

The Nottinghamshire, Lincolnshire &
Derbyshire Rugby Union Referees Society



Committee Terms of Reference

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SUMMARY

This document details the Terms of Reference for the Management Committee (*"The Committee"*) of the Notts, Lincs & Derbys Rugby Union Referees Society (NLDRURS). This is the latest revision of those standards, issued at the start of the 2019-2020 season (version 8).

NLDRURS is a company limited by guarantee, has 5 Directors (*"The Board"*) and is governed by Articles of Association. Subject to the Articles, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company. Subject to the Articles, the Directors may delegate any of their powers or functions to a Committee.

The composition of any Committee shall be entirely in the discretion of the Directors. Unless the Directors resolve otherwise, at least one Director shall sit on any committee or sub-committee of the Company.

COMMITTEE EXPECTATIONS

To ensure that all Committee members work together and know what is expected of them in their roles the following standards are fundamental requirements for success.

1. All Committee members shall fully communicate and work with all others on the Committee to ensure the best interests of the Society at all times.
2. Take a full and active role as a Committee member, or in the case of Directors take a full and active role as both a Director and Committee member.
3. All Committee members undertake to deliver their actions to the quality and timescales required.
4. All Committee members will provide a status report, an update on their actions and raise any new issues at each Committee meeting.
5. All requests to approve funding of in excess of £200 shall be presented to the Committee in the form of a short paper at least seven days before the next Committee meeting. In the event of an urgent response is required a paper may be sent to the Secretary who can then call upon the Committee for a response via electronic means or convening a meeting. In the event this is not possible then it can be passed to the Chairman who will ask the Directors to preside and give a decision.
6. All Committee members will operate as role models for Society members in their roles representing the Society, both internally and with other bodies.
7. All Committee members undertake to attend a minimum of 80% of Committee meetings each year.
8. All Committee members will provide timely information as required by their colleague Committee members.
9. The Committee shall own the communication process for the Society.
10. Committee members may fully brief and empower substitutes from sub-committees to attend meetings on their behalf.

INTRODUCTION

The Committee comprises the following:

- President
- Chairman
- Secretary
- Treasurer
- Chair of Appointments
- Society Match Official Development Officer
- Recruitment and Retention Officer
- Information and Communications Officer
- Active Referee Representative
- Young Match Officials Representative

Each of these officers will stand for re-election at the Annual General Meeting.

The Committee has the power to co-opt other roles as deemed necessary (e.g. the role of Safeguarding Officer, etc), and to fill any vacancies that may arise during the period of office. Terms of reference for any additional roles will be defined by the Committee as required.

The roles, objectives and responsibilities of these officers are detailed below.

1 THE ROLE OF THE PRESIDENT

1.1 Objectives

- 1.1.1 To represent the Society as a role model at relevant functions and RFU affiliated events.

1.2 Responsibilities

- 1.2.1 Take an active role as a Director and Committee member, leading the Society by example.

2 THE ROLE OF THE CHAIRMAN

2.1 Objectives

- 2.1.1 To lead the Society.

2.2 Responsibilities

- 2.2.1 To chair all Committee meetings of the Society ensuring best order and involvement.

- 2.2.2 To hold the casting vote when there is no clear majority on any Committee vote or decision.
- 2.2.3 To represent the Society at meetings with other rugby agencies for the benefit of the members of the Society.

3 THE ROLE OF THE SECRETARY

3.1 Objectives

- 3.1.1 To administer and communicate all matters in order to deliver the requirements of the Committee.
- 3.1.2 To manage the secretarial matters inclusive of communication for the Society on behalf of the members.

3.2 Responsibilities

- 3.2.1 To produce and distribute timely minutes of, and agendas for, Committee meetings in consultation with the members of the Committee.
- 3.2.2 To produce and distribute minutes of, and agendas for, the AGM in liaison with the Information and Communications Officer.
- 3.2.3 To disseminate relevant information that has been sent to the Society Secretary in a timely fashion to Committee and/or members as appropriate.
- 3.2.4 To represent the Society at meetings with other rugby agencies for the benefit of the members of the Society.
- 3.2.5 To provide information that has been requested by members of the Society and other agencies, whilst ensuring that the information needs of the Society are fully met. This will be carried out in liaison with the Information and Communications Officer.
- 3.2.6 To keep the company accounts and registration details (as required for a company limited by guarantee) up to date as regulations require.
- 3.2.7 To act as the official RFU ticket distributor for the Society. To distribute said tickets as per the criteria laid down by the Committee. This role may be delegated.

