

**South Sydney District  
Rugby League Referees Association Incorporated**

**SOUTHS**



**REFEREES**

**PART B:  
OFFICERS AND COMMITTEES OF THE ASSOCIATION**

Below is an outline of the roles and responsibilities of the officers and committees of the Association. Officers of the Association are divided into two distinct groups, being 'elected' and 'appointed' officers. As the name suggests, elected officers are elected by member vote at the AGM. Appointed officers are appointed by the Executive Committee through a nomination and competitive selection process, and in some instances nominees will need to possess relevant skills or qualifications.

A member may not hold more than one elected officer position but there are no restriction on elected officers nominating and being appointed to other positions.

## **1 Elected Officers**

### **President**

#### **Roles and Responsibilities:**

The President is the senior elected officer of the Association. Their role includes setting the direction of the Association for the duration of their tenure and chairing all General Meetings and meetings of the Executive Committee and Disciplinary Committee.

As the senior elected officer, the President shall represent the Association externally, including but not limited to, the NSWRLRA, NSWRL, SSDJRFL, SSDRLFC. The President should be the primary media contact for the Association.

In the absence of any elected or appointed officer, the President may choose to temporarily assume that role, or delegate it to another member.

The President shall be a signatory to the Association's bank accounts.

#### **This officer reports to:**

As the senior elected officer, the President is ultimately responsible to the members of the Association and shall report to them through the Annual Report or at other times as requested by the members.

#### **Those who report to this officer:**

Vice President  
Secretary  
Treasurer  
Social Coordinator  
Coaching and Development Coordinator  
Auditors

## **Vice President**

### **Roles and Responsibilities:**

The Vice President acts internally in place of the President, on occasions when the President is unable to fulfil any of the above roles and responsibilities. Their role does not extend to the external representation of the Association, unless delegated that responsibility by the Secretary.

### **This officer reports to:**

President

### **Those who report to this officer:**

None unless acting in place of the President.

## **Secretary**

### **Roles and Responsibilities:**

The Secretary is the public officer of the Association and is therefore responsible for its day to day running. In doing so, the Secretary shall:

- record the names of all elected and appointed officers, and committee members;
- record incoming and outgoing correspondence and action where required;
- record the attendance of all General Meetings and meetings of the Executive and Disciplinary Committees;
- keep minutes of all Association meetings, including committees;
- support other elected and appointed officers of the Association;
- give notice to members of upcoming meeting dates, times and locations;
- arrange for the preparation and timely distribution of the Annual Report;

The Secretary must ensure that all policies, procedures and constitutional requirements are enforced at all times.

The Secretary shall be a signatory to the Association's bank accounts.

### **This officer reports to:**

President

### **Those who report to this officer:**

Assistant Secretary  
Committee Secretaries

## **Treasurer**

### **Roles and Responsibilities:**

The Treasurer is responsible for the financial management of Association affairs. This includes:

- keeping all necessary financial records, including statements, receipts, tax invoices;
- timely payment of accounts payable and invoicing of accounts receivable;
- recording of all referee appointments for future remittance;
- arrangement for a smooth transition of signatories for all bank accounts where required;
- arrangement of appropriate insurance coverage for the Association and members;
- processing and distribution of end of season match payments to members;
- providing the Secretary with list of financial members as at 30 May;
- providing the Auditors with all financial records and assisting them to conduct their audit.

The Treasurer shall be a signatory to the Association's bank accounts.

### **This officer reports to:**

President  
Auditors

### **Those who report to this officer:**

None

## **Social Coordinator**

### **Roles and Responsibilities:**

The Social Coordinator is responsible for the organisation and conduct of key social events in the Associations calendar. This includes, but is not limited to the Annual Presentation Night. The Social Coordinator shall endeavour to provide members with events that appeal to the broad range of members, and that provide the Association with value for money. They must liaise with the Treasurer regarding event accounts payable and receivable.

### **This officer reports to:**

President

### **Those who report to this officer:**

Social Committee

## **Coaching and Development Coordinator**

### **Roles and Responsibilities:**

The Coaching and Development Coordinator is responsible for the coordinating of referees in their training, accreditation, appointments, and ongoing development. They should endeavour to make available to the SSDJRFL a pool of suitably skilled referees to meet the needs of the League.

The Coaching and Development Coordinator should take all reasonable steps to ensure that skills and fitness sessions are well attended, appropriate to the skills level of referees and conducted in a manner, likely to reduce the risk of injury to referees.

They are to ensure that the Association is at all times complying with the policies and procedures of the National Refereeing Accreditation Scheme (NRAS).

They should directly liaise with the NSWRL Sydney Metro Referees Development Officer.

### **This officer reports to:**

President

### **Those who report to this officer:**

Advisory Panel  
Coach(es)  
Recruitment and Retention Officer  
Gear Steward

## **Assistant Secretary**

### **Roles and Responsibilities:**

The Assistant Secretary's role is to assist the Secretary. Their primary responsibility is to record the minutes of all General Meetings and to report those back to the members at the next meeting. The Assistant Secretary shall act internally in place of the Secretary, on occasions when the Secretary is unable to fulfil any of their roles and responsibilities.

### **This officer reports to:**

Secretary

### **Those who report to this officer:**

None

## **Auditors**

No fewer than two Auditors are to be elected. The role of the Auditors is to conduct an audit of Association accounts and records to ensure proper fiscal accountability. The auditors will prepare an auditors report for inclusion in the Annual Report and liaise with the Secretary about the timelines for the publishing of the Annual Report. The auditors report should include a summary of their audit, any irregularities they find, and recommendations for improvement.

