



Gloucester and District Society of Rugby Football Union Referees

Society Operating Plan 2009-2010

*Providing qualified match officials to
the rugby playing community*

November 2009

Contents

- **Introduction**
- **Executive Committee Responsibilities**
- **Grading Committee Responsibilities**
- **Appointments Committee Responsibilities**
- **Committee Member job descriptions**
- **Non Committee post job descriptions**
- **Current projects**

FOREWARD

The Gloucester and District Society of Referees supports the strategic objectives of the RFU and in particular the Referee department. In doing this our primary aim is to provide a competent referee to every game. The secondary aim is to provide competent touch judges, referee assessors and referee coaches as our resources allow to support the game and the development of referees.

This document, the Operating Plan of the Gloucester & District Society of Rugby Union Referees, provides guidance and direction for the management of the Society in executing this aim.

It provides an overview of the work of the Committee in the general operation of the Society and includes appropriate action plans for projects or developmental opportunities that the Society is undertaking. It takes into account our partnership in federation with the Bristol Referees' Society, known as the Gloucestershire Federation of Rugby Union Referees (GFRUR) in membership of the Rugby Football Referees' Union (RFRU). It also recognises our Associate Membership of the Gloucestershire Rugby Football Union (GRFU).

The document provides a framework within which the Society is governed to meet its strategic aims. It will be amended and updated in accordance with the changing circumstances in which the Society is being operated.

John Hackett
Chairman
August 2009

Any numbering of bullet points in this document is for ease of reference. No priority order should be inferred.

The term "Referee" may be used to include other match officials. .

The Executive Committee

The society is managed by the Executive Committee under the overall direction of the Chairman.

The Committee aims to enable the Society to:

- Recruit, Train and Appoint Referees, Touch Judges, Advisers and Coaches.
- Assess and Grade Referees, Touch Judges, Advisers and Coaches.
- Manage the development of all Members.
- Adapt to the changing face of rugby and rugby administration.

In order to do this, Committee members undertake the roles & responsibilities assigned to their position in the following job descriptions. In addition to this the Committee will:

- Involve Members in the running of the Society in order to:
 - benefit from skills and experience not currently exploited;
 - reduce the risk of being over reliant on too few individuals
 - identify members to assist in other key tasks and projects
 - identify members to understudy and/or fill Committee posts.
- Recognise and reward support to the Committee from Members.
- Encourage all Members to assist with Recruitment and Retention.
- Undertake leadership of Projects as and when necessary in order to aid the development of the Society.

The Grading Committee

The Grading of Referees is the responsibility of the Executive Committee, which reviews and ratifies recommendations of the Grading Committee in consultation with others as appropriate.

Prior to Society Grading, new Referees spend a short period under induction, followed by a probationary period of one or two months, at the end of which, subject to their own wishes and completion of the Entry Level Referee Award they are graded. Referees' regrading takes place as and when the evidence becomes available.

The grading Committee consists of: Vice Chairman, Appointments Secretary, Referee Development Officer (RDO), Society Adviser and Coach Development Officer (SACDO), and Member's Representative.

The Grading Committee aims to:

1. Make the most effective use of all information available for frequent appraisal of referees.
2. Identify candidates for the County Exam.
3. Manage the grading process to take account of the realistic aspirations of Members.
4. Select Referees to receive Coaching / Mentors.
5. Ensure that the Grading of Referees with exceptional potential is regularly reviewed.
6. Provide information to the Appointments Committee in relation to the potential of referees to fulfil their Appointments Effectively.
7. Make recommendation for Membership of the Federation Development Squad.

The Appointments' Committee

The administration of appointments and reappointments of Referees is the responsibility of the Referee Appointments' Secretary, assisted by the Exchange Appointments' Secretary and the County Junior Cup Appointments' Secretary.

The Appointments Committee consists of: Vice Chairman, Appointments Secretary, RDO, Society Adviser and Coach Development Officer (SACDO), Exchange Secretary and Members Representative.

The Appointments' Committee aims to:

1. Provide suitably qualified officials to the rugby playing community.
2. Make appointments that recognise the current level of Referees.
3. Liaise with the Federation and the South West Group.
4. Operate an effective exchange programme for developing Society Referees.
5. Prepare a monthly register of all Referee Appointments.

