or accident in any 12 month period. In respect of any further 3 month period of incapacity including for the avoidance of doubt any period of notice as provided for in clause 9.6 below (“Further Incapacity”), you shall receive 50% of your salary and benefits. Thereafter, any payment of salary or provision of benefits shall be at the Club’s sole discretion. Should the Club not, following the Further Incapacity, restore your remuneration to its pre-incapacity level, you shall be entitled to terminate this Agreement by serving 7 days’ notice in writing.

## The Club will ensure that it shall promptly communicate the details of any injury which affects your ability to play Rugby to the relevant insurance provider.

## 

## If you shall be prevented by any incapacity arising from illness, injury or accident from playing Rugby for the Club for an aggregate period of 9 months in any 12 month period then the Club shall be entitled to terminate this Agreement by giving not less than 3 months’ written notice to you provided that at the time of giving such notice:

### 

### you shall still be unable to play Rugby for the Club due to illness, injury or accident;

### you shall have been examined by a suitably qualified medical practitioner, who has been instructed by the Club and with whom you shall co-operate, no earlier than 7 days before the date on which the written notice is given (“the Medical Examination”); and

### the Club and you shall have received from the same suitably qualified medical practitioner, a certificate (the “Original Certificate”) dated not earlier than the date of the Medical Examination, stating that in their opinion you will be unfit to play Rugby for a period of at least 28 days from the date of the Original Certificate (“the 28 Days”). Within 7 days of receipt of the Original Certificate you shall notify the Club whether you accept the finding or whether you require the opinion of an independent medical expert, in which event you shall proceed in accordance with clause 9.3 above. In these circumstances, all reasonable endeavours must be used to ensure that any further medical examination takes place before expiry of the 28 Days and the expert shall be instructed to express their opinion as to your fitness to play Rugby during the 28 Days.

## If your absence shall be occasioned by the actionable negligence of a third party in respect of which damages are recoverable, then all sums paid by the Club shall constitute loans to you, who shall:

### immediately notify the Club of all the relevant circumstances and of any claim, compromise, settlement or judgment which is made or awarded in connection therewith;

### subject to clause 9.7.3, if the Club requires, refund to the Club such sum as the Club may determine, not exceeding the lesser of the amount of damages recovered by you in respect of loss of earnings and the sums advanced to you in respect of the period of incapacity; and

### be entitled to deduct any reasonable legal and other expenses related to making such recovery prior to making any payment to the Club under this clause.

## At any time during your employment or thereafter, the Club shall provide to you within 7 days of your written request:

### a full copy of your medical and/or dental records held by the Club; and/or

### written confirmation of the aggregate number of days you are considered by the Club to have been incapacitated by reason of illness, injury or accident in the 12 month period up to and including the date of the written request.

## In order to establish the duration of your incapacity for the purposes of this clause 9, no regard shall be had to any period in excess of three weeks during which you are required to wait in order to undergo any medical or surgical procedure in respect of an illness, injury or accident, provided that you have made yourself readily available for any such medical or surgical procedure and/or the delay shall not be by reason of any medical advice or recommendation. For the avoidance of doubt, any waiting period of three weeks or less shall constitute a period of incapacity for the purpose of calculating the aggregate period of nine months set out at clauses 9.4 and 9.6.

## You may, at any time, request an examination to be carried out by the Club’s [medical expert] in order to help establish your fitness to play Rugby for the Club. Such examination shall take place within 7 days of the written request from you. Following such examination, the medical expert who carried out the examination shall certify in writing within 3 days whether or not in their opinion you are incapacitated by illness, injury or accident from playing Rugby for the Club. If you do not accept the findings of the Club’s medical expert, then the procedure set out at clause 9.3 shall apply.

## The Club at all times reserves the right to withhold, discontinue or require repayment of any occupational sick pay if:

### it is satisfied that you have misrepresented the reasons for your absence or are in any way abusing the sick pay arrangements;

### an injury from an accident at work was caused by your misconduct at work;

### you fail to follow the Club's absence rules;

### in the opinion of a doctor nominated by the Club, you are well enough to work; or

### you act in a manner likely to delay your recovery.

## The Club may at any time require you to attend an independent medical examination and/or obtain a medical report from your doctor, the latter of which shall be subject to the Access to Medical Reports Act 1998.  You shall authorise the medical practitioner carrying out the examination to disclose to or discuss with the Club or its medical adviser the matters arising from such examination which are relevant to the performance of your duty.