### **These officers reports to:**

President  
Members

### **Those who report to these officers:**

Treasurer

## **2 Appointed Officers**

### **Delegates to NSW Rugby League Referees Association**

The Executive shall accept nominations for appointment as Delegate and Deputy Delegate to the NSWRLRA. The Delegate shall attend all meetings of the NSWRLRA and report to members, any business that is relevant to our Association. In the event that the Delegate not be available to attend, the Deputy Delegate shall attend and report back in place of the Delegate.

### **These officers reports to:**

Secretary  
Members

### **Those who report to this officer:**

None

### **Delegates to the South Sydney District Junior Rugby Football League**

The Executive shall accept nominations for appointment as Delegate and Deputy Delegate to the SSDJRFL. The Delegate shall attend all meetings of the SSDJRFL and report to members, any business that is relevant to our Association. In the event that the Delegate not be available to attend, the Deputy Delegate shall attend and report back in place of the Delegate.

#### **These officers reports to:**

Secretary  
Members

#### **Those who report to this officer:**

None

### **Coach(es)**

The Executive shall accept nominations for the position of Coach but may choose to appoint more than one person to that role. The role of the Coach(es) is to plan, prepare and conduct weekly skills and fitness sessions, appropriate to the skills level of the referees attending and conducted in a manner, likely to reduce the risk of injury to referees.

The Coach(es) are responsible for the safe keeping of all training aids and should advise the Coaching and Development Coordinator if they require the Association to purchase additional aids.

In appointing someone to the position of Coach(es), the Executive should give preference to nominees who possess the required skills. The minimum skill level is a Level 1 Coaching Accreditation.

#### **These officers reports to:**

Coaching and Development Coordinator

#### **Those who report to these officers:**

None

### **Recruitment and Retention Officer**

The Executive shall appoint a Recruitment and Retention Officer. The role of the Recruitment and Retention Officer is to recruit candidates for instruction in basic refereeing and assessing their on-field performance under the NRAS. They are also responsible for all course and candidate administration.

The Recruitment and Retention Officer is responsible for maintaining the Referees Accreditation Register and arranging an update of accreditation upon expiry. They are to maintain a folio for each Level 1 referee's on-field assessments. The Recruitment and Retention Officer's role also includes arranging for Level 2 course material and pre-course training sessions. They are to abide by the policies and procedures of the NRAS and NSWRL in doing so.

The Executive must appoint a qualified NRAS Provider to the role of Recruitment and Retention Officer, or someone willing to complete the NRAS Provider course.

#### **This officer reports to:**

Coaching and Development Coordinator

#### **Those who report to this officer:**

Referees engaged in training and assessment of Level 1 candidates.

### **Gear Steward**

The Executive shall appoint a Gear Steward. The role of the Gear Steward is to manage all training and officiating apparel. They are responsible for conducting a stock take at the commencement of the year and keeping an inventory of all apparel owned by the Association. They should advise the Coaching and Development Coordinator when stock, sizes etc are running low.

The Gear Steward should issue to the Coach(es) all training aids that have been requested. Once issued, they are the responsibility of the Coach(es) and should be returned at the season's conclusion.

#### **This officer reports to:**

Coaching and Development Coordinator

#### **Those who report to this officer:**

None

### **3 Committees**

#### **Executive Committee**

The Executive Committee shall comprise the President, Secretary, Treasurer, Social Coordinator and Coaching and Development Coordinator.

The role of the Executive Committee is to provide the leadership of the Association and is its governing body. The Executive Committee shall oversee the work of all other officers and committee's, provide assistance to them as required and ensure that they adequately meet the expectations as set out in this document.

#### **This committee reports to:**

Members

#### **Those who report to this committee:**

All officers and committees

#### **Advisory Panel**

The Executive shall actively seek nominations from suitably qualified and experienced members to join the Advisory Panel. The role of the Advisory Panel is to conduct on-field assessments of Level 1 and 2 referees. Completed copies of assessments should be given to the referee concerned, the Appointments Board and in the case of Level 1 referees, to the Recruitment and Retention Officer to be placed in their folio.

Members of the Appointments Board may also sit on the Advisory Panel. The Coaching and Development Coordinator shall determine who is best qualified to fulfil this role. It is the Coaching and Development Coordinator, who will assign Panel members, the referees they will assess.

#### **This committee reports to:**

Coaching and Development Coordinator

#### **Those who report to this committee:**

None

### **Social Committee**

The Executive shall accept nominations from members to join the Social Committee. The role of the Social Committee is to advise the Executive on a calendar of events for members for the year ahead. The Social Committee will be responsible for planning and staging events that appeal to the broad range of members and which provide the Association with value for money.

#### **This committee reports to:**

Social Coordinator

#### **Those who report to this committee:**

None

### **Ted Pepper/Bob Brock Memorial Trophy Panel**

The Executive shall accept nominations from members to sit on the Trophy Panel. The role of the Trophy Panel is to award a senior member with the Memorial Trophy. The Trophy Panel will be responsible for meeting at the conclusion of the season to discuss their nominees for the award. The agreed award recipients name shall remain secret until the Presentation Night, when an envelope is given to the MC.

#### **This committee reports to:**

None

#### **Those who report to this committee:**

None