Committee Member Job Descriptions

Chairman

Role

Management of the Society and its overall relationships with external organisations, strategy and action planning. In alternate years, to chair the Gloucestershire Federation of Rugby Union Referees in conjunction with the Chairman of the Bristol Referees Society.

Responsibilities

1. Ensure that strategic issues and priority activities are periodically reviewed.
2. Contribute to the management of the Gloucestershire Federation of Rugby Union Referees (GFRUR).
3. Maintain links with the GRFU.
4. Be proactive in contacts with other organisations, so that the Society continues to be seen as a front runner in the world of Refereeing.

Vice Chairman- Chairman

Role

Assists & Deputises for Chairman; Chairman of Appointments / Grading Committee. Oversight of: Whistler trophy; Club Reports; County Exam; the performance statistical reporting system based on Club Returns; International exchanges.

Responsibilities

1. Maintenance of Society Operating Plan.
2. Chair the Grading Committee recommending re-gradings to the Committee for approval.
3. Oversee the Whistler Trophy Coordinator.
4. Manage the Club Reports, produce statistical report for the Grading / Appointments Committee.
5. Oversee the work for Recruitment and Retention, liaise with the C Ref D as required.
6. Liaise with the County Examiner and the Referees eligible to sit the Exam.
7. Communicate with International Coordinators for International Exchanges.
8. Other tasks as directed by the Chairman.

Honorary Secretary

Role

The Management of Society communications is the overall responsibility of the Secretary supported by the Society IT Coordinator and the Society Administrator (if appointed). This encompasses: Membership, The Society Handbook, Contact with clubs (Code of Conduct), Liaison with outside bodies, Publicity, PR and Media Relations, Information Technology, Responsibility for Secretarial Support to the Society & the Executive Committee (correspondence, records), Insurance, Delegated Responsibility for Child Protection.

1. Maintain the flow of material needed to keep Members informed.
2. Make the best use of all technology to improve information flow between the Society and its Members.
3. Maintain communication with the rugby playing community.
4. Make effective use of the media for the benefit of the Society.
5. Understand the data and information needs of the Society and introduce systems to meet them.
6. Book facilities for meetings etc.
7. Manage the work of the Society Administrator. (if appointed)
8. Other duties as appropriate to the job.

Finance Manager

Role

The Society's Finances are under the Management and control of the Finance Manager, whose remit includes: Society Accounts, collection of Subscriptions and Fees, Social Activities, Sponsorship and the Sale of Merchandise.

Responsibilities

1. To maintain and develop sources of income from established and new sources, including Sponsorship, to fund the running of the Society.
2. Annual review Subscriptions.
3. Manage Annual Dinner.
4. Payment of Expenses.
5. Maintain appropriate financial records.
6. Prepare annual audited accounts - ensuring audit by two Independent Auditors.
7. Carry out and maintain an annual Inventory Audit of Society Assets.
8. Manage the Society Merchandising arrangements through the Merchandising Officer.
9. Oversee Sponsorship Deals.

Referee Development Officer

Role

The Development of Referees is the responsibility of the Referee Development Officer, with support from other members of the Committee. This includes: Development of Referees and Touch Judges, Monitoring Referee Performance, Fitness Training and Testing, Membership of the Grading and Appointments Committees.

Responsibilities

1. Contribute to the Management of the Gloucestershire Federation of Rugby Union Referees (GFRUR).
2. Prepare and issue an aspirations questionnaire for all Match Officials.
3. Ensure that the Development of Referees takes due account of their stated aspirations.
4. Pursue working relationships with the GFRUR, the GRFU, South West Group and, as appropriate, the RFRU.
5. Identify Candidates for the Federation Development Squad.
6. Liaise with the Federation Development Officer on Match Official Development and on Nominations for the SW Group.
7. Recognise that Referees with exceptional potential are given opportunities for fast-tracking.
8. Work with the GFRUR in making the best use of resources in providing joint training with the Bristol Society.