## The Club shall arrange promptly and pay for such treatment as may be prescribed by the medical or dental adviser to the Club in relation to injuries sustained in the performance of the obligations set out in this Agreement. Such treatment shall be for a duration of up to nine months from the date of injury (or until a new contract has been obtained by you to play Rugby) in order to restore you to fitness to play Rugby or, in the case of your retirement due to such injuries, to a level of health and fitness consistent with the nature and extent of the injury suffered. The obligation to provide such treatment shall continue to apply even if the term of this Agreement expires after such treatment has been prescribed provided that the Club shall not be liable for the cost of any dental charges for injuries which arise in circumstances where you have failed to wear a mouth guard unless your failure to do so was upon advice from a dental practitioner.

# Notice and termination

## Unless otherwise terminated in accordance with other provisions of this Agreement (including but not limited to clause 1.7 and 1.8), your employment will continue for the Fixed Term without the need for notice unless previously terminated by Club giving to you not less than the period of notice set out in Schedule A during the Fixed Term, which if given, shall have the effect of terminating this Agreement on the expiry of such notice. Notice must be in writing.

## The Club may opt to terminate your employment immediately and, in lieu of any entitlement to notice, pay you a sum equivalent to your basic salary (subject to such deductions for tax and national insurance contributions as may be required) that you would have been paid during your notice period.

## Your employment may be terminated by the Club without notice or compensation if you are guilty of gross misconduct or in any way fundamentally breach your employment contract with the Club (including, without limitation, any breach of clause 13). The following are examples of conduct that would entitle the Club to terminate your employment summarily:

### dishonesty including theft, fraud, deliberate falsification of records (including time sheets and expense claims) and deceit;

### conviction of a criminal offence;

### unauthorised possession of Club or Group Company property;

### possession of firearms or any other weapons at work;

### wilful damage to and/or misuse of Club, Group Company and or their customers' property or premises, or gross negligence which results or could result in damage, loss or injury;

### insubordination, insolence, the refusal to carry out reasonable working instructions or any other act of improper behaviour;

### failure, without reasonable cause, to comply with and agree to submit at any time upon request to a drugs test administered by UK Sport, or such other person or body appointed by the Club or any other authorised body, including any test pursuant to the Club ’s anti-doping regulations or illicit drugs policy;

### your registration with the RFU ceasing to be effective by reason of you breaching the RFU Registration Regulations;

### abusive, intimidating or violent conduct, including bullying or harassment, and including the incitement of such conduct;

### demanding, accepting or offering financial or other inducements either from/to other employees or any third party;

### any act of unlawful harassment/discrimination;

### being under the influence of alcohol or drugs, or taking or possessing drugs, at work, except as prescribed by a medical practitioner including, without limitation, failing a drugs test;

### in the event of you are suspended pursuant to the RFU’s Illicit Drugs Policy and you had a “strike” against you under the terms of such policy;

### serious or persistent breach of Club or Group Company regulations or policies or of your contract of employment or of health and safety rules;

### unauthorised use or disclosure of confidential information, including any breach of client confidentiality, (subject to the Public Interest (Disclosure) Act 1998);

### deliberately accessing or distributing material which is or may be thought to be defamatory, abusive, offensive;

### any conduct likely to bring the Club or a Group Company or the game of Rugby into disrepute; and

### in the event that you are no longer eligible to represent the Club.

This list is intended as a guide and is not exhaustive.

# Suspension AND GARDEN LEAVE

## You may be required by the Club in its absolute discretion at any time not to attend your place of work and not to perform any duties for the Club or to perform any such duties, projects or tasks as are expressly assigned to you by the Club, in any case for such a period and at such a place or places (including, without limitation, your home) as the Club in its absolute discretion may decide. You will continue to receive your full pay and benefits during any such period.

## No contractual holiday entitlement shall accrue during any period of suspension under this clause 11.

# CLUB property

## All Club and Group Company property must be returned to the Club at any time on request and, in any event, on the termination of your employment. All information about the affairs of the Club or any of its Group Companies, clients, customers, directors, employees or shareholders must also be returned and any copies permanently deleted (whether in hard copy or electronic form). If requested by the Club, you will confirm that you have done this in writing and/or upon reasonable notice make available your personal computer for legitimate and lawful inspection to ensure this has been done.

# Confidentiality

## You acknowledge that during your employment you may, in the performance of your duties, become aware of trade secrets or other confidential information relating to the Club, any Group Company, other Rugby unions or other Rugby clubs or its or their businesses and its or their past, current or prospective commercial partners, suppliers, clients or customers, and players which shall include (without limitation):

### processes or methods used or to be used by any of those businesses, including internal know-how (including anything to do with playing strategy, selection and similar);

### any information concerning the business, accounts or finances of any of those businesses;

### any computer software used in any of those businesses;

### business development plans, marketing or promotional plans and future product ideas of any of those businesses;

### information on business strategy, research and development, resourcing plans and market opportunities of any of those businesses;

### any confidential report or research commissioned by any of those businesses in connection with the business or affairs of any of those businesses;