4 THE ROLE OF THE TREASURER

4.1 Objectives

- 4.1.1 To provide management information and recommendations to enable the Committee to make financial decisions.
- 4.1.2 To manage the financial matters of the Society on behalf of the members.

4.2 Responsibilities

- 4.2.1 To deal with all matters relating to the commercial aspects of the Society, inclusive of sponsorship matters and actively seeking potential sponsors for the Society.

- 4.2.2 To own the terms of reference of, and to manage a sub-committee in order to deliver members benefits through kit and sponsorship.

4.3 Terms of Reference

- 4.3.1 To arrange for the preparation of audited Society accounts in accordance with the constitution and communication of these to its members in December each year. Interim results must also be prepared and available to all members at the Annual General Meeting.
- 4.3.2 To ensure an accurate charging mechanism is devised and implemented, identifying and encompassing all relevant games for which a charge is to be made and to whom.
- 4.3.3 Devising and implementing an accurate billing system for charges to be made to our customers on a monthly basis.
- 4.3.4 Manage the financial expenses incurred by the Society and its members in travel, insurance etc.
- 4.3.5 Manage the financial income of the Society (subscriptions, income from customers, grants etc.).
- 4.3.6 To provide an up to date financial statement at each Committee meeting highlighting risks and concerns to the Committee.
- 4.3.7 Manage the Society shop, providing clothing etc. for members at competitive prices. This may be funded in part by sponsorship, if this is forthcoming.
- 4.3.8 Provide information to allow the Committee to make financial decisions on relevant charges to be levied on our customers and to be paid to our members.
- 4.3.9 To appoint a sponsorship officer to write and to pursue potential sponsors.
- 4.3.10 To recommend disposal of any sponsorship monies, to be spent at the discretion of the Committee. Some sponsorship monies to be allocated towards subsidising kit for Society members.
- 4.3.11 To prepare financial forecasts for approval by the Committee.
- 4.3.12 To consider all proposals for financial assistance offered to the Society.

5 THE ROLE OF THE CHAIR OF APPOINTMENTS

5.1 Objectives

- 5.1.1 The Chair of Appointments will own agreed terms of reference and chair an Appointments Team to deliver the needs of the Committee by appropriately appointing match officials to the games to be played taking into account the needs of the clubs and officials.

5.2 Responsibilities

- 5.2.1 Communication of appointments for onward transmission to match officials and clubs in a timely and accurate manner, through the medium of WhosTheRef.
- 5.2.2 Communication to the Treasurer for billing of match officials' services and for recording of NLD matches played in the event of any enquiries, principally through the medium of Whos-

TheRef.

- 5.2.3 To be responsible overall for all appointments of match officials within NLD, up to and including matches at Level 6 with matches at Level 5 and above by exception.

5.3 Terms of Reference

5.3.1 The Appointments Team

5.3.2 The Chair of Appointments will have the assistance of an Appointments Team, who may include Sunday, Midweek and Exchange appointments persons, and such others as the Chair of Appointments may require from time to time to deliver the Objectives and Responsibilities. Activities may be undertaken and delivered personally, jointly, or by delegation to a member of the Appointments Team.

5.4 Appointments

5.4.1 To receive list of fixtures each month principally through WhosTheRef, in conjunction with the Society Match Official Development Officer.

5.4.2 To appoint match officials to those matches on a monthly basis

5.4.3 To appoint match officials to appropriate levels of game

5.4.4 To provide opportunities for match official development through liaison with the Exchange Secretary and Society Match Official Development Officer for exchanges and such other fixtures that offer match official development opportunities.

