



Roles & Responsibilities

of the

Canberra District Rugby League Referees Association

Version 4.0

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OFFICE HOLDERS

Chairman

General Description

- Represent the Association in the capacity of its most senior office bearer, and act as chair at all meetings

Duties prescribed in Objects and Rules

- Chair meetings of the Board, Annual General Meetings and General Meetings.
- Have a deliberative as well as a casting vote except on the election of officers, where he shall not have a casting vote.

Other Duties

- Provide leadership
- Delegate tasks as required
- Liaise with NRL, NSWRL, ARLRA, CDRL, CRJRL and other significant bodies and stakeholders in the Game

Director, Marketing and Members Services

General Description

- Assume the position of chair, if the Chairman is unavailable.
- Assist the Chairman and Executive Officer with their duties.

Duties prescribed in Objects and Rules

- Chair meetings of the Board, Annual General Meetings and General Meetings if the Chairman is unavailable.
- Act in place of the Chairman in certain circumstances.

Other Duties

- Provide leadership
- Liaise with
 - Sponsors
 - Other Government authorities
 - Other Rugby League organisations
 - Key stakeholders
- Plan and provide information to members re social events

Director, Finance

General Description

- Plan for and manage all financial activities.

Duties prescribed in Objects and Rules

- Ensure that all money due to the Association is collected and received and that all payments authorised by the Association are made
- Ensure that correct books and accounts are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association.
- Submit a financial report and produce all financial records when required at general, special or board meetings
- Prepare for presentation to the annual general meeting statements of income and expenditure and balance sheet of assets and liabilities
- Produce to the Association Auditors all necessary books, papers and records for the purpose of audit of the yearly statements and balance sheet.
- Bank monies on behalf of the Association.
- Payment of accounts on behalf of the Association.

Other Duties

- Develop funding strategies and budgets.
- Develop attractive funding proposals to secure funds.
- Set priorities for the use of funds.
- Ensure appropriate audit standards are in place.
- Ensure appropriate insurance and risk management arrangements are in place.
- Lead and delegate the management of debt recovery as required.

Executive Officer

General Description

- Implement the policies and priorities of the Board, and handle the day-to-day affairs of the Association.

Duties prescribed in Objects and Rules

- Record all appointments of Board members and members of any other Sub-Committees,
- Receive and reply to all correspondence

- Keep all papers and property of the Association as well as any books that may be necessary except those otherwise allocated to the responsibility of other members
- Notify the members of the meetings of the Association
- Carry out such duties as directed by the Association.

Other Duties

- Manage the Association's diary
- Provide a first and single point of contact to the Association
- Handle correspondence and other routine affairs
- Keep abreast of all developments relevant to the Association
- Provide support to other Board members in performing their roles
- Annual review of CDRLRA operational documentation

Director, Executive Support

General Description

- Implement the policies and priorities of the Board, and assist the Executive Officer to handle the day-to-day affairs of the Association.

Duties prescribed in Objects and Rules

- Record the names of members present at a Board meeting or a general meeting, and
- Keep minutes of all proceedings at Board meetings and general meetings.

Other Duties

- Disciplinary Tribunal management
- Annual review of CDRLRA operational documentation
- Assist Director Marketing and Member Services with Association functions as required.
- Carry out such duties as directed by the Association

Director, Operations

General Description

- Implement the policies and procedures of the Board.

Duties prescribed in Objects and Rules

- Nil

Other Duties

- Assist in the administration of the on-field management plan
- Keep a record of all appointments of referees
- Carry out duties as directed by the Association

Director of Referees

General Description

- Responsible for all match appointments under the control of the Canberra District Rugby League Referees Association

Duties prescribed in Objects and Rules

- Nil

Other Duties

- Call for Expressions of Interest and/or appoint members to form an Appointments Board
- Make appointments for all Senior League games
- Liaise with NSWRLRA Advisory Board members to promote CDRLRA members
- Provide coaching advice to CDRLRA members
- Provide interpretation of Laws of the Game for CDRLRA members
- Conduct video coaching sessions for CDRLRA members
- Review and appraise Referee performance
- Liaise with local Clubs and Coaches
- Develop Referees for NSWRL competitions

Deputy Director of Referees

General Description

- Responsible for match appointments in the Junior League competition under the control of the Canberra District Rugby League Referees Association

Duties prescribed in Objects and Rules

- Nil

Other Duties

- Call for Expressions of Interest and/or appoint members to form an Appointments Board
- Make appointments for all games in the Under 6 to Under 16 competitions
- Provide coaching advice to CDRLRA members
- Review and appraise Referee performance
- Liaise with local Clubs and Coaches
- Develop Referees for CRJRL senior competitions

Director, Recruitment and Retention

General Description

- Provides the Association with educational resources including accredited courses, instruction on rules of the game, development and goal setting.

Duties prescribed in Objects and Rules

- Nil.

Other Duties

- Provide on field assessments as required.
- Maintain and ensure availability of accredited providers.
- Maintain administrative requirements around course registration.
- Maintain current database of members, accreditation levels and expiration dates.
- Encourage development opportunities within the membership.

General Board Member

General Description

- Provide a general resource to the Board of the Association to support or assist Board Members with their core tasks or other duties as required.

Duties prescribed in Objects and Rules

- Nil.

Other Duties

- Duties as directed by the Association

OTHER ROLES

Delegate NSWRLRA

General Description

- To represent the Association at Meetings of the NSW Rugby League Referees Association.

Duties prescribed in Objects and Rules

- Nil

Other Duties

- Attend NSWRLRA meetings
- To provide a report to CDRLRA meetings of any matters arising from NSWRLRA meetings

Schools Coordinator

General Description

- Coordinate referees for schoolboy competitions in Canberra and surrounding NSW districts

Duties prescribed in Objects and Rules

- Nil

Other Duties

- Liaise with Canberra Raiders development staff
- Liaise with ACT Schools
- Coordinate appointments for all schoolboy competitions

Training & Skills Coordinator

General Description

- Coordinate weekly physical training and skills sessions.

Duties prescribed in Objects and Rules

- Nil

Other Duties

- Liaise with NSWRLRA to ensure training requirements meet their expectations

Coaching Match Officials

General Description

- Assist the development of Referees by providing a coaching resource to the Association

Duties prescribed in Objects and Rules

- Nil

Other Duties

- Undertake coaching of referees as requested by the Deputy Director and Director of Referees
- Ensure a minimum of five (5) assessments are completed each year
- Provide feedback to referees and coaching staff on the performance of individual referees
- Assess and analyse referee performance at grounds or via electronic media.

*Canberra District Rugby League Referees Association Inc.
Roles & Responsibilities*

VERSION HISTORY

Version	Description of Change	Changed By	Date
1.0	Updates to current Constitution which was last revised in May 1998		
2.0	Incorporate changes to titles in Objects and Rules	Special Resolution	5/02/2009
3.0	Complete review of document		
4.0	Review of document – minor changes (new logo added)	Special resolution	10/02/2015

APPROVALS

Role	Position	Name	Signature	Date
Authors	Constitution Sub-committee			
Review	CDRLRA Board			
Clearance	CDRLRA Members ACT Govt Requirements			
Authoriser	Chairman CDRLRA			

