

**ASSOCIATION OF REFEREES**

**LEINSTER BRANCH**

**IRISH RUGBY FOOTBALL UNION**

**LEINSTER RUGBY REFEREES**

**RULES**

*2010*

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## **Note**

**Words importing the singular number shall include the plural number and vice versa, and words importing the masculine gender only shall include the feminine gender.**

### **1. Association**

The name of the Association shall be the Association of Referees, Leinster Branch, and Irish Rugby Football Union known as Leinster Rugby Referees (“the Association”).

### **2. Effective Date**

Following the adoption of these Rules at an Annual General Meeting or a Special General Meeting, the adopted Rules shall be placed before an executive committee meeting of the Leinster Branch of the Irish Rugby Football Union (the “Branch” and the “Union” respectively) for approval and shall only be effective from the date of such approval.

### **3. Objectives**

The objects of the Association are to:-

- (a) promote an interest in refereeing of rugby football matches;
- (b) develop interest in refereeing among former players and others;
- (c) provide competent Referees and other relevant Officials; and
- (d) generally further the best interests of the Game of Rugby Union.

### **4. Membership**

- (a) The Association shall have Members and Trial Members (“Trial Members”).
- (b) Members shall consist of three categories:-
  - (i) Referees;
  - (ii) Former Referees; and
  - (iii) Life Members

### **5. Referees**

- (a) Referees shall consist of persons who:-
  - (i) have been proposed, in writing, for membership of the Association by a Club or School affiliated to the Branch, or kindred associations or societies or by a member of the Executive Committee of the Association (the “Committee”);

- (ii) who shall have undergone a level 1 course and satisfactorily completed a trial match appointed to them by the Committee; and
  - (iii) who shall have been elected as Members by the Committee (using its discretion in the best interests of the Association); and
  - (iv) who are eligible for selection by the Association to referee matches.
- (b) Validly proposed candidates for membership of the Association shall be deemed to be Trial Members of the Association from the date of receipt of the proposal in writing by the Association and such trial membership shall terminate on the election or otherwise of the Trial Member as a Referee in accordance with Rule 5(a)(iii).

## **6. Former Referees**

- (a) Former referees shall consist of the following persons:-
- (i) Members who are not eligible for selection to referee matches;
  - (ii) Members who have retired from active refereeing; and
  - (iii) former referees from kindred associations or societies who shall have been elected as Former Referees by the Committee (using its discretion in the best interests of the Association).
- (b) Former referees may, from time to time, be appointed to referee matches without affecting their category of membership.

## **7. Life Members**

- (a) The Committee shall, at its absolute discretion, be empowered to elect a Member as a Life Member of the Association.
- (b) The election of such a Member shall be for exceptional and meritorious service given by the Member to the Association.
- (c) Every Past President of the Association shall be a Life Member.
- (d) Life Members may, from time to time, be appointed to referee matches without affecting their category of membership.

## **8. Membership Cards**

All Members shall be provided with Membership Cards.

## **9. Retirement**

By giving notice in writing to the Honorary Secretary, at any time:-

- (a) a Member may retire from membership; and
- (b) Referees may elect to change from the Referee category to the Former Referee category.

#### **10. Disciplinary and Appeals Sub-Committees**

- (a) The Committee shall elect a Disciplinary Sub-Committee and Appeals Sub-Committee
- (b) The Disciplinary Sub-Committee may direct a member to (at which at least 48 hours notice in writing has been given) appear before the Sub-Committee where it is alleged that the said member has acted in a manner prejudicial to the best interests of the Association as determined by the Committee.
- (c) The Member may offer an explanation for his actions or in the absence of an explanation or upon the determination of the Disciplinary Sub-Committee that any explanation given is unsatisfactory the Disciplinary Sub-Committee may apply such sanctions, to include either cancelation of membership, suspension of membership or such other penalty, as they deem appropriate.
- (d) An appeal of decision under Rule (10) (c) shall lie to a meeting of the Appeals Sub-Committee which shall be summoned for the purpose and provided the Member concerned shall within 48 hours of his being notified in writing of the decision of the Disciplinary Sub-Committee, request the Honorary Secretary to call such a meeting. The Member concerned shall be permitted to offer an explanation of his actions at the meeting of the Appeals Sub-Committee and the decision of the Appeals Sub-Committee shall be final.

