

# **YORKSHIRE FEDERATION OF REFEREES' SOCIETIES**

## **CONSTITUTION**

### **NAME**

"The Federation" as hereinafter referred to is an alliance of the five member Referee Societies within Yorkshire (Central Yorkshire, East Riding, North Yorkshire & Cleveland, South Yorkshire and West Yorkshire). It is an independent body and a member of the Rugby Football Referees' Union (RFRU) and as such a full member of the Rugby Football Union (RFU).

### **1. OBJECTIVES**

The objects of the Federation shall be:-

- 1.1. To administer all aspects of officiating of the Game in Yorkshire on behalf of the Union.
- 1.2. To promote, encourage and extend the officiating of the Game throughout Yorkshire including (but not limited to) the recruitment, administration and training of Match Officials.
- 1.3. To ensure that the Game is refereed in accordance with the Laws of the Game and is administered in accordance with the IRB Regulations and the Rules of the Union and the Referees' Union.

### **2. GENERAL MEETINGS**

- (i) Not later than 30 June in every year, a General Meeting shall be held (to be known as the Annual General Meeting).
- (ii) The following members shall be entitled to attend the AGM:-
  - (a) The retiring Officers of the Federation
  - (b) Fully paid up members of each Member Society
  - (c) One representative from the YRFU as an observer
- (iii) Each member present at the AGM shall have one vote and the Chairman shall have a casting vote in the event of equality.
- (iv) The meeting shall be held for the transaction of the following business;
  - a) To consider and approve (with or without amendment) the minutes of the previous AGM.
  - b) To receive, discuss and approve written reports from the Officers of the Federation, along with written reports and their AGM minutes from Member Society Secretaries.
  - c) To receive and approve the financial reports of the Federation and each Member Society for the preceding financial year
  - d) To approve nominations received for Life and Honoured membership of the Federation.
  - e) To elect the following Officers of the Federation:
    - (a) Chairman
    - (b) Secretary
    - (c) Treasurer
    - (d) Chair of the MOPG
    - (e) RFRU Representative
    - (f) Referee Appointments Officer
    - (g) Assessor & Grading Officer
    - (h) Development Squad Manager
    - (i) Assessor Development Officer
    - (j) Exchange Secretary
    - (k) Website Officer
    - (l) Merchandise Co-ordinator

And any such other Officers as the Federation in General Meeting may from time to time require.

- f) To hear any other relevant matter for the consideration of the General Committee during the ensuing year, but on which no voting shall be allowed
- (v) All reports shall be submitted in writing to the Federation Secretary by 25<sup>th</sup> May each year.
- (vi) Special General Meetings (SGM) may be called at the written request of any Member Society, or at the written request of either of the two Standing Committees of the Federation. The Secretary shall within 30 days of such a request determine a date for the SGM giving the Member Societies and Officers not less than 14 days notice.

#### **4. COMPOSITION OF COMMITTEES**

- (i) The Federation shall be administered by the following Standing Committees:-
  - (a) General
  - (b) Match Officials' Performance Group
- (ii) The composition and remit of the above Committees are set out in appendix 1.
- (iii) At all Committee meetings all members attending shall have one vote and the Chair shall have a casting vote in the event of equality. Attendance of 50% of Committee members shall form a quorum. The Federation Chairman shall be an ex-officio member of all Committees.
- (iv) The Chairmen of the Committees shall be responsible for carrying out the remit of their Committee and ensuring an agreed annual budget is set and maintained.
- (v) The Standing Committees shall have the power to co-opt up to two further members and form Working Parties for specific purposes.
- (vi) An Executive Group comprised of the Chairman, Secretary, Treasurer, RFRU Representative and MOPG Chair shall have the authority to make urgent decisions between General Committee meetings subject to ratification at the next General Committee meeting.

#### **5. COMPOSITION OF MEMBER SOCIETIES**

- (i) The Member Societies (MS) are delegated the power of appointment of Match Officials as appropriate to those Clubs and Schools incorporated within the respective MS at level 9 and below. The Appointments Officers or their nominated deputies shall make all local appointments in compliance with RFU and Federation policy.
- (ii) Each MS shall have a written constitution which complies with the aims of the Federation, RFRU and RFU
- (iii) Society Membership shall be open to all Match Officials, either active or past members.
- (iv) Each MS shall hold an Annual General meeting no later than 15 May each year at which it shall elect the following Officers.

- (a) Chairman
- (b) Secretary
- (c) Treasurer
- (d) Appointments Officer(s)
- (e) Training & Development Officer

And any other such Officers as the Member Society shall in General Meeting from time to time require.

Each MS shall appoint Representatives to the Federation General Committee and Match Officials' Performance Group. If unable to attend, another member of the same MS shall be able to attend and vote in their place.

