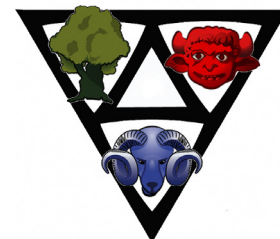


The Nottinghamshire, Lincolnshire & Derbyshire RFU Society of Referees



Notts, Lincs & Derbys RFU Society of Referees (NLDRFUSR) Committee Terms of Reference

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SUMMARY

This document details the terms of reference for the Committee of the Notts, Lincs & Derbys RFU Society of Referees (NLDRFUSR). This is the latest revision of those standards, issued at the start of the 2009-2010 season (version 6).

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 undertake to deliver their actions to the quality and timescales agreed.
2. All committee members will provide a status report, an update on their actions and raise any new issues at each committee meeting.
3. All committee members will operate as a role model for Society members in their roles representing the Society, both internally and with other bodies.
4. All committee members undertake to attend a minimum of 80% of committee meetings each year.
5. All committee members will provide timely information as required by their colleague committee members.
6. The committee shall own the communication process for the Society.
7. Committee members may fully brief and empower substitutes from sub-committees to attend meetings on their behalf.

INTRODUCTION

The committee comprises of the following;

- President
- Chairman
- Secretary
- Treasurer
- Chair of Appointments
- Training and Development Officer
- Recruitment and Retention Officer
- Information and Communications Officer
- Active Referee and Federation 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 Child 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 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.

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 to the committee.

3.2.4 To be responsible for all matters relating to the administration and communication of the Society and for making relevant recommendations to the committee.

3.2.5 To represent the Society at meetings with other rugby agencies for the benefit of the members of the Society.

3.2.6 To provide up to date rugby information for the members of the Society, relayed through the relevant committee and officer.

3.2.7 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.

3.2.8 To keep the Society registration details as a limited company up to date as regulations require.

3.2.9 To act as the official RFU ticket distributor for the Society. To distribute said tickets as per the

criteria laid down by the committee.

3.2.10 To consider correspondence relating to the work of the Society.

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 October 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 to the Information and Communications Officer for onward transmission to match officials and clubs in a timely and accurate manner.
- 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.
- 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 Appointments

- To receive list of fixtures each month, in conjunction with the Training and Development Officer
- To appoint match officials to those matches on a monthly basis
- To appoint match officials to appropriate levels of game
- To provide opportunities for match official development through liaison with exchange secretary and Training and Development Officer for exchanges and Federation for Federation level appointments
- To return completed appointments to Information and Communications Officer.

5.3.2 Re-Appointments

- To receive messages regarding changes to games and appointments
- To re-appoint match officials on a weekly basis
- To respond to late requests for match officials

5.3.3 Appointment Protocol

- 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.
- 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 appointed 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 will be made, regardless of club membership.
- Appointments will be made in descending order of grading taking into account any development squad requirements. Appointments within a grade will be made using a cycle of four sequences to ensure fairness (e.g. alphabetically, reverse alphabetically, etc.).
- The Development squad will have priority in appointing to exchange fixtures appropriate to their grade.

6 THE ROLE OF THE TRAINING AND DEVELOPMENT OFFICER

6.1 Objectives

- 6.1.1 To provide RFU Accredited Training.
- 6.1.2 To be 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.
- 6.1.3 To review and arrange succession planning.

6.2 Responsibilities

- 6.2.1 To be responsible for the Society Assessor Development Officer (SADO) and Society Trainers
- 6.2.2 Working closely with the Federation Training Committee
- 6.2.3 Working closely with the RFU Area Training Officer
- 6.2.4 Working closely with the Regional Referee Development Officers
- 6.2.5 Identifying the Needs of Match Officials.
- 6.2.6 Organising a Programme of regular Training Meetings, providing relevant Training to meet identified needs.
- 6.2.7 Organising additional External Training Meetings, providing relevant training to meet identified needs.
- 6.2.8 Ensuring that the Junior variations are included in Training Sessions.
- 6.2.9 Provide RFU Training Courses in conjunction with the RFU Area Training Officer
- 6.2.10 Ensuring that all Society Match Officials have the opportunity to undertake the relevant RFU Accredited Courses.
- 6.2.11 The appointment of Advisors to ensure that all Referees receive at least two annual assessments.
- 6.2.12 Timely dissemination of Advisor assessment reports to Referees.
- 6.2.13 Ensuring that all Advisers receive an Annual Assessment by the SADO.
- 6.2.14 Undertaking a regular review of the Grades of Match Officials, in conjunction with the SADO and the Chair of Appointments.
- 6.2.15 Identification of “Fast Track” Match Officials.
- 6.2.16 Providing advanced training to meet the needs of “Fast Trackers”.
- 6.2.17 Ensuring that “Fast Trackers” have Personal Training Plans.
- 6.2.18 Allocation of Coaches to Referees
- 6.2.19 Ensuring that Society Trainers are RFU Accredited
- 6.2.20 Identification of Future Trainers & ensuring they attend the relevant RFU Trainers Course.
- 6.2.21 Attending Federation Training Committee Meetings & Training Events.
- 6.2.22 Providing an Annual Budget to the Society Management Board
- 6.2.23 Retention of relevant training information as required by the Society. This is to include

training undertaken and grading levels.

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 ELRA 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 ELRA, 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 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.
- 8.2.3 To manage and maintain an up to date central database information for the Society.
- 8.2.4 To check official expense claims prior to payment and identify any discrepancies relating to games that do not appear on the appointments or reappointments lists.
- 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.

8.3 Information Held

- 8.3.1 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 information as required by the Society for effective administration including CRB Checks undertaken, etc.

8.3.2 Fixtures and Appointments

- To collate fixtures from clubs for appointment purposes
- To collate referee availability
- To provide Appointments Chair with list of monthly fixtures in advance of the appointments meeting
- To enter appointments onto database once completed by Appointments team
- To publish appointments to officials, clubs & Advisers in good time
- To update appointments changes on database following receipt of re-appointments from Appointments Chair
- To provide Training Officer, Secretary and Appointments Chair with monthly updates of the database.
- To provide Treasurer with appointment change updates for charging
- To provide Treasurer with verified travel claims by members checked against appointments updates.

9 THE ROLE OF THE ACTIVE REFEREE REPRESENTATIVE

9.1 Objectives

- 9.1.1 To represent the membership at committee level to ensure that all needs are met where possible 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 feed back on any general queries or issues arising from the membership and progress them to a mutually acceptable solution.