#### **11. Officers**

The Officers of the Association shall be the President, Senior Vice-President, Junior Vice-President, Honorary Secretary and Honorary Treasurer.

#### **12. Executive Committee**

- (a) Subject to Rule 16(e), the management of the Association shall be vested in the Committee which shall consist of the Officers together with nine other Members comprised as follows:-
  - (i) two Referees;
  - (ii) two Former Referees;
  - (iii) one representative from each of the four provincial areas defined by the Branch (known as North/East, North/Midlands, South/East and Midlands (the “Area Representatives”)); and
  - (iv) one representative from the Dublin Metropolitan area

(collectively the “Ordinary Committee Members”).

- (b) For the purposes of Clause 12 (a) at least one of the Ordinary Committee Members shall be a referee ranked at Grade 3A (or the equivalent) or above and at least one of the Ordinary Committee Members shall be a referee ranked at below Grade 3A (or the equivalent).
- (c) For the purpose of the positions categorised under Rule 12 (a) (i) and Rule 12 (a) (ii), Life Members may apply for these positions if they would otherwise be considered to be Referees or Former Referees (as the case may be) but for their election as Life Members.
- (d) The Committee shall be entitled to fill by co-option any vacancies that may occur for Ordinary Committee Members and in so doing, they shall endeavour, but shall not be obliged, to fill such vacancies from the categories of Ordinary Committee Members set out in Rule 12 (a).
- (e) The Committee shall appoint the Standing Committees and the Chairmen thereof.
- (f) A proposed Chairman of the Management Committee may be co-opted to the Committee by a majority decision of the members of the Committee.

### **13. Standing Committees**

#### **Number of Standing Committees**

There shall be four Standing Committees established by the Executive Committee no later than the second meeting each Season for the purposes of administering and developing the game in Leinster. The Standing Committees shall be:

#### **The Management Committee**

#### **The Rugby Committee**

#### **The Finance Committee**

#### **The Administration Committee**

The duties and responsibilities of each Standing Committee shall be as described herein unless otherwise determined by a resolution of the Executive Committee.

#### **Co-Options and Appointments**

Each Standing Committee shall have the power to co-opt members, subject to ratification by the Executive Committee.

The Management Committee shall have the right to appoint additional members to Standing Committees, subject to ratification by the Executive Committee.

#### **The Management Committee**

- (a) Members of Management Committee shall be the Honorary President elected at the AGM together with the Chairmen of the Standing Committees.

- (b) Chairman
  - (i) The President elected by the Council Meeting shall chair the first meeting of the Management Committee, thereafter
  - (ii) the Management Committee shall appoint the Chairman of the Committee.
  - (iii) The Management Committee may, subject to ratification by the Executive Committee, co-opt a person for the purposes of chairing the Management Committee meetings.
- (c) Appointment to the Management Committee is for the period until the completion of the following Annual General Meeting.
- (d) The Management Committee shall have the right to refer decisions of Standing Committees to the full Executive.
- (e) The Management Committee shall have the right to extend, but not curtail, the defined brief of a Standing Committee.

### **The Rugby Committee**

The Rugby Committee shall;

- (a) have responsibility for the refereeing of the game in the Province.
- (b) have the power to establish one or more Sub-Committees as considered necessary or as specified by Regulations of the Leinster Branch approved from time to time by the Committee.
- (c) be responsible for the selection of referees, the appointment of assessors, the monitoring of referees and assessors, identifying education and coaching requirements and shall be responsible for the accurate grading of referees to include promotion and relegation.
- (d) convene laws meetings from time to time;
- (e) shall appoint a Performance Review Sub-Committee.
  - (i) The Performance Review Sub-Committee may direct a member to (at which at least 48 hours notice in writing has been given) appear before the Sub-Committee where it is alleged that the said member has failed to fulfil reasonable standards of performance for competent referees as determined by the Committee.
  - (ii) The Member may offer an explanation for his performance or in the absence of an explanation or upon the determination of the Performance Review Sub-Committee that any explanation given is unsatisfactory the Performance Review Sub-Committee may alter the category of membership or such other sanction as they deem appropriate.