- (v) The MS Secretary shall notify all members of the MS of the dates of all MS Meetings giving not less than 14 days notice.
- (vi) The MS Secretary shall forward to the Federation Secretary a copy of the Minutes of any meetings within 14 days of approval.

- (vii) Upon a request in writing by not less than 10 members of a MS, the MS Secretary shall immediately notify all Members of that MS of a Special Meeting to be held within 14 days of such request.
- (viii) Each MS shall formally adopt and comply with the Federation Constitution.
- (ix) Officers of each MS shall ensure that all policies, decisions and instructions from the Federation or RFU are fully implemented and in a timely manner.

## 6. FINANCES

- (i) Charges on Clubs and Schools for referees supplied shall be agreed by the Federation at its AGM.
- (ii) The charges will be collected annually by the Federation Treasurer who shall maintain a proper system of accounts and shall be responsible for all disbursements to meet the expenses of the Federation and any surplus shall remain under the control of the Federation Treasurer.
- (iii) Every Match Official shall pay an annual levy to be agreed each year at the Federation AGM. The levy shall be payable to their respective MS Treasurer, prior to the 1<sup>st</sup> October in each year and remitted to the Federation Treasurer. Life and Honoured Members shall be exempt from paying an annual levy, and are entitled to all benefits offered to full paying members.
- (iv) Upon payment of the annual levy, each member will be entitled access to a Federation Handbook, a Law book and be covered by the RFU Personal and Public Liability Insurance.
- (v) The MS Treasurers shall administer the finances within each MS and account to the Federation Treasurer by 15<sup>th</sup> May in each year for all receipts and payments.
- (vi) Prior to the 31<sup>st</sup> May in each year, an account of the Federation finances shall be prepared by the Federation Treasurer together with a budget forecast for the next financial year which shall be approved at the AGM.
- (vii) The Merchandise Co-ordinator shall through an agreed budget, administer the purchasing, stocking and selling of all Federation merchandise and kit, accounting to the Federation Treasurer by 15<sup>th</sup> May each year for all receipts, payments, and stock levels/values being held.

## 7. EXCEPTIONAL SERVICE

A member who has given **exceptional** service to the Federation may be proposed by any MS as an Honorary Life Member. A member who has given **meritorious** service to the Federation may be proposed by any MS as an Honoured Member. Nominations together with curriculum vitae should be submitted by the MS Secretary to the Federation Secretary before the end of February. The General Committee shall review the nominations and make its recommendations to the Annual General Meeting. Exceptional and Meritorious Service are described in appendix 2

## 8. DISCIPLINE

All disciplinary matters which breach regulation 5.12 of the Rules of the RFU shall be dealt with by the RFU Disciplinary Officer. Excluding those matters, all disciplinary matters within the Federation shall be the responsibility of the relevant MS Committee, who will appoint a Disciplinary Panel as and when required. The Disciplinary Panel shall be made up of 3 MS Officers, excluding the MS Secretary,

1. The MS, through its Secretary, shall investigate and prepare a report for submission to the Disciplinary Panel, in respect of any allegation of conduct likely to bring the Federation or MS into disrepute,
2. The Secretary, upon completion of the investigation, shall prepare a report and call a meeting of the Disciplinary Panel as soon as practicable and shall give not less than seven days notice in writing to the offending member and members of the Disciplinary Panel.
3. The MS Secretary shall present the report to the Disciplinary Panel and to the offending member in writing, not less than seven days prior to the meeting, and shall also be present at the meeting.

4. The offending member shall be entitled to make representations to the Panel orally, in writing, or both, and call witnesses. The offending member shall be entitled to have the support of a colleague at the meeting, if desired.
5. Following submissions by both parties, the Disciplinary Panel will retire to consider their judgement. The Panel shall have the power to take no action, reprimand, suspend or terminate the membership of the offending member. The decision will be given verbally to the offending member at the meeting and will be confirmed in writing by the Secretary within seven days of the hearing. All outcomes of cases shall be notified to the Federation Secretary within 7 days of the hearing.
6. The offending member shall have the right of appeal against any punishment handed out by the Panel. Any appeal shall be lodged in writing with the Federation Secretary within 7 days of the original hearing. The Appeal Panel shall comprise 3 Senior Members of the Federation appointed by the Federation Chairman for the purpose. No member who sat on the Disciplinary Panel may sit on the Appeals Panel.
7. The Appeals Panel shall afford the offending member against whom the allegation was found proven, the opportunity to appear before the Panel and give evidence or make representations to it. The Appeals Panel shall have the power to confirm, vary or set aside the decision of the Disciplinary Panel and/or to confirm, vary or set aside any penalty imposed by the Disciplinary Panel.