### lists and details of current or prospective sponsors, suppliers, clients or customers of the Club or any Group Company or other Rugby unions or Rugby Clubs;

### any incident, conversation or information concerning any director, employee, agent or consultant of the Club or any of its sponsors, suppliers, guests or visitors;

### information concerning the Club 's staff or volunteers, Rugby players (past, present and prospective) and their families which is not in the public domain; and

### personal information concerning Rugby players' health, fitness, personal issues and performance.

## You further acknowledge that you are placed in a position of the utmost trust given the scope of the confidential information which will be entrusted to you. Therefore you acknowledge that you owe a higher than normal duty of confidentiality towards the Club. Without prejudice to the foregoing or your general duties at common law in relation to such trade secrets and other confidential information, you shall not (save as required by law) during your employment or at any time after its termination disclose, publish, revel or communicate to any person or persons or make use of or copy (other than in the proper performance of your duties under this Agreement) and shall use your best endeavours to prevent any disclosure, communication or use by any other person of any such trade secrets or confidential information and all books, notes, memoranda, correspondence, papers, drawings, designs, documents, records, computer discs, computer hardware or computer software containing such trade secrets or confidential information, and shall not use to the detriment of the Club any information relating to the Club.

## The provisions of this confidentiality clause shall cease to apply to information or knowledge which comes into the public domain otherwise than by reason of your default.

## For the avoidance of doubt, the termination of this contract or variation of any of its terms and conditions for any reason, shall not affect the obligations of confidentiality set out above unless expressly stated to do so.

## Nothing in this contract is intended to prevent you from making a public interest disclosure in accordance with the law.

## For the avoidance of doubt this Agreement is subject to all and any provisions set out in the Participation Agreement.

# Disciplinary procedure

## The Club's [Disciplinary Policy] is applicable to you but does not form part of your contract of employment. Copies are available from your line manager and/or the Human Resources Department.

# CAPABILITY procedure

## The Club's [Capability Policy] is applicable to you but does not form part of your contract of employment. Copies are available from your line manager and/or the Human Resources Department.

# GRIEVANCE PROCEDURE

## If you have a grievance concerning your employment that you wish to raise formally, you should take it up in the first instance with your line manager. Copies of the [Grievance Procedure] are available from the Club Intranet and/or the Human Resources Department. The Grievance Procedure does not form part of your contract of employment.

# Intellectual property

## To the extent permitted by law, all rights in patents, copyright, registered design right, design right, trademarks, rights in databases or know how, which may be created by you during the course of your employment ("Intellectual Property") will belong to the Club absolutely. Any internet domain names and social media accounts (including without limitation Twitter feeds and Facebook pages) registered by you in the course of your employment shall be registered in the name of the Club (for the avoidance of doubt this shall not apply to personal domain names and accounts relating to your name/image and not the Club). To the extent permitted by law, you will waive any and all moral rights in any Intellectual Property. If requested by the Club, you will do everything necessary or desirable at the Club's expense to enable the Club to:

### become the owner of any Intellectual Property; and/or

### secure appropriate forms of protection and/or registration for any Intellectual Property, internet domain names or social media accounts; and/or

### defend and enforce its interest in any Intellectual Property, internet domain names or social media accounts.

* 1. You acknowledge that the Club is the owner or licensee of all rights, title and interest in and to the Club Marks and you shall have no right to use the Club Marks other than as strictly required in the course of performing your duties. Any goodwill attaching to the Club Marks shall remain the sole property of the Club.

# RIGHT TO Search

The Club reserves the right to search your person, your personal belongings, lockers and cars (when on Club premises). Refusal to co-operate with such a search could be considered a disciplinary matter and may be grounds for summary dismissal.

# Collective agreements

## There are no collective agreements which directly affect the terms and conditions of your employment.

# Notification of certain matters

## You must notify the Club in writing of any change in your name, address, the bank account to which you would like your salary paid or next of kin within one month of such change, and of any change in your immigration status, any arrests, charge, prosecution or conviction for a criminal offence, any disciplinary action taken against you by a professional or regulatory body or if you become bankrupt, apply for or have made against you a receiving order, make any composition with your creditors or commit any act of bankruptcy immediately.

# Policies and procedures

## You agree to comply with the rules, regulations, resolutions, policies and procedures of the Club and any Group Companies in force from time to time, including without limitation those relating to the prevention of bribery and corruption, conflicts of interest and the Club’s email and internet code of conduct.

## You agree to comply with any relevant directives, bye-laws, rules, regulations and resolutions of the Club, RFU and World Rugby in force from time to time, the rules and regulations of all competitions in which you participate and the rules and regulations of such other regulatory body to which the Club is subject, including (but not limited to) those relating to drugs abuse, use of drugs or testing and to submit at any time upon request to a drugs test (whether or not a blood sample is required) administered by or on behalf of the Club or by such other regulatory body to which the Club is subject.