- (iii) An appeal of decision of the Performance Review Sub-Committee shall lie to a meeting of the Appeals Sub-Committee which shall be summoned for the purpose and provided the Member concerned shall within 48 hours of his being notified in writing of the decision of the Performance Review Sub-Committee request the Honorary Secretary to call such a meeting. The Member concerned shall be permitted to offer an explanation of his performance at the meeting of the Appeals Sub-Committee and the decision of the Appeals Sub-Committee shall be final.
- (g) have authority to make recommendations regarding every referee, trial referee and assessor in the Association and in every the affiliated Club and School in relation to every aspect of refereeing the game, save in matters of discipline. Matters of Discipline and Appeals shall be the responsibility of the Disciplinary and Appeals sub-Committees established by the Executive Committee or by a Standing Committee duly authorised by the Executive Committee.
- (h) meet at least once each month from September to May each Season and at least once between June and September each year.
- (i) establish and maintain a grading system for Referees and to allocate grades to Referees and to review such grading, at least annually;
- (j) recommend to the Executive Committee, the names of Members suitable for appointment as Assessors to assist the work of the Selection Sub-Committee in watching and reporting upon Referees;
- (k) at the request of the Committee, assess candidates for membership at a trial match and make recommendations to the Committee;
- (l) submit to the Honorary Secretary for filing, all reports on Referees;
- (m) keep and transmit to the Honorary Secretary records of all matches for which it has selected Referees and of the names of the Referees chosen, and of those who actually officiated;
- (n) be composed of the following persons:
  - (i) The Chairman of the Committee duly elected by the Executive Committee;
  - (ii) Other persons appointed by the Chairman of the Rugby Committee;
  - (iii) Other persons appointed by the Management Committee.
  - (iv) One person appointed by the Executive Committee.
- (o) arrange for the distribution of Minutes recording the decisions of the Committee to the Honorary Secretary of the Association and the Standing Committee members, within five working days of the previous meeting of the Committee.



Proceedings of meetings of the Rugby Committee shall be determined by the Chairman unless otherwise specified within Regulations of Leinster Rugby approved from time to time by the Executive Committee.

### **The Finance Committee**

The Finance Committee shall;

- (a) have responsibility for all aspects of finance associated with the development, administration and support of the refereeing of the game in Leinster.
- (b) have the power to establish one or more Sub-Committees as considered necessary or as specified by Regulations of Leinster Rugby approved from time to time by the Executive Committee. The Finance Committee shall establish a Ticket Sub-committee.
- (c) have authority to determine Regulations in relation to any Sub-Committee established by the Committee from time to time.
- (d) meet at least once each month from September to May each Season and at least once between June and September each year.
- (e) be composed of the following persons:
  - (i) The Chairman of the Committee duly elected by the Executive Committee;
  - (ii) The Honorary Treasurer of the Association of Referees Leinster Rugby duly elected at the AGM;
  - (iii) Other persons appointed by the Chairman of the Finance Committee;
  - (iv) Other persons appointed by the Management Committee.
- (f) Proceedings of meetings of the Finance Committee shall be determined by the Chairman unless otherwise specified within Regulations of Leinster Rugby approved from time to time by the Executive Committee.
- (g) The Ticket Sub-Committee shall administer all matters in regard to Tickets or access for all games.

### **The Administration Committee**

The Administration Committee shall;

- (a) have responsibility for the provision of administrative services for the Association of Referees in particular the content of the various programmes and initiatives.

- (b) be responsible for the keeping of accurate records for each and every referee and assessor. The Committee shall be responsible for the maintenance of the Web Site and all communications. They shall liaise with the IRFU and IRB to ensure that the Association are up to date with Laws, Interpretations of Laws and best practices in refereeing.
- (c) oversee the Review, Disciplinary and Appeals Committees.
- (d) meet at least six times each Season including at least once between May and September each year.
- (e) be composed of the following persons:
  - (i) The Chairman of the Committee duly elected by the Executive Committee;
  - (ii) The Honorary Secretary of the Association;
  - (iii) Other persons appointed by the Chairman of the Administration Committee;
  - (iv) Other persons appointed by the Management Committee.
- (f) have the power to establish one or more Sub-Committees as considered necessary or as specified by Regulations of Leinster Rugby approved from time to time by the Executive Committee.
- (g) Proceedings of meetings of the Administration Committee shall be determined by the Chairman unless otherwise specified within Regulations of Leinster Rugby approved from time to time by the Executive Committee.
- (h) The Chairman of the Administration Committee shall arrange for the distribution of Minutes recording the decisions of the Committee to the Honorary Secretary of the Association and the Standing Committee members, within five working days of the previous meeting of the Committee.