Society Adviser & Coach Development Officer

Role

The Development of Advisers and Coaches is the responsibility of the Society Adviser and Coach Development Officer, with support from other Members of the Committee. This includes: Recruitment, Development, Appointments, Administration of Exchange and Society Referee Reports and Members of Grading Committee

Responsibilities

1. Ensure that the development of advisers and coaches takes due account of their stated aspirations.
2. In support of members' development, pursue working relationships with the GFRUR, the GRFU, South West Group and, as appropriate, the RFRU.
3. Liaise with the Federation Development Officer on Match Official Development and on nominations for the SW Group.
4. Support the GFRUR in making the best use of resources in providing joint training with the Bristol Society.
5. Recruit Advisers and Coaches.
6. Recommend and if necessary organize suitable training and provide advice and guidance for Advisers and Coaches.
7. Maintain a regular interface with Referees so that they receive speedy and positive advice on their development.
8. Obtain aims and Aspirations of Advisers and Coaches.

Training Co-ordinator

Role

To Develop, Implement and Monitor Training Programmes for Society Members taking into account Members' needs, changes to the game, (including points of law) and in liaison with needs identified by the Society Development Officers. This includes incorporating the appropriate elements of the RFU Community Rugby programme into the Training and Development of Referees.

Responsibilities

1. Arrange innovative training Programmes and Activities.
2. Through effective training continue to improve Match Officials' performance at all Levels.
3. Respond to changes in the Training of Match Officials introduced by the Referee Department.
4. Produce an annual training plan for the season to include the Monthly Meeting programme.
5. Identify Society Trainers.
6. Monitor the progress of new Referees with respect to the ELRA.

Referee Appointments' Secretary

Role

Administration of Local and Exchange Appointments. Liaison on Federation and SW Group appointments. Re-appointment activities. Member of Appointment / Grading Committee.

Responsibilities

1. Update database with fixtures.
2. Develop a schedule of Exchange Appointments.
3. Appoint / Reappoint Referees to Matches and Notify Referees, Advisers, Clubs and the Press.
4. Appoint / Reappoint Referees to matches in the County Cups, Combination Cups, Daily Mail Cups ,HSBC Cup and BUSA Leagues, Publish to Referees, Clubs and the Press.
5. Liaise with the Federation and the SW Group in respect of Appointments.
6. Liaise with the Exchange and Sunday Appointments' Secretaries.

Society Disciplinary Officer

Role

Liaise with the GRFU on all Disciplinary Matters.

Responsibilities

1. Advise and Assist Members with the reporting of disciplinary issues arising at matches, particularly in the case of players sent off or where there is an incident of Abuse of a Match Official.
2. Attend disciplinary hearings conducted by the GRFU in the north of the County, as an Observer only.

Members Representative

Role

To Represent Members on the Executive Committee.

Responsibilities:

1. To act as a conduit between the Members and the Executive Committee.
2. To give advice and guidance to Members following Refereeing Disciplinary Actions.
3. To help Referees in times of crisis.

Society Administrator *(If Appointed)*

The post of Society Administrator is a Voluntary Appointment in support of the Hon Secretary. It holds a Non Voting Committee Position.

Job Description

The Society Administrator is responsible to the Hon Secretary and the Executive Committee.

Role

The role of the Society Administrator is to provide administrative support to the Committee and the Society. This will include: Preparation of Meetings and Minutes, the Management of Society Communications- supported by the Society IT Coordinator- dealing with Society Correspondence, Maintaining Record, and Liaising with the RFU Referee Department and Constituent Body.

Responsibilities

1. Manage the day to day correspondence in consultation with the Chairman or appropriate Committee member.
2. Arrange and Attend Meetings as required and take minutes.
3. Prepare and Maintain a data base of Members' particulars and ensure Referees are registered on Rugby First.
4. Maintain a flow of information to keep Members informed.
5. Maintain efficient and effective administrative systems.
6. Make the best use of all technology to improve information flow between the Society and its members.
7. Maintain communication with the Rugby Playing Community.
8. Manage all documentation in relation to the AGM
9. Revise and Maintain the Society Handbook.
10. Be the first point of contact for Media Enquiries, Legal Matters and Child Protection.
11. Other duties as appropriate to the post.
12. The Administrator will be provided with appropriate resources and office equipment on loan from the Society and will be able to claim legitimate expenses.

Non Committee Post Responsibilities

Child Protection Officer

Responsible to: General Secretary

Principal Tasks:

Process all members' applications for CRB Clearance.
Maintain a register of Members' CRB Status.
Provide guidance on completing the CRB Application.
Keep Members informed as to CP Issues.
Other tasks as Appropriate.