## This Agreement will also specifically, but without limitation, be subject to and governed by the Participation Agreement specifically, but again without limitation, in relation to the Remuneration Cap Provisions.

## The above rules, regulations, resolutions, policies, procedures, directives, bye-laws, rules, regulations and resolutions shall not form part of your contract of employment unless specifically stated therein.

# Data protection

* 1. In complying with the law on data protection, the Club is required to comply with data protection principles. These are summarised in the HR [Employee Privacy Notice]. In performing your role and carrying out your responsibilities, you must do your best to ensure that the Club complies with these principles.
  2. You also authorise the sharing of medical records as needed in relation to any rules or obligations to which the Club is subject, such as Head Injury Assessment (“HIA”) rules imposed by World Rugby, and the sharing of medical records with other relevant competitions or governing bodies where necessary to meet regulatory obligations.

## You also authorise us sharing your basic contact information with the appropriate associations and bodies to facilitate your requisite memberships.

# Remuneration Cap Provisions

## In acknowledgment of the importance of the Remuneration Cap Provisions or any future equivalent or similar system in ensuring the financial viability of the top tier of the domestic women’s league within England and preserving a financially healthy and competitive women’s league top tier competition, you will fully cooperate with the Club and/or the RFU in taking any reasonable and proportionate action that we or the RFU request in relation to the Club’s compliance with the Remuneration Cap Provisions including without limitation meeting with relevant employees of the Club and/or the RFU, and or providing copies of all contracts, financial records, bank records, tax returns and other tax records, insurance records, email records and telephone records which may be relevant to the Club’s compliance with the Remuneration Cap Provisions.

# General

## In this Agreement:

## “**England Squad**” means the England Women Elite Player Squad, the England Women Under 20s and/or England Women 7s squads;

## "**Group** **Company**" means any holding company or subsidiary of the Club from time to time and any other subsidiary of any holding company of the Club from time to time, where “holding company” and “subsidiary” have the meanings given in section 1159 of the Companies Act 2006;

## "**Club** **Marks**" means the Club official commercial symbol and associated

## wording belonging to the Club;

## “**Participation Agreement**” means the Participation Agreement made between

## the RFU and the Club pertaining to the Club’s participation in the top tier of the

## domestic women’s league in England.

## **“RFU”** means the Rugby Football Union;

## **“Remuneration Cap”** such provisions pertaining to a cap on remuneration payable

## by clubs that may be introduced by the RFU from time to time;

## "**Rugby**" means the game of Rugby union football, including Sevens; and

## "**World** **Rugby**" shall mean World Rugby (the organisation formerly known as the

## International Rugby Board) and its successors from time to time.

## This Agreement should be read in conjunction with any parts of the Club's Policies and Procedures in force from time to time which are stated to be contractual, which together with any relevant sections of the Participation Agreement, form the entirety of your terms and conditions of employment and supersede all other agreements relating to your employment from the Commencement Date. In the event of any inconsistency between this Agreement and the Participation Agreement, the terms of the Participation Agreement (including the schedules to it) shall prevail.

## No term in this Agreement is enforceable under the Contracts (Rights of Third Parties) Act 1999 but this does not affect any right or remedy of a third party which exists or is available apart from that Act.

## Where, in connection with this Agreement, you undertake any obligation in respect of any Group Company you unconditionally and irrevocably acknowledge and agree that the Club is entering into this Agreement and accepting the benefit of such obligations not only for itself but also as agent and trustee for such other Group Company.

## Clauses 13 and 17, Schedule B and any other provisions of this Agreement which are expressed to apply or are capable of applying following termination of this Agreement shall survive the termination of this Agreement howsoever caused (including, for the avoidance of doubt, where termination takes effect during a period of leave pursuant to a statutory entitlement).

## Minor changes of the terms of employment will be notified to you in writing. You will be given at least one month's notice of major changes to these terms of employment and will be taken to have accepted them if you do not indicate to the contrary within that period of time.

## All the provisions of this Agreement are subject to the rules and regulations from time to time of World Rugby and the RFU. In the event of any inconsistency between the provisions of this Agreement and the World Rugby or RFU rules and regulations, the RFU rules and regulations shall prevail. In the event that any provisions of this Agreement, including any of the rights, require the approval of the RFU, World Rugby or other Rugby governing body to which the Club is subject, the Club will use its reasonable endeavors to obtain such approval.

## This Agreement and the rights and obligations of the parties under it shall be governed by and construed in accordance with the laws of England and Wales. In the event of any claim, dispute or difference (whether contractual or non-contractual) arising out of or in connection with this Agreement the parties irrevocably agree and submit to the non-exclusive jurisdiction of the Courts of England.

