

GENERAL INFORMATION FOR REFEREES

1. SOCIETY OFFICERS AND RESPONSIBILITIES

PRESIDENT: (The titular head of the Society)

The President should formally represent the Society at all official and social functions as invited. He should also chair the A.G.M.

CHAIRMAN: (The General Manager of the Society)

The Chairman should chair all Committee and Member's meetings. He should ensure that all sections of the Society (finance - general administration promotions and playing) are functioning effectively and in the best interests of the LSRUR.

TREASURER: (The custodian of the Society's funds)

The Treasurer should be responsible for the collection of subscriptions from Full and Associate Members, and fees charged for refereeing services. He should manage all Society money which includes control and organisation of refereeing expenses, ordering and sale of Society regalia and the keeping of the books.

SECRETARY: (The Society Administrator)

The Secretary should be responsible for all general correspondence with the RFU and LRU - other Referee Societies - Midlands Group - Clubs and our Members. He is also responsible for the updating of membership records, the keeping of the minutes for all meetings and the ordering of Society stationery, which includes an updated hand-book for each season.

2. SOCIETY SECRETARIES AND RESPONSIBILITIES

APPOINTMENTS SECRETARY The Appointments Secretary is responsible for the first phase Saturday appointments which are generally planned on a monthly basis. By the 1st of July each year the Secretary should receive a full detailed fixture list from all Clubs wishing to apply for Referees, notification of fixed league and cup dates from the LRU and the latest list of active Referees from the Grading Sub Committee and Committee. The games are then dealt with one month at a time. The games are graded and a competent Referee is appointed to each game. The appointments are finalised and emailed to the Members on the last Monday of each month. The Clubs are notified at the same time also by email.

RE-APPOINTMENTS SECRETARY The Re-Appointments Secretary is responsible for all subsequent appointments to Saturday matches. This includes games reported or arranged late, pool fixtures, cancellations and cry-offs. All arrangements at this stage are made by e-mail, text message or telephone. In order to cope with the large number of extra games that come in the second phase of appointing, he normally has a list of standby Referees. This minimises the need to alter original appointments. The fixture section of the Society web-site is updated everytime a match or appointment is changed

The Re-Appointments Secretary does his best to satisfy everybody's needs with the resources available up to nine o'clock on Friday night, at which time the book is usually closed.

MID-WEEK APPOINTMENTS SECRETARY The Mid-Week Appointments Secretary is responsible for appointing to all games that are not played on a Saturday or Sunday. Notification of such games should be provided in writing from the Clubs giving at least seven days notice. Referees who are available for appointments other than Saturdays should make this availability known to the Secretary.

SUNDAY APPOINTMENTS SECRETARY The Sunday Appointments Secretary is responsible for appointing to all games that are played on Sundays. The notification of such games should be provided in writing by Clubs giving at least seven days notice. Referees who are available to referee on Sundays should inform the Secretary. There is a big and ever growing demand for Referees on a Sunday. Your support by refereeing one or two during a season would be much appreciated.

EXCHANGE SECRETARY The Exchange Secretary trades Leicestershire games for games with sister Societies. In this way we are able to send Leicestershire Referees all over the country so that they might gain a wider experience and more importantly gain an assessment from an out-of-town Assessor. Leicestershire, like all other counties only has the authority to promote Referees to Level 6. Any further progress is totally dependent on 'out-of-town' assessments and the R.F.U. The Exchange Secretary, in consultation with the Grading Sub-Committee, decides who should represent Leicestershire in other counties. These exchanges are usually grouped in threes or fours, so that costs can be kept to a minimum by travelling in one car.

TRAINING OFFICER The Training Officer is responsible for the provision and management of relevant training for all Members and Associate Members of the Society. Working within the guidelines of a Committee approved Training Strategy, such training will embrace Refereeing, Touch Judging, Assessing and Referee Coaching.

SOCIETY ASSESSOR DEVELOPMENT OFFICER (SADO) The Society Assessor Development Officer is responsible for developing the individual skills of Society Assessors so that they perform the four corner stones of assessing to the best of their ability and to ensure best practice within the Society when applying the CBRDS.

3. THE GRADING SUB-COMMITTEE

This Sub-Committee is made up of The Chairman, The Hon. Training and Development Officer, The Hon. Appointments Secretary, The Hon. Exchange Secretary and The Society Assessor Development Officer. The responsibility for the management of this Sub-Committee is in the hands of a Chairman who is elected from within the Members of the Sub-Committee prior to each season. The Chairman will call upon the Sub-Committee to meet whenever appropriate to discuss the training and development of Leicestershire Referees and advise the Appointments Secretaries if they feel that individual Referees should be given particular games. The Sub-Committee will also discuss and appoint Referees to all exchange games, any special games and all cup games. Three Members of the Sub-Committee shall constitute a quorum. When appropriate, the Sub-Committee business may be conducted over the telephone. The Sub-Committee will report back to the Society Committee at each monthly meeting.