Club Report Collator

Responsible to: Vice Chairman

Principal Tasks:

Receive and Record all Club Reports on Member Referee Performance.
Prepare a summary of Referee Performance for the Grading Committee.
Ensure supplies of Report Cards are available at Meetings.
Encourage Members to complete the returns.
Encourage Clubs to post returns.

Exchange Appointments' Secretary

Responsible to: Appointments Secretary

Principal Tasks:

Liaise with other Societies regarding suitable Exchange Appointments.
Prepare a pre season list of possible Exchanges for Committee Approval.
Attend the Monthly Appointments Meeting.
Arrange other Exchanges during the Season as required.

GLAD Ref Co-ordinator

Responsible to: Vice Chairman

Principal Tasks:

At the start of each season identify Member Referees to act as Club Contacts.
Prepare a list of Society GLAD Refs.
Inform all Clubs of their GLAD Ref and the purpose and operation of the scheme.
Keep Members informed of their role as a GLAD Ref.
Liaise with Clubs as appropriate.

Junior Cup Appointments' Coordinator Secretary

Responsible to: Appointments'

Principal Tasks:

Manage the Appointment Administration in respect of all Junior Cup Games.
Liaise with the Appointments' Secretary.
Other tasks as appropriate.

Merchandising Officer
Principal Tasks:

Responsible to: Finance Manager

Contact Suppliers of Kit and other Society Clothing for sale to Members.
Maintain a store of Merchandise Items.
Display and sell Merchandise at Society Meetings.
Maintain Financial Records.

Recruitment and Retention Officer
Principal Tasks:

Responsible to: General Secretary

Establish a point of contact for all Enquiries for Referees wishing to join the Society, whether they are New Recruits or Transfers from other Societies.
Visit Clubs and speak to Players to encourage others to take up Refereeing.
Attend ELRA Courses and talk about the Society.
Prepare Recruitment Posters as appropriate.
Research why Referees leave the Society.
Devise an application form for Potential Members to complete.
Assist the General Secretary in producing a 'Welcome' Recruitment Booklet.
Establish a network of 'Meeters and Greeters' in the Society to welcome New Members.
Carry out other tasks as required by the Committee.

Referee Induction Officer
Principal Tasks

Responsible to: Referee Development Officer

Introduce New Members to the Society and its procedures.
Make arrangements for New Members to watch games with an Assessor.
Give help and advice to New Members.
Advise new members as to the ELRA Procedures.
At Society Meetings run the New Member discussion forum before the Main Meeting.

Society County Badge Examiner
Principal tasks:

Responsible to: Vice Chairman

Set up and run the County Badge Examination.
Liaise with the Grading Committee regarding possible Candidates.
Confirm the attendance of the Candidates.
Inform the Committee and the County representatives of the dates of the Examination.
Ensure the venue for the Examination is booked.
Inform the Committee of the Results of the Examination.
Inform the County Office of the Names of the Successful Candidates.

Whistler Trophy Coordinator
Principal Tasks:

Responsible to: Vice Chairman Chairman

Receive and collate all Whistler Trophy forms from Members.
Prepare and supply forms to Members.
Encourage Members to complete the forms.
Prepare the final lists for the Presentation at the Annual Dinner.

Society Webmaster
Principal Tasks:

Responsible to: General Secretary

- Manage the Society Website.
- Receive items for inclusion on the Website.
- Keep items up to date.
- Provide links to other significant Websites.
- Advise the Committee on significant changes to Web Resources.

Appendix 1 - Project List

2nd Review of G & D Website - Nov 09 —————>

Recruitment and Retention - Programme to be developed - Nov 09

Sponsorship of Kit (09 - 10) - Nov 09

Introduction / Evaluation of New Appointments System - Nov 09

Appendix 2 - Current Project Action Plans

Appendix 3 - Society Project Plans Archive

Production of the Society Operating Plan - Complete - Aug 08
Complete Aug 08

New Society Website
Complete - Aug 09

Recruitment and Retention - CURRENT 07/08 leading to 08/09

Training & Development - IN PREPARATION FOR 08/09
Complete - Aug 08

Review of Society Handbook - CURRENT 07/08 leading to 08/09 -
Complete - Aug 09

Financial Development - Budgetary Procedures and Software use &
development - POSSIBLE for 08/09
Ongoing - Aug 09

