



TERMS OF REFERENCE NLDRFURS COMMITTEE

Secretary: Mark Camm,
94, Ruskin Avenue,
LINCOLN
LN2 4BT
☎ (01522) 519261
secretary@nldrfusr.co.uk

Contents

Introduction.....	3
The Role of the Secretary.....	4
The Role of Chair of Appointments.....	4
The Role of the Active Referee & Federation Representative.....	4
The Role of the Training & Development Manager.....	5
The Role of the Treasurer.....	5
The Role of the President.....	5
The Role of the Chairman.....	5
The Role of the Information Officer.....	6
To be responsible for the Society website ensuring that members and prospective members can easily find relevant information about the Society Roles and Responsibilities of the Secretary.....	6
Roles and Responsibilities of the Secretary.....	7
Object.....	7
Purpose.....	7
Responsibilities.....	7
Role and Responsibilities Chair of Appointments.....	8
Object/Purpose.....	8
Re-Appointments.....	8
Role and Responsibilities of the Treasurer.....	9
Object.....	9
Purpose.....	9
The Role and Responsibilities of the Training & Development Manager.....	10
Purpose.....	10
Responsibilities.....	10
Specific Functions.....	10
The Role and Responsibilities of the Information Officer.....	12
Purpose.....	12
Personal Information.....	12
Responsibilities.....	12

Introduction

Having agreed to reduce the number of Committee members at the Annual General Meeting of May 2003, now that we are a PLC it is necessary to put into place a new set of standards of operation for the new Committee.

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.

- All Committee members undertake to deliver their actions to the quality and timescales agreed;
- All Committee members provide an update on their actions and raise any issues for the next agenda in writing 6 days before the next Committee meeting date;
- All Committee members operate as a role model for Society members in their roles representing the Society;
- All Committee members undertake to attend a minimum of 80% of Committee meetings each year;
- All Committee members will provide timely information as required by their colleague Committee members;
- The Committee shall own the communication process for the Society;
- Committee members may fully brief and empower substitutes from sub-Committees to attend meetings on their behalf, or brief/empower other members when unable to attend.

The Role of the Secretary

This role includes responsibility for formal communication and membership matters.

All communication and membership matters are the responsibility of the secretary who will own agreed terms of reference and operate at sub-Committee level to deliver the needs of the Committee.

The secretary arranges Committee and other Society meetings as per constitution and prepares and communicates agendas to attendees.

Minutes incorporating agreed actions from each Committee meeting are to be produced within 7 days of the meeting and agreed by correspondence.

Responsible for all communications emanating from the Committee.

The Role of Chair of Appointments

The operational arm of the Committee. The Chair of Appointments will own agreed terms of reference and operate at sub-Committee level 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 referees to best fit on the day.

Chair of Appointments will have responsibility for:

- Communication of Appointments to the information officer for onward communication to match officials and clubs and being proactive to ensure communication is timely and accurate.
- Communication to the information officer of changes to Appointments for billing of match officials services and for recording of NLD matches played in the event of any enquiries
- Assistance with input to database of late changes to Appointments/reAppointments

The Role of the Active Referee & Federation Representative

To represent active referees at Committee level to ensure that all needs are met where possible within the constraints of the RFU, overarching government/community requirements and Society funding.

To represent all relevant Society matters at Federation meetings in accordance with the direction of the Committee.

The Role of the Training & Development Manager

Responsible for the development of match officials of the Society, by identifying needs and providing relevant training services to the match officials in accordance with the requirements of the RFU.

Responsible for a regular review of the grading of match officials in conjunction with the Society Assessor Development Officer and the Chair of Appointments.

The Role of the Treasurer

To manage the financial matters of the Society on behalf of the members.

To consider all matters relating to Finance and Marketing and deal with all matters relating to the commercial aspect of the Society

To manage the financial matters to meet Committee needs for management information whereby they are able to make financial decisions based on the financial information provided.

The treasurer must provide an up to date financial statement at each Committee meeting highlighting risks and concerns to the Committee.

The audited accounts of the Society must be prepared in accordance with the constitution and communicated to its members at the AGM each year.

To manage a sub-Committee which terms of reference are to be owned by the treasurer to deliver members benefits through kit and sponsorship.

The Role of the President

To represent the Society as a role model at relevant functions and at all RFU affiliated events where present.

Take an active role as a Committee member leading the Society by example.

The Role of the Chairman

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

Where decisions are to be made and a majority is not found the chairman shall have the final say in making the Committee decision.

The Role of the Information Officer

To hold an up to date and accurate central repository of all information relating to Society members and activities in officiating games and to provide the information needs of the Committee.

To be responsible for the Society website ensuring that members and prospective members can easily find relevant information about the Society

Roles and Responsibilities of the Secretary

Object

To manage the secretarial matters inclusive of communication and membership of the Society on behalf of the members.

Purpose

To be responsible for all matters relating to the membership and external communications of the Society, making relevant recommendations to the Committee of the Society.

To ensure that timely minutes are available from meetings for approval by the Committee.

To consider correspondence relating to the work of the Society.

To deal with matters relating to communications of and to the Society.

Responsibilities

1. Producing minutes of and agendas for Committee meetings in consultation with the members of the Committee.
2. Producing Minutes of and agendas for the AGM for all members of the Society in liaison with the members of the Committee.
3. To provide for the Committee, relevant information that has been sent to the Society.
4. To represent the Society at meetings with other rugby agencies for the benefit of the members of the Society.
5. To provide for the members of the Society up to date rugby information which is relayed through the relevant Committee and Information Officer.
6. To provide information in liaison with the information officer that has been requested by members of the Society and other agencies ensuring that the information needs of the Society are fully met.
7. To keep our registration details as a limited company up to date as regulations require.
8. To act as the RFU official ticket distributor for the Society. To distribute said tickets as per the criteria laid down by the Committee.