On two occasions each year the Chairman will invite all Society Assessors to join the Sub-Committee to re-appraise the grade of every active referee in the Society.

4. AVAILABILITY

The Appointments Secretary requires the following co-operation from all active Members of the Society.

- (a) Notification of any non-availability as early as possible.
- (b) All Referees are considered to be on standby for any Saturday for which they have no written appointment, even if the Appointments Secretary has not written standby on the appointments email.
- (c) When on standby, a Referee should stay available and within reach of a telephone until 12.30pm on the day in question.
- (d) Referees should ensure that the Appointments Secretary and Re-Appointments Secretary knows at all time how to reach them. Changes of address and/or telephone number, including mobile should be communicated as soon as possible.
- (e) If your game is cancelled, you must contact the Re-Appointments Secretary, as he will probably be able to find you an alternative game, but in any case it will enable Society records to be kept up to date. If unavailable and a club makes contact to confirm a game given in error the referee must contact the Re-appointment Secretary personally and not trust the club to do so.

5. EXCHANGES

Our Society conducts exchange fixtures at both senior and junior level with a number of other Societies. When a number of Referees are involved every effort will be made to appoint Referees in order that they may travel together and thus reduce the travelling expenses. Only one claim for expenses will be accepted unless permission is given by the Exchange Secretary.

6. CLAIMING EXPENSES

If you require expenses you must complete the claim form on the reverse of your appointments letter and return it to the Assistant Treasurer. Any claims must be submitted within 14 days of the last appointment date on the letter and will be paid during December for September, October and November appointments and in May for December to April appointments. Any claims submitted after these dates will be rejected.

If you are refereeing outside of Leicestershire the same principle will apply, but the Assistant Treasurer will accept your claim weekly and it will be paid within 14 days. Normally, only one claim will be met for each trip, so if you wish to make independent travel arrangements for your personal convenience, you will be responsible for such personal expenses incurred and NOT THE SOCIETY. Provisions for meals and overnight accommodation will be possible for those refereeing outside of Leicestershire subject to prior approval by the Exchange Secretary.

Should you wish to claim for travelling expenses you should use the Society's fixed rates which are as agreed at the AGM or the cost of public transport (supported by a ticket or receipt).

No clubs in Leicestershire, or elsewhere, will be expected to pay Referees any travelling expenses.

7. REFEREE GRADING

Referee's gradings are determined and controlled by the Grading Committee, and confirmed by the General Committee. Changes in a Referee's grade are only made as a result of reports submitted by recognised Assessors of this and other Societies. Every effort is made to watch Referees as regularly as possible, but this is naturally dependent upon the numbers and availability of active Advisors.

8. ORDERING A PLAYER OFF

It is always an unhappy experience to have to order a player off the field, but at times it is necessary.

If a Referee has occasion to dismiss a player from the field of play, the Referee must contact the Society's Hon. Secretary within twenty four hours by phone and must then submit an official report within 48 hours to:

- (a) The Constituent Body to which the player's club is allocated.
- (b) The RFU, when two or more players are ordered off together for offences arising in their involvement in the same incident and the Clubs for which they were playing are allocated to separate Constituent Bodies.
- (c) The RFU, if the Club for whom the player was playing is not allocated to a Constituent Body
- (d) The Union for which the player was playing in International matches.

NOTE: In all the above cases, the Referee shall send a copy of his report to his own Society's Hon. Secretary.

LEICESTERSHIRE PLAYERS SENT OFF IN LEICESTERSHIRE

Following a dismissal, the Referee must telephone the Society Secretary as soon as possible. An official report should also be submitted within 48 hours to the LRU Discipline Secretary, whose details will be found on the LRU page in this handbook, with a copy to the Society Secretary.

The Society strongly recommends that the Referee attends the disciplinary hearing to which, of course, you will be invited to. At present the Disciplinary Committee meets at the Wigston Stage Hotel. Members will be contacted by the LRU Discipline Secretary, in advance of the hearing, to advise them of the date and time of the hearing to which they are invited.

9. SOCIETY MEMBERSHIP

To be eligible for Probationary Membership of the Society an applicant must fulfil the following conditions:-

- (a) A formal application in writing must be received and validated by the Recruiting Officer, then approved by the Committee
- (b) The applicant must attend a safety briefing given by the Training Officer or his nominated representative before being appointed, as a Probation Referee, to any match.

To be eligible for full membership of the Society an applicant must also:-

- (a) Complete the RFU Training Course.
- (b) Referee 10 matches for the Society.
- (c) Pay their annual subscription

To avoid delay the Recruiting Officer will send copies of applications for Probationary Membership to:-

- (a) Honorary Secretary for Society records
- (b) Honorary Treasurer for Society records
- (c) Administrator for Society records
- (d) Re-Appointments Secretary to appoint to suitable matches.