Signed on behalf of the Club by

**NAME**

Date

Signed and delivered as a deed by you

**NAME**

Date

In the presence of

Witness signature

Witness name & address

**SCHEDULE A**

**PART 1**

|  |  |
| --- | --- |
| **Name:** | [club to insert] |
|  |  |
| **Job Title:** | Professional Rugby Player |
|  |  |
|  |  |
| **Basic Salary:** | £[club to insert] per annum |
|  |  |
| **Match Fees and Bonuses:** | [You are eligible for the following match fee and bonus payments if you are selected for the Club in the following competitions:  [club to insert] |
| **Commencement Date:** | [club to insert] |
|  |  |
| **Date on which continuous**  **employment commenced:**  **Fixed Term End Date:** | [insert]  [club to insert]  (‘**Fixed** **Term’**) |
|  |  |
| **Notice period from**  **Club to employee:** | Three months, save for the provisions in clause 2.4 |
|  |  |
| **Hours of work:** | Your normal hours are irregular and will be determined and notified to you by the [RELEVANT ROLE] or the proper performance of your duties. Your hours of work will include, if selected, attendance at training sessions and playing in tournaments as well as carrying out promotional work for the Club on evenings, weekends and public holidays.  An indicative weekly schedule is set out below. |
|  |  |
| **Holiday Entitlement:** | [ ] working days per holiday year (including weekends), [this takes into consideration your part time working arrangement and is the pro rated amount of the full time entitlement] (pro rata), plus bank and public holidays recognised by the Club (pro rata) |
| **Holiday Time:** | Such periods in which the Holiday Entitlement may be taken, as directed by the Club |
| **Promotional Services in respect of which the player will receive an additional fee:** | [club to insert] |

**Contractual Benefits:**  [club to insert]

**PART 2**

This section supplements your employment contract by providing additional information on your employment particulars as required by Part 1 of the Employment Rights Act 1996. The below information is provided to meet our statutory duties and does not confer any contractual rights or obligations.

|  |  |
| --- | --- |
| **Leave other than holidays and sickness** | There are no terms and conditions relating to paid leave in circumstances other than holidays, sickness, specified rest and rehabilitation. However, if you satisfy any relevant conditions, you may have statutory rights to take paid leave in certain circumstances, including maternity, paternity and parental leave.  You may have statutory rights to take paid leave in certain circumstances, including maternity, paternity and parental leave. You will be entitled to enhanced [leave][ and pay] under our [NAME Policy] – see the relevant policies for full details. |
| **Other benefits** | Part A above refers to your contractual benefits. In addition, we provide the following non contractual benefits:  [STATE ANY BENEFITS SUCH AS   * Season ticket loan * Subsidised canteen * Cycle to work scheme] |
| **Vocational/Educational training** | Although we will provide appropriate training in connection with your role, there is no entitlement to vocational and education training. We do not require you to complete any training other than as set out in the contract, as required by or on behalf of the RFU and unless otherwise stipulated by the Club. |
|  |  |

*nOTE: SCHEDULE B IS PROVIDED FOR OPTIONAL USE BY CLUB SHOULD THEY WISH OR ALTERNATIVELY CAN BE REPLACED BY THE CLUB’S OWN PROVISIONS*

