



Roles & Responsibilities

of the

Canberra District Rugby League Referees Association

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OVERVIEW

Board Member Positions

The Canberra District Rugby League Referees Association Board shall consist of Five (5) members.

1. Chairman
2. Executive Officer
3. Director Finance
4. Director Member Services
5. Director Coaching & Development

A member may only hold one of these positions. Positions 1-4 will be individually elected at the Annual General Meeting.

Non-Board Member positions

- Operations Manager
- Director of Referees
- Director Recruitment & Retention

Nominations for these positions will be called at the same time as elected Board Member roles and close seven (7) days prior to the AGM. These positions will be appointed by the Board. The Director of Referees will assume the role of Director Coaching & Development unless that conflicts with the rule that a Board member may only hold one Board Member position. Should such a conflict become apparent, the Board shall appoint either the Operations Manager or Director Recruitment & Retention to the role of Director Coaching & Development.

The Director of Referees will oversight the calling of Expressions of Interest for the Senior and Junior Appointments Board. The Director of Referees will chair the Senior Appointments Board and will appoint a Deputy Director to the Junior Appointments Board.

Member Services Sub-Committees

The Director Member Services will setup two Sub-Committees to look after the Welfare and Social aspects of all members. The Director may seek Expressions of Interest or approach members directly to form the Sub-Committees.

OFFICE HOLDERS

Chairman

General Description

- Represent the Association at official meetings or functions, 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, CDRL, CRRL and other significant bodies and stakeholders in the Game

Executive Officer

General Description

- Implement the policies and priorities of the Board, and handle the day-to-day affairs of the Association.
- Member, Canberra Region Rugby League Board

Duties prescribed in Objects and Rules

- Record all appointments of Board members and members of any other Sub-Committees,
- Organise the taking of all Meeting Minutes.
- 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
- Attend monthly CRRL Board Meetings representing the Referees Association.

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.

Director Member Services

General Description

- Assume the position of chair, if the Chairman is unavailable.
- Assist the Chairman and Executive Officer with their duties.
- Call for Expressions of Interest to setup and oversight the Sub-Committees within the portfolio.

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

Sub-Committees

- Welfare – Liaise with other Rugby League bodies to ensure that available welfare programs are available
- Arrange for member incidents to be followed up and welfare checks are undertaken
- Social – Plan and provide information to members re social events

Director Coaching & Development

General Description

- Oversight the On-Field Management Team, comprising Operations Manager, Director of Referees and Director Recruitment & Retention Manager.
- Report to the Board on activities within the On-Field Management Team.



Duties prescribed in Objects and Rules

- Nil

Other Duties

- Liaise with
 - NRL Regional Development Officers
 - NSWRL Referees
 - Other Rugby League organisations
 - Key stakeholders

Operations Manager

General Description

- Report to Director Coaching & Development
- Liaise with the Director of Referees and Director Recruitment & Retention in relation to member appointments
- Be the point of contact should members withdraw from appointments
- Implement the policies and procedures of the Board.
- Ensure late appointment changes are undertaken to ensure suitably qualified members officiate in games.

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 Recruitment and Retention

General Description

- Report to Director Coaching & Development
- Liaise with the Operations Manager and Director of Referees.
- Provides the Association with educational resources including accredited courses, instruction on rules of the game, development and goal setting.
- Implement recruitment programs as requested

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.

Director of Referees

General Description

- Report to Director Coaching & Development
- Liaise with the Operations Manager and Director Recruitment & Retention
- 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 a Junior and Senior 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

Senior Appointments Board

General Description

- Provide assistance with match appointments in the Senior League competition under the control of the Canberra District Rugby League Referees Association

Duties prescribed in Objects and Rules

- Nil

Other Duties

- Provide advice to the Director of Referees for all games in the Senior Competitions
- Provide coaching advice to CDRLRA members
- Review and appraise Referee performance
- Liaise with local Clubs and Coaches
- Develop Referees for CRRL senior competitions

Junior Appointments Board

General Description

- Provide assistance with 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

- Provide advice to Deputy Director of Referees for all games in the Under 6 to Under 17 competitions
- Provide coaching advice to CDRLRA members
- Review and appraise Referee performance
- Liaise with local Clubs and Coaches
- Develop Referees for CRRL senior competitions

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

Referees Coach

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.

