



CONSTITUTION

Of The

New South Wales
Rugby League Referees' Association Incorporated

Version – September 2016



Section 1 Rules

Table of Contents

| | |
|---|-----------|
| Name | 7 |
| Mission Statement | 7 |
| Objectives | 7 |
| Part 1 Preliminary | 8 |
| 1.1 Definitions | 8-9 |
| Part 2 Membership | 10 |
| 2.1 Membership Qualifications And Categories | 10 |
| 2.2 Nomination For Life Membership & Honorary Associate Member For Life Membership | 11 |
| 2.3 Nomination Life Membership Of The NSWRL | 12 |
| 2.4 Cessation of Membership | 12 |
| 2.5 Membership Entitlements Not Transferable | 12 |
| 2.6 Resignation of Membership | 12 |
| 2.7 Register of Members | 13 |
| 2.7 Fees And Subscriptions | 14 |
| 2.8 Entitlements of Membership | 14 |
| 2.9 Members Liabilities | 14 |
| 2.10 Resolution of Internal Disputes | 15 |
| 2.11 Disciplining of Members | 15 |
| 2.12 Right of Appeal of Disciplined Member | 15 |
| Part 3 The Board of Directors | 16 |
| 3.1 Powers of The Board | 16 |
| 3.2 Directors | 16 |
| 3.3 Election of Directors | 17 |
| 3.4 Role of Executive Officer | 18 |
| 3.5 Role of Director of Finance | 18 |
| 3.6 Appointment of Representatives To New South Rugby League General Committee | 18 |
| 3.7 Casual Vacancies | 18 |
| 3.8 Removal of Board Member | 19 |
| 3.9 Board Meetings And Quorum | 19 |
| 3.10 Delegation By Board To Sub-Committee | 20 |
| 3.11 Board Voting And Decisions | 20 |
| 3.11 Sub Committees | 21 |



| | | |
|-------------------|--|--------------|
| Part 4 | Meetings of The Association | 21 |
| 4.1 | Annual General Meetings - Holding Of | 21 |
| 4.2 | Annual General Meetings - Calling Of and Business At | 21 |
| 4.3 | General Meetings – Calling Of and Business At | 22 |
| 4.4 | Notice | 22 |
| 4.5 | Procedure | 23 |
| 4.6 | Presiding Member | 23 |
| 4.7 | Adjournment | 23 |
| 4.8 | Making Of Decisions | 24 |
| 4.9 | Voting | 24 |
| | | |
| Part 5 | Miscellaneous | 23 |
| 5.1 | Insurance | 23 |
| 5.2 | Funds Source | 23 |
| 5.3 | Funds Management | 24 |
| 5.4 | Alteration Of Objectives | 24 |
| 5.5 | Special Resolution | 24 |
| 5.6 | Executing Documents | 24 |
| 5.7 | Custody Of Books | 25 |
| 5.8 | Inspection Of Books | 25 |
| 5.9 | Service Of Notices | 25 |
| 5.10 | Public Officer | 26 |
| 5.11 | Patron | 26 |
| 5.12 | Honorary Auditors | 26 |
| 5.13 | Honorarium | 26 |
| 5.14 | Appointment Of Ancillary Positions | 27 |
| 5.15 | Affiliation | 27 |
| | | |
| Appendix 1 | Application For Membership Of Association | <u>28-29</u> |