**[Schedule B]**

**PROFESSIONAL RUGBY PROVISIONS**

1. **Player Promotional Activities**
   1. Subject to clause 17 and this Schedule you may, during your employment by the Club, use and exploit your Licensing Rights, and enter into sponsorship, endorsement, appearance, merchandising, promotional or other similar agreements and arrangements involving yourself provided that:
      1. when carrying out such activities you comply with the terms of this Agreement including this Schedule, if applicable;
      2. you inform the Club at the commencement of your employment of any such arrangements and related commitments which you have already entered into which will apply during the course of your employment;
      3. the prior written approval of the Club's [RELEVANT ROLE] is obtained before you enter into any additional agreements or make any further commitment to be involved in any commercial activities. Such approval shall not normally be given if you intend to promote, advertise, endorse, publicly use or consume any product or service which in the reasonable opinion of the Club directly or indirectly (i) competes or conflicts; (ii) will compete or conflict; or (iii) is likely to compete or conflict, with a product of or services provided by any person with whom the Club has entered into (or is in the process of negotiating any agreement for) a promotional or sponsorship arrangement, provided that the Club shall not prevent you from entering into a sponsorship arrangement in respect of playing boots and/or shin pads which does not otherwise conflict with this Agreement;
      4. such activities are undertaken in a personal context and do not otherwise involve an association, or suggest any connection, with the Club beyond simply stating your name and the fact that you are a member of the Club;
      5. such appearances/presentations do not conflict in any way with your duties under this Agreement;
      6. when carrying out such activities you shall not wear a [COLOUR] or other colour shirt which is substantially similar to the current or past Club player shirts and which is likely to be associated with the [CLUB] team or wear any symbols such as [CLUB SYMBOL] or other significant symbol which are likely to be associated with the [CLUB] team, and you shall not otherwise use or allow the use of Club Marks;
      7. you shall not write, speak, endorse or present (or permit your name or Licensing Rights to be used in connection with) any editorial, advertorial or advertising content for any newspaper, book, magazine, television, internet, radio or other form of media format or publication, in a Club Context or in a way which implies an association, or suggests any connection, with the Club without the prior written approval of the Club’s [RELEVANT ROLE] or their nominee, such approval not to be unreasonably withheld or delayed;
      8. you acknowledge and agree that an activity might still be in a [CLUB] Team Context, or suggest a connection with the Club , even in the absence of imagery that is in an [CLUB] Team Context or imagery that suggests a connection with the Club or , as it is the activity as a whole that must be considered;
      9. you shall not participate in or allow the Licensed Rights to be used in any manner which you should reasonably know is intended to be an ambush marketing campaign, where “ambush marketing campaign” means any advertising, marketing or communication which seeks to associate a brand with the Club or any match or competition in which they are participating, or which otherwise seeks to capitalise on the goodwill and public excitement in relation thereto; and
      10. you shall, for the avoidance of doubt, procure that any agreement to be entered into by you shall be subject to the prior written approval of the Club’s [RELEVANT ROLE], such approval not to be unreasonably withheld or delayed and to be deemed to be granted if the Club’s [RELEVANT ROLE] has not responded within five business days of the approval request.
2. **Financial Interests**
   1. During the course of your employment you shall not, save as set out in paragraph 1 of this Schedule B:
      1. be directly or indirectly involved in or undertake, assist, be concerned with or have any financial interest in, any trade, occupation or business whatsoever other than the business of the Club or be or become an employee, adviser, consultant or agent for or provide services (whether paid or unpaid) to any other person, sports club or sports body, firm, company or organisation except with the prior written consent of the Club’s [RELEVANT ROLE] such approval to be considered on the basis of the Club’s [RELEVANT POLICY] in force from time to time and not to be unreasonably delayed;
      2. subject to any regulations issued from time to time by the Club, be entitled to receive or obtain directly or indirectly any discount, rebate or commission in respect of the sale or purchase of goods or other business transacted (whether or not by you) by or on behalf of the Club and if you (or any firm or company in which you are interested) shall obtain any such discount, rebate or commission you shall account to the Club for the amount received by you (or a due proportion of the amount received by such firm or company having regard to the extent of your interest therein);
      3. be entitled to receive or obtain directly or indirectly any payment for any professional or personal services (such as coaching, public speaking, advising, sponsorship, promotions or advertising) to anybody other than the Club and shall account to the Club for any amount offered to, or received by you either directly or indirectly by any such outside body except with the prior written consent of the Club’s [RELEVANT ROLE] such approval to be considered on the basis of the Club’s secondary working policy in force from time to time and not to be unreasonably delayed;
      4. publish any book, article, whether for a newspaper, magazine, blog or other publication, periodical or pamphlet or broadcast on television, cable, satellite, film, the internet or any other medium now known or hereinafter devised or communicate to any representative of the press or media without prior written approval of the Club 's [RELEVANT ROLE], provided that no such approval shall be required before posting any messages on personal social media accounts where the post is otherwise in accordance with this Agreement and makes no reference to the Club, or any performance of the Club, the RFU, or Squad, other than in accordance with any social media policy issued by the Club from time to time; or
      5. give any statements or make any information available concerning the Club, the Club commercial partners or any Rugby players involved with the Club to any person or organisation who is involved in the media, (including press, television, internet or radio) whether directly or indirectly without prior written approval of the Chief Executive or (in relation to press conferences in the normal course of your duties) the Club 's [RELEVANT ROLE] ; and
      6. You also confirm that you will take no financial or other benefit for yourself or any other person or organisation, whether directly or indirectly, from disclosing such information should you breach this clause.
   2. Without prejudice to the generality of clause 13 of this Agreement, you specifically acknowledge and agree that following the termination of your employment you will not (in each case to the extent only that doing so would result in the disclosure of confidential information (as set out in clause 13.1 of this Agreement):
      1. publish any book, article, whether for a newspaper, magazine, blog or other publication, periodical or pamphlet or broadcast on television, cable, satellite, film, the internet (including social media) or any other medium now known or hereinafter devised or communicate to any representative of the press or media without prior written approval of the Club’s [RELEVANT ROLE]; or
      2. give any statements or make any information available concerning the Club or any Rugby players who were during the course of your employment involved with the Club to any person or organisation who is involved in the media, (including press, television, internet or radio) whether directly or indirectly, or by making any public communication via social media without prior written approval of the Club’s [RELEVANT ROLE].
3. **Further Obligations and Restrictions**
   1. During the course of your employment you shall:
      1. undertake any interviews and co-operate with any reporters or other representatives of any media organisations as the Club may reasonably direct; and
      2. upon request engage in social media activities in connection with your employment and/or help promote the Club; and
      3. You agree to comply with the directives, bye-laws, rules, regulations and resolutions of the RFU and World Rugby in force from time to time, in particular and without limitation, with the relevant parts of World Rugby’s Regulation 6 (regarding anti-corruption and betting).
   2. During the course of your employment you shall not:
      1. consume any drug or other intoxicating substances (other than pursuant to the direction of your doctor and provided consuming the relevant substance shall not amount to an anti-doping violation under the World Rugby rules) nor consume alcohol to an extent which may (or may be likely to) affect you performance, manner or behaviour;
      2. consume or promote the use of any prohibited substance or promote the use of any prohibited technique on World Rugby's ("World Rugby") prohibited list.
4. **Branding**
   1. During the course of your employment you shall wear any relevant items of clothing and use any relevant items of Playing Kit and Leisurewear supplied to you by the Club on and off the field at Matches, during Assembly Periods, and when providing the Promotional Services during training and at Squad practices, when on Squad trips and when involved in any other way with the Squad as required by the Club and, if so required by the Club, when making (in connection with the Club 's activities) any public appearances on television or otherwise. The Club may produce guidance from time to time which shall depict the scope and extent of activity (including examples of “do’s and don’ts”) relating to Promotional Services and related activity carried out by you pursuant to this Agreement and you shall adhere to such guidance, together with any further instructions provided by the Club, at all times.
   2. You may not at any time, whilst carrying out your duties, wear, carry or display Playing Kit or Leisurewear or other items such as “wearable technology” bearing a visible logo or brand without the prior consent of the Club’s Chief Commercial Officer, save where that Playing Kit, Leisurewear or other item has been supplied to you by the Club to be worn as required under paragraph 4.1 above.
   3. Nothing in this paragraph 4 shall prevent you from wearing rugby boots and shin pads of your choice during the course of your employment, provided they only carry standard manufacturers branding and are otherwise compliant with the rules of World Rugby or any relevant tournament in which you are competing.