**9. FEDERATION BRANDING, IMAGE AND IDENTITY**

All Federation and MS kit, merchandise, stationary and web content will comply with agreed Federation policy. The Federation asserts ownership and rights of all images, branding and badging and the right to ensure all Members comply with the approved versions.

**10. AMENDMENT**

This Constitution may only be added to or altered by the Federation at its Annual General Meeting or at a Special Meeting called specifically for that purpose under 3(vi).

## APPENDIX ONE

### MEMBERSHIP AND REMIT OF STANDING COMMITTEES

#### **General Committee (GC)**

- **Chairman**
  - **Secretary**
  - **Treasurer**
  - **The RFRU representative**
  - **A representative of each Member Society (MS)**
  - **A representative from the YRFU Committee**
  - **Chair of the Match Officials' Performance Group**
  - **Website Officer**
1. Serve the interests of the Member Societies and their members.
  2. Determine strategic policy and operational framework within the aims and Rules of the Rugby Football Union.
  3. Deal with external relations - eg. RFRU, RFU Employees, Constituent Bodies, MODCONE, Sponsors and other Federations.
  4. Ensure that each standing committee, and any working party, has an appropriate policy with objectives, action plans and budgets.
  5. Monitor and evaluate the functions of the committees and any working parties.
  6. To elect the RFRU / MODCONE Representative at the last GC meeting before 31 May each year (to be confirmed at the AGM). Nominations to be received by the Secretary, not less than 28 days prior to the meeting.
  7. Produce a policy for co-ordinating the administration procedures for dealing with press relations, discipline matters and other information needed by the GC.
  8. Produce an annual budget for the Federation based on the costs of the Administration of the Federation and on the proposed budgets from the Match Officials' Performance Group.
  9. Produce a policy for the recruitment and retention of Match Officials at Federation level and to provide a framework for recruitment and retention activity at MS level
  10. Manage the production and maintenance of the Federation handbook (electronic or hard copy), through the Secretary
  11. Co-ordinating sponsorship activities at both Federation and MS level.
  12. Liaise with YRFU and any other external organisation to maximise access to RFU or other sources of funding
  13. Manage relationships with external organisations to the maximum benefit of Federation and MSs.
  14. Manage IT resources and the Federation Website.
  15. Manage the procurement, stock and sale of all Federation merchandise, through the Treasurer

## **Match Officials' Performance Group**

- **Chairman elected at AGM**
  - **Nominated RFU Referee Department member**
  - **Federation Referee Appointments Officer**
  - **Federation Assessor & Grading Officer**
  - **Federation Assessor Development Officer**
  - **Federation Exchange Secretary**
  - **Federation Development Squad Manager**
  - **One Representative of each Member Society (appropriate to the meeting agenda)**
  - **One Referee Representative from Levels 6 to 8**
1. The development of all Match Officials within the Federation in accordance with the policies and strategies of the RFU Referee Department
  2. To appoint Match Officials at Levels 6 to 8 in compliance with RFU policy.
  3. Having sufficient information to ensure that all Match Officials are appropriately graded
  4. To act upon nominations from Member Societies to the Development Squads
  5. Propose an annual budget to the General Committee to meet the costs of its functions
  6. Inform the General Committee of the outcomes of the grading of Match Officials.
  7. Make recommendations for the nomination of Match Officials to North Group.
  8. Produce a calendar of activities and meetings
  9. Provide appropriate development activities for Federation Development Squad members
  10. Making representations to and providing reports to the General Committee
  11. Implement any policy or directive received from the General Committee
  12. Delegate any reappointment to the Appointments Officer or their nominated deputy, within agreed guidelines
  13. Provide suitable appointments for Federation Development Squad members
  14. Responsibility for the timely grading and re-grading of all Match Officials at levels 6 to 8
  15. Inform all Match Officials at levels 6 to 8 of their current grade, and the reasons for any re-grading
  16. Make decisions relating to the selection and de-selection of members of the Federation Development Squad

## **APPENDIX TWO**

### **EXCEPTIONAL AND MERITORIOUS SERVICE**

#### **Exceptional Service (Life Member)**

The individual would normally have been a Member Society member for at least 25 years, served on their Member Society Committee for at least 15 years and given at least 10 years service on Federation Committees. They would be generally recognised as having made an exceptional contribution to refereeing in Yorkshire, or, would have represented Yorkshire nationally, or internationally, on or off the field.

#### **Meritorious Service (Honoured Member)**

The individual would normally have been a Member Society member for at least 25 years and served on their Member Society Committee for at least 10 years. Their contribution to refereeing would be well recognised in their local area and would be admired throughout the County