#### **14. Annual General Meetings**

- (a) The Annual General Meeting of the Association, of which 28 clear days' notice shall be given, shall be held annually at a date fixed by the Committee provided that it is not less than two weeks prior to the Annual General Meeting of the Branch.
- (b) The business of the Annual General Meeting shall be to:-
  - (i). receive the reports of the Honorary Secretary and Honorary Treasurer;
  - (ii). elect the Officers and Ordinary Committee Members;
  - (iii). to appoint auditors; and

(iv). to consider any items of special business or other matters calculated to forward the interests of the Association.

(c) The requirements of Rule 18 will apply to the consideration of any items of special business.

## **15. Terms of Office**

- (a) Officers and Ordinary Committee Members shall be elected annually at the Annual General Meeting as provided in these Rules.
- (b) No Officer shall hold the same office for more than five consecutive terms.
- (c) Ordinary Committee Members shall serve not more than five consecutive terms as Ordinary Committee Members. This rule shall not apply to Area Representatives deemed by their areas to be exceptional cases.
- (d) A period of one year must elapse before an Officer pursuant to Rule 15(b) is eligible for election to serve as an Officer or an Ordinary Committee Member.
- (e) The five year rule shall not apply to members co-opted as an additional Ordinary Committee Member pursuant to Rule 16 (e)

## **16. Nominations for Office**

- (a) Each year, the Honorary Secretary shall, at least 21 days prior to the Annual General Meeting, send to all Members a form (requesting the information set out at Rule 16(b) below and as approved by the Committee) requesting nominations for each of the Officer positions and for the positions of Ordinary Committee Members.
- (b) Nominated Candidates, who shall be eligible for election at the Annual General Meeting, shall be Members, who have been proposed and seconded by a Member and who shall have confirmed in writing their willingness to be so nominated. The nomination form should be sent to the Honorary Secretary within 14 days of the date of the form being sent to Members in accordance with Rule 16(a).
- (c) Candidates for appointment as Area Representatives shall be elected at the annual general meeting of the appropriate Provincial Area in accordance with procedures determined by the Members in such area and the name of the successful candidates shall then be submitted to the Honorary Secretary for ratification at the Annual General Meeting.
- (d) The Committee shall have power to co-opt as an additional Ordinary Committee Member, any Member who is not already an Officer or an Ordinary Committee Member where that Member is:-
  - (i). a member of the IRFU Referee Committee or its equivalent; or

- (ii). the Association's representative to the Branch who is required to sit on the Executive Committee of the Branch in that capacity.

#### **17. Membership of Branch Sub-Committees**

No member shall be entitled to sit on any Sub-Committee of the Branch without the prior consent of the Executive which said consent shall be in the form of a written minute of the Executive Committee.

#### **18. Special General Meetings**

- (a) The Honorary Secretary of the Association shall at any time convene a Special General Meeting of the Association in the following circumstances:-
  - (i) if directed by the Committee; or
  - (ii) upon receiving a request signed by the Honorary Secretary of The Branch; or
  - (iii) upon being requested in writing by twenty-five Members of the Association.
- (b) Each Member shall be given at least seven clear days' notice of such meetings, such notice to set out details of the business to be transacted.

#### **19. Voting**

Only Members as defined in Rule 4 (b) shall be eligible to vote at an Annual General Meeting or at a Special General meeting and there shall be one vote per Member. In the event of an equality of votes at any meeting of the Association, the Chairman of that meeting shall have the casting vote.