Role and Responsibilities Chair of Appointments

Object/Purpose

To be overall responsible for all Appointments of match officials within NLD

1. To receive list of fixtures each month from the Information Officer
2. To appoint match officials to those matches on a monthly basis
3. To appoint match officials to appropriate levels of game
4. To provide opportunities for match official development through liaison with exchange secretary for exchanges and Federation for Federation level Appointments
5. To return completed Appointments to Information Officer

Re-Appointments

1. To receive messages regarding changes to games and Appointments
2. To re-appoint match officials on a weekly basis
3. To respond to late calls for match officials

Role and Responsibilities of the Treasurer

Object

To manage the financial matters of the Society on behalf of the members.

Purpose

To consider all matters relating to finance and marketing, making relevant recommendations to the Committee of the Society.

To prepare financial forecasts for approval by the Committee

To consider all proposals for financial assistance offered to the Society.

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

A finance sub –Committee will be set up to provide:

1. An integrated referee Appointments system check. To ensure an accurate charging mechanism is devised, identifying and encompassing all relevant games for which a charge is to be made and to whom.
2. Devising and implementing an accurate billing system for charges to be made to our customers on a monthly basis.
3. Checking of referee expense claims prior to payment. Identifying any discrepancies relating to games that do not appear on the Appointments/reAppointments lists.
4. Manage the financial expenses incurred by the Society; it's members in travel, insurance etc.
5. Manage the financial income of the Society. Subscriptions, income from customers, grants etc.
6. Provide updated financial statements for Committee meetings
7. Manage the Society shop, providing clothing etc for members at competitive prices funded in part by sponsorship, if this is forthcoming.
8. Provide end of year audited accounts and interim accounts for membership at the AGM.
9. 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.
10. Implementing a system to charge customers a premium for late Appointments, cancellations etc.
11. A sponsorship officer will be appointed to write and to pursue potential sponsors.
12. Sponsorship monies, if achieved, to be spent at the discretion of the Committee. Some sponsorship monies to be allocated towards subsidising kit for Society members.

The Role and Responsibilities of the Training & Development Manager

Purpose

The Development of Match Officials

Provision of RFU Accredited Training

The Grading of Match Officials

Succession Planning

Ensuring that Society Trainers are RFU Accredited

Representing the Society at the Federation Training Committee.

Member of the Society Management Board

Provision of an Annual Training Budget

Responsibilities

The Training and Development Manager is Responsible to the Society Management Board

The Training and Development Manager is Responsible for the Society Assessor Development Officer (SADO) and Society Trainers

The Training and Development Manager will work closely with the Federation Training Committee

The Training and Development Manager will work closely with the Regional Referee Trainer

The Training and Development Manager will work closely with the Regional Referee Development Officer

Specific Functions

1. Identifying the Needs of Match Officials.
2. Organising a Programme of Central Training Meetings, providing relevant Training to meet identified Needs.
3. Organising a Programme of Geographical Training Meetings, providing relevant Training to meet local Needs.
4. Organising additional External Training Meetings, providing relevant training to meet identified Needs.
5. Ensuring that the U19's variations are included in Training Sessions.
6. Providing, in conjunction with the Regional Referee Trainer, RFU Training Courses, e.g. Foundation, Mini/Midi, Assessors, Touch Judging.
7. Ensuring that All New Society Referees receive Foundation 1 Training, before Appointment.
8. Ensuring that All Society Referees receive Foundation 2 Training.
9. Ensuring that All Society Match Officials have the opportunity to undertake the relevant RFU Accredited Course,

10. Ensuring that all Referees receive an Annual [at least] Assessment or Coaching Report.
11. Ensuring that all Assessors and Coaches receive an Annual Assessment by the SADO.
12. Undertaking a regular review of the Grades of Match Officials, in conjunction with the SADO and the Chair of Appointments.
13. Identification of “Fast Track” Match Officials.
14. Providing advanced training to meet the needs of “Fast Trackers”.
15. Ensuring that “Fast Trackers” have Personal Training Plans.
16. Ensuring that “Fast Trackers” have Personal Coaches.
17. Identification of Future Trainers & ensuring they attend the relevant RFU Trainers Course.
18. Attending Federation Training Committee Meetings & Training Events.
19. Providing Regular Reports to the Society Management Board
20. Providing an Annual Report to the Society General Meeting
21. Providing an Annual Budget to the Society Management Board

The Role and Responsibilities of the Information Officer

Purpose

To manage and maintain an up to date central database information repository for the Society including the following information: -

Personal Information

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

Relevant training information as required by the Society including CRB Checks undertaken, Training undertaken, grading levels, report marks

Responsibilities

1. Fixtures and Appointments
 - To compile fixtures for Appointments from clubs;
 - To provide Appointments chair with list of monthly fixtures in advance;
 - To enter Appointments onto database once completed by Appointments team;
 - To publish Appointments to refs, clubs & Advisers in good time;
 - To update Appointments changes on database following receipt of re-Appointments from Appointments chair;
 - To provide Training Officer with regular monthly updates of database;
 - To provide Hon Sec with monthly updates of database;
 - To provide Appointments Chair with monthly updates of database;
 - To provide Treasurer with appointment updates on changes for charging.
2. To be the internal Society communications link for the website (including forms library), sending out newsletters, notices for Society meetings, notices about Law changes, general correspondence and other Society communications as they arise.
3. To provide Treasurer with verified Travel claims by members checked against Appointments updates