5.4.5 To confirm completed appointments through the medium of WhosTheRef.

5.5 Re-Appointments

5.5.1 To receive messages regarding changes to games and appointments

5.5.2 To re-appoint match officials on a weekly basis

5.5.3 To respond to late requests for match officials

5.5.4 Re-Appointments information shall be received and actioned principally through the medium of WhosTheRef.

5.6 Appointment Protocol

5.6.1 Appointments will be made based on information provided on matches to be played (clubs) and availabilities (officials). If a club does not provide match information in a timely manner they may not have officials appointed. If an official does not provide availability information in a timely manner they may not be appointed to any matches in that time period.

5.6.2 Officials will not normally be appointed at 1st team level to cup or RFU league matches to clubs at which they are a member or have been a member in the previous five seasons. If they have previously been a member but this was more than five seasons previously then they can be considered by the Appointments Committee for an appointment to the 1st team of that club without any prejudice being inferred. In the case of friendlies or teams below 1st team level then the most appropriate appointment can be made, regardless of club membership.

5.6.3 Development Squad, YMO and New Referee appointments will be considered first and thereaf-

ter Appointments will be made in descending order of grading. To ensure equality of opportunity to match officials within each grade, a revolving system of top down, bottom up, middle up and middle down will be employed consecutively across the 8 monthly Appointments meetings. For fiscal reasons, regional proximity will be taken into account when considering appointments.

- 5.6.4 The Development Squad will have priority for appointments to exchange fixtures appropriate to their grade. The Development squad may also have priority in appointment to other fixtures if necessary, for preparation for subsequent exchange fixtures or if required to facilitate development pathway(s) identified by the Society Match Official Development Officer. The Appointments Team will work collaboratively with the Society Match Official Development Officer to identify appropriate development opportunities.
- 5.6.5 The Appointments Team shall be empowered to appoint to fixtures one Grade higher than the Grade of any particular referee without reference to anyone outside the Appointments Team.
- 5.6.6 For BUCS, Junior and Colts rugby, the Appointments Team shall be empowered to appoint to fixtures 2 grades higher than the Grade of any particular referee without reference to any third party.
- 5.6.7 By exception, the Appointments Team shall be empowered to appoint to fixtures two Grades higher than the Grade of any particular referee without reference to anyone outside the Appointments Team.
- 5.6.8 For the relevant League grades, the Appointments Committee will endeavour to make not less than one League fixture appointment to each match official each month. This aspiration will be dependent upon fixture availability and match official suitability for the fixture in question, including regional proximity to available fixtures.

6 THE ROLE OF THE SOCIETY MATCH OFFICIAL DEVELOPMENT OFFICER

6.1 Objectives

- 6.1.1 Through partnership working with the Society Training Officer and team (STO), deliver a programme of training to both match officials and developers.
- 6.1.2 Increase the quality of performances by both match officials and developers, adding greater value to rugby union in Notts, Lincs and Derbys.
- 6.1.3 Through review and assessment, recognise on-going training needs within the Society and deliver relevant, reactive training, in partnership with the STO.
- 6.1.4 To administer a robust grading process, facilitating the movement up and down the grades, relating to the performances by both match officials and developers.
- 6.1.5 Review and arrange succession planning for developers within Society.
- 6.1.6 To administer a development structure for match officials and developers that adds value to the overall level of performance across the Society and meets the needs of both developers and match officials and closely as possible
- 6.1.7 To directly feed into the appointments process, to highlight where possible deployment could add the most value to the development of the match officials and/or wider game

6.2 Responsibilities

- 6.2.1 Support the STO in the production and delivery of monthly training events, including RFU CMOD and other required training modules.
- 6.2.2 Deliver 2 annual developer training sessions, relevant to the training needs highlighted by RFU, Committee or STO.
- 6.2.3 Appoint developers to review match officials' performance
- 6.2.4 Review all performance evidence submitted by developers, offering feedback where necessary to ensure value is added to the match official in each case
- 6.2.5 Chair the grading panel and communicate all outcomes to match officials and developers
- 6.2.6 Allocate developers to match officials and monitor all relationships to ensure value is being added to both parties
- 6.2.7 Support all Society match officials and developers in their delivery of the role and personal rugby development within and beyond Society
- 6.2.8 Adhere to Society information policy and GDPR at all times and all other Society policies as are relevant
- 6.2.9 Administer Society grading policy and development plan, including associated budgets, communicating to both Committee and membership as required by Committee.
- 6.2.10 To support all other Society officers and Committee members as is required to achieve the successful running of the Society

7 THE ROLE OF THE RECRUITMENT AND RETENTION OFFICER

7.1 Objectives

- 7.1.1 To advertise the Society.
- 7.1.2 To recruit and retain officials of all levels and skills to the Society.
- 7.1.3 To be the Society point of contact for the England Rugby Refereeing Award and associated schemes.