#### **20. Quorum**

- (a) The quorum at an Annual General Meeting or a Special General Meeting shall be 50% of members or 35 members, whichever is the lesser number.
- (b) The Executive Committee of the Branch shall be entitled to receive notice of and shall be entitled to send representatives to attend the Annual General Meeting or any Special General Meeting and they shall have a right of audience but not of voting.

#### **21. Chairperson**

The President or in his absence the Senior Vice-President or Junior Vice-President or a Chairman to be elected (by the majority of Members present at the meeting), shall occupy the Chair at all Meetings of the Association or Meetings of the Committee or Sub-Committees of the Association.

## **22. Honorary Secretary**

The duties of the Honorary Secretary shall be, inter alia:-

- (a) to summon all meetings of the Association, the Committee and all Sub-Committees in respect of which he may be appointed Secretary;
- (b) to convene the Annual General Meeting of the Association and, in accordance with Rule 14 , any Special General Meeting of the Association;
- (c) to keep Minutes Books as necessary of the Meetings of the Association and of the Committee respectively and of such Sub-Committees to which he may be appointed Secretary;
- (d) to carry on the correspondence of the Association;
- (e) to keep all records and registers of the Association in safe custody and up to date;
- (f) to carry out such other duties as may be assigned to him from time to time by the Committee.

## **23. Honorary Treasurer**

The duties of the Honorary Treasurer shall be to prepare an annual budget for approval by the Committee, to keep a record of all monies received and all payments made on behalf of the Association and to present a duly audited account at the Annual General Meeting.

## **24. Role of the Representative to the Leinster Branch Executive**

The representative to the Leinster Branch Executive shall represent the ARLB at all times. They shall not be entitled to vote on any motion, on which notice has been given, without the written consent of the Executive Committee.

## **25. Auditors**

The auditors who shall be appointed at the Annual General Meeting shall have responsibility for auditing the annual accounts.

## **26. Duties of the Executive Committee**

- (a) The Committee shall meet as occasion may require, provided however that the Committee meets no less than six times in the season.
- (b) Five shall form a quorum.
- (c) The Committee shall be responsible for the management and control of the Association in accordance with these Rules and shall have all necessary powers including, inter alia, the power:-

- (i) to appoint the Standing Committees,
- (ii) to elect Members in accordance with these Rules;
- (iii) to cancel Membership or Trial Membership in accordance with Rule 10
- (iv) to fix the date of the Annual General Meeting in accordance with Rule 14;
- (v) to co-opt additional Ordinary Committee Members in accordance with Rules 12 and 16;
- (vi) to appoint a representative to the Executive Committee of the Branch and make other nominations, as appropriate, to committees of the Branch;
- (vii) to appoint Members to a Selection Sub-Committee;
- (viii) to appoint a Disciplinary Sub-Committee and Appeals Sub-Committee;
- (ix) to ratify appointments to such other sub-committees as it deems necessary to further the interests of the Association;
- (x) to approve the appointment of Members to any sub-committee of the Branch;
- (xi) to approve the finances of the Association and any expenses they deem necessary to further its interests;
- (xii) in the event of any difference of opinion regarding the Laws of the Game, to authorise Referees to adopt such construction as may be decided pending the receipt of a ruling from the appropriate committee of the Union;
- (xiii) to take such steps as may be thought fit to ensure that directions of the Branch and the Union affecting Referees shall be observed;
- (xiv) to establish, appoint Members to and fix the terms of reference and review the proceedings of the Area Sub-Committees;
- (xv) from time to time to make, repeal or amend all such regulations (not inconsistent with these Rules) as it may think expedient for the well being of the Association;
- (xvi) to adopt such means as it may think best adapted to bring to the notice of the Members and Trial Members all regulations made by the Committee which shall be binding on the Members and Trial Members until repealed by the Committee or set aside by a Annual General Meeting or a Special General Meeting of the Association; and

(xvii) to act, at all times, in accordance with the best interests of the Association, its Members and the Branch.

**27. Amendments**

- (a) No amendment shall be made to these Rules unless approved by a two thirds majority of those present and voting at the Annual General Meeting in accordance with rule 14 or at a Special General Meeting convened in accordance with Rule 18.
- (b) No amendments to these Rules shall be effective until they have been approved by the Executive Committee of the Branch.