1. **Licensing Rights and Promotional Services**
   1. In respect of the Club's commercial and promotional activities and notwithstanding the remaining provisions of this Schedule, it is agreed that you shall be obliged during the term of your employment (including while seconded to any Club) to do such appearances as the Club, acting reasonably, requires each year in respect of the Promotional Services for the Club, its commercial partners, sponsors, suppliers and broadcasters etc such appearances to be spread reasonably during the year and not to interfere with your duties to the Squad. Unless otherwise stated in Schedule A and/or the Participation Agreement, no additional payments will be payable to the Player in respect of their performance of the Promotional Services.
   2. You agree, during the course of your employment, that you shall comply with all relevant provisions of any tournament participation agreements in which the Squad participates and, at the request of the Club, shall appear at and participate fully in such tournament launches and events and you consent to the featuring or depiction of any Licensing Rights (including such appearance and participation) in any media use by the Club, its Group Companies and commercial partners, and any tournament organiser.
   3. You agree and consent to the Club :
      1. producing and authorising the production of Content which features or relates to you during the course of your employment, and you agree that this may include, without limitation, broadcasting (live or otherwise) matches, training sessions and Promotional Services in which you participate;
      2. storing and using in perpetuity any Content produced in accordance with paragraph 5.3.1 above, including by incorporating or allowing the incorporation of such Content into any television programme, film, recording, broadcast or any other form of media or communication;
      3. reproducing or publishing any social media content you publish, in any medium; and
      4. doing any act, which would, in the absence of such consent, infringe your rights in performance under Part II of the Copyright, Designs and Patents Act 1988 or any similar legislation anywhere in the world.
   4. You grant for the duration of your employment with the Club (and thereafter in accordance with paragraph 5.7 below) the irrevocable and exclusive rights to use, reproduce, publish, and exploit the Licensing Rights (with the power to grant sub-licences to third parties including the Club’s official sponsors and licensees, broadcasters and media entities, subsidiaries and/or joint ventures) including the right to produce and allow the production of, any advertising or licensed merchandise where such use or exploitation is in the context of your role with the Club or as otherwise agreed between yourself and the Club.
   5. Where the Club or its sponsors, suppliers, broadcasters, subsidiaries, joint ventures and/or licensees ERC propose to use any advertising or merchandising material featuring you alone, the same shall be submitted to you for your written approval which shall not be unreasonably withheld and shall be deemed to have been given if not refused within seven (7) days of the receipt by you of the same for approval.
   6. Without limiting any of the rights granted to the Club pursuant to this Agreement, you agree that, in respect of any Club to which you are seconded in accordance with this Agreement, the Club may:
      1. authorise the Club and (unless you object on reasonable grounds), the Club’s sponsors to use, during the secondment, your Licensing Rights to promote the Club or their sponsorship of the Club, provided that such use is always in a Club context; and
      2. allow you to be filmed and photographed in the course of your duties for the Club.
   7. You hereby appoint the Club to be your attorney and in your name and on your behalf to do all such acts and things and to execute all deeds and documents and in your name and on your behalf to exercise all powers which may in the reasonable opinion of the Club be required or deemed proper necessary or desirable for the purposes of the Club acting in your name to prevent any infringement of the Licensing Rights by any person provided that the Club beforehand gives a complete indemnity to you in respect of any costs claims demands proceedings damages or liabilities arising therefrom.
   8. The licence granted by you under this Schedule will survive the termination of this Agreement:

**5.8.1** in connection with agreements for promotions, sponsorship, broadcast, merchandise licensing or advertising which were entered into by the Club with third parties prior to such termination;

* + 1. where your Licensing Rights are used in a historic context (including for example in imagery showing you playing for the Squad in past matches); and
    2. in the context of any archive use (including for example with any museum of rugby or similar).
  1. All intellectual property rights in or arising out of any use or exploitation of the Licensing Rights by the Club or its sub-licensees or assignees and/or the provision by you of the Promotional Services will (as between you and the Club) be and remain the exclusive property of the Club and its assignees save that you shall retain any goodwill in your name, likeness and image.

1. **Definitions**

**Assembly Period** the period during which the Squad or part thereof is gathered.

**Chief Executive** the Chief Executive of the Club from time to time.

**Content** means photographs, films, videotapes, sound recordings, graphical images, literary, artistic, musical or other works of whatever nature (including articles, blogs, vlogs, and social media posts) and all other materials in whatever format or medium.

### **Club Team Context** in relation to any representation of you and/or the Licensing Rights, a representation in connection and/or combination with the name, colours, strip, trademarks, logos, or other identifying characteristics of and/or clearly relating to you and/or the Club Team (including the Men's teams) or in any other manner clearly associated with the Club.

### **Leisurewear** clothing other than Playing Kit.

### **Licensing Rights** means your personal attributes including your name, any nickname or social media handles, initials, playing number, autograph, signature, endorsement, biography, reputation, voice, caricature, avatars, likeness, image and all other characteristics and identifying attributes of you including any trade marks relating to you as a Rugby player which are owned by you or a related entity or person, the right to associate with you, and all intellectual property Rights therein, any publicity or personality right, and any other similar rights of whatever nature as may exist in addition to the same, in any jurisdiction.

### **Match** a Rugby match played by a Club member selected from members of the Squad against any other club representative or other representative team.

### **Playing Kit** all playing and training kit and/or clothing including Rugby shirts shorts and socks (excluding footwear) tracksuits, sweatshirts, tee-shirts, caps and other headgear mouth guards sports bags or holdalls Rugby balls sweatbands/headbands, towels bandages/supports garters/tie ups, shin pads and electronic devices for the purpose of tracking fitness and performance.

### **Promotional Services** attending at, contributing to and/or participating in such promotional events, or public relations exercises the timing and extent of which the Club may from time to time reasonably specify including without limitation:

#### events organised by any sponsor, director, licensee, broadcaster, subsidiary, joint-venture of the Club (including any endorsement of the products or services of any such entity);

#### Content production sessions;

#### Social media activities (including producing Content for distribution on social media relating to the Club, and re-posting Club social media posts on your personal social media accounts);

#### visits by third parties to any Match or training sessions;

#### benevolent and/or charitable activities including without limitation visits to schools, hospitals and charitable organisations; and

#### public training sessions.

**Squad** the squad of players relevant to your role and as set out in your job description, from which players are selected for Matches.

1. **Process for obtaining consent**
   1. Where consent from a Club official is required under this Schedule, you may either approach the stated Club official directly or, alternatively, you may ask the [RELEVANT ROLE] or anyone nominated by their for consent. They may either:
      1. send your request directly to the relevant individual, in which case the time limit for a response for approval, as per paragraph 1.1 of this Schedule, shall commence from the day that the request is made to the [RELEVANT ROLE]; or
      2. require you to approach the relevant individual (or someone nominated by them to give such consent).