7.2 Responsibilities

- 7.2.1 To ensure that the Society recognises the contributions of all its members as a means to retain their officiating services to the game
- 7.2.2 To act as the Society focal point for recruiting and retaining officials
- 7.2.3 To work with the members of the Committee to welcome new recruits and take feedback on issues of retention.
- 7.2.4 To work with members of the Committee to ensure that relevant recognition and appointments to games are forthcoming to retain their services
- 7.2.5 Actively advertise the role of officials and canvass potential recruits to undertake officiating at

whatever level in the constituent body area of Notts, Lincs and Derbyshire.

- 7.2.6 To liaise with RFU about potential new recruits who undertake basic referee training through the England Rugby Referee Award, making direct contact to try to recruit them to the Society.
- 7.2.7 To liaise with clubs in order to foster good relationships in encouraging current and ex-players to further the game through officiating.

8 THE ROLE OF THE INFORMATION AND COMMUNICATIONS OFFICER

8.1 Objectives

- 8.1.1 To manage and maintain the Society information systems and to communicate as required by the Committee.

8.2 Responsibilities

- 8.2.1 To suggest and implement improvements to the Society management of information and communications.
- 8.2.2 To be the Society communications link to coordinate the distribution of information to members and the wider community, including but not limited the website (including forms library), sending out notices for Society meetings, notices about law changes, general correspondence and other Society communications as they arise.
- 8.2.3 To manage and maintain an up to date central database of information for the Society and to ensure data is held and maintained in accordance with the requirements of current legislation.
- 8.2.4 To assist the treasurer in reviewing expense claims prior to payment and identify any discrepancies.
- 8.2.5 To implement and manage a system to charge customers a premium for late appointments, cancellations etc. and to pass all relevant information to the Treasurer.
- 8.2.6 To work with WhosTheRef to improve the system and correct faults.

8.3 Information Held

- 8.3.1 An up to date membership list including contact details (Address, Phone (s) and e-mail addresses) for Referees, Assessors, Coaches, Member Clubs and their contacts.
- 8.3.2 Relevant information as required by the Society for effective administration.

8.4 Fixtures and Appointments

- 8.4.1 To communicate with clubs to ensure fixtures are entered into the appropriate systems and are available in time for the appointments meetings.
- 8.4.2 To remind referees to keep their availability up to date.
- 8.4.3 To assist the Appointments Chair with the provision of data to enable the effective running of appointments meetings.

8.4.4 To enter appointments onto database once completed by Appointments team

8.4.5 To publish appointments to officials, clubs & Advisers in good time

9 THE ROLE OF THE ACTIVE REFEREE REPRESENTATIVE

9.1 Objectives

9.1.1 To represent the membership at Committee level to ensure that the needs of the active referee population are met, and feedback is acted upon, within the constraints of the RFU, any overarching government/community requirements and Society funding.

9.2 Responsibilities

9.2.1 To be part of the Appointments Team.

9.2.2 To receive, manage and feedback on any general queries or issues arising from the membership and progress them to a mutually acceptable solution.

10 THE ROLE OF THE YOUNG MATCH OFFICIALS REPRESENTATIVE

10.1 Objectives

10.1.1 To work with the Active Referee Representative to represent the membership at Committee level, with a focus on Young Match Officials

10.1.2 To aid in the development of Young Match Officials

10.1.3 To engage young match officials who are not members of the Society

10.2 Responsibilities

10.2.1 Manage communication between Young Match Officials via a group chat or equivalent.

10.2.2 Work with the Training and Development squad and Appointments Team to ensure Young Match Officials needs are met and are suitable steps are taken to improve their development.

10.2.3 Endeavour to engage and recruit Young Match Officials outside of the Society across NLD.

10.2.4 Liaise with the NLD RFU Youth Council and RFU area teams and support any projects they run for Young Match Officials.