Section 2

Description Of Directors' Role

Table Of Contents

| | |
|---|----|
| <u>Chairman Of The Board</u> | 30 |
| General Description | 30 |
| Duties Prescribed In Rules And Objects | 30 |
| Other Sample Duties | 30 |
| Sample Subcommittee Chairmanship | 30 |
| <u>Executive Officer</u> | 30 |
| General Description | 30 |
| Duties Prescribed In Rules And Objects | 30 |
| Other Sample Duties | 30 |
| Sample Sub-committee Chairmanship | 30 |
| <u>Director Of Referee Development and Affiliate Liaison</u> | 31 |
| General Description | 31 |
| Sample Sub-committee Chairmanship, | 31 |
| Affiliate Liaison | 32 |
| General Description | 32 |
| Duties Prescribed In Rules And Objects | 32 |
| Other Sample Duties | 32 |
| Sample Sub-committee Chairmanship | 32 |
| <u>Director Of Marketing And Communication and Member Services</u> | 32 |
| General Description | 32 |
| Duties Prescribed In Rules And Objects | 32 |
| Other Sample Duties | 32 |
| Sample Sub-committee Chairmanship | 32 |
| <u>Member Services</u> | 32 |
| General Description | 32 |
| Duties Prescribed In Rules And Objects | 32 |
| Other Sample Duties | 32 |
| Sample Sub-committee Chairmanship | 32 |
| <u>Director Of Finance</u> | 33 |
| General Description | 33 |
| Duties Prescribed In Rules And Objects | 33 |
| Other Sample Duties | 33 |
| Sample Sub-committee Chairmanship | 34 |
| ▪ Annexure A Position Overviews And Required Qualifications | 33 |
| ▪ Assistant Coach NSWRLRA Junior Development Squad | 33 |
| ▪ Match Day Assessors NSW Junior Development Squad | 34 |



Section 3

Standing Orders

Table of Contents

| Part | Subject | Page No. |
|------|--------------------------------|----------|
| 1 | Meeting Time and Place | 37 |
| 2 | Quorum | 37 |
| 3 | Presiding Member | 38 |
| 4 | Order of Business | 38 |
| 5 | Motion of Notice | 39 |
| 6 | The Rules of Debate | 39 |
| 7 | Speaking to Motion | 40 |
| 8 | Conflict of Interest | 40 |
| 9 | Right of Reply | 40 |
| 10 | Speakers Time | 40 |
| 11 | Speakers in Succession | 41 |
| 12 | Lapsed Motion | 41 |
| 13 | Right To Be Put | 41 |
| 14 | Putting Motion | 41 |
| 15 | Call to Order | 41 |
| 16 | Point of Order | 42 |
| 17 | Dissent from Chair's Ruling | 42 |
| 18 | Voting | 42-43-44 |
| 19 | Conduct of a Secret Ballot | 44 |
| 20 | Special Resolution | 44-45 |
| 21 | Closure of Meeting | 45 |
| 22 | Suspension of Standing Orders | 45 |
| 23 | Presence at Meeting | 45 |
| 24 | Suspension by The Chair | 46 |
| 25 | Adjournment | 46 |
| 26 | Meeting Conduct | 46 |
| 27 | Notice | 46 |
| 28 | Changes to the Standing Orders | 47 |



Section 4

Code Of Conduct

Table of Contents

| Part | Subject | Page No. |
|------|---------------------------------------|----------|
| 1 | Scope | 48 |
| 2 | Duties and Obligations of Referees | 48 |
| 3 | Sponsorship | 49 |
| 4 | Personal Conduct | 49 |
| 5 | Public and Media Contact | 50 |
| 6 | Uniform and Dress Code | 50 |
| 7 | Official Enquiries | 51 |
| 8 | Breaches of this Code | 51 |
| 9 | Disciplining of Members | 52 |
| 10 | Right of Appeal of Disciplined member | 52 |
| 11 | Changes to Code of Conduct | 53 |

Name

The name of The Association shall be the New South Wales Rugby League Referees' Association Incorporated.
It is hereafter referred to as "The Association."

Mission statement

To provide the highest possible standard of Rugby League refereeing in New South Wales in the NSW Rugby League and NRL controlled competitions through effective Coaching and Development and sound management.

Objects

The objects for which The Association is established are:

To administer the Laws of the Game and to facilitate uniformity in interpretation of such Laws.

To facilitate recruitment, coaching and development of the standard of refereeing amongst Members and Affiliated Associations.

To maintain affiliation with the New South Wales Rugby League (or its equivalent successors) and abide by it's Rules.

To act in the best interests of the members of The Association, as determined by a majority of members.

To promote The Association and the achievement of it's Objects.

To encourage goodwill, social fellowship and co-operation amongst members.

To manage the process to provide referees to the National competition from "The Association.

To promote and enhance refereeing career paths in the Game and the welfare of referees.

To develop and maintain professional conduct and a professional image for referees.

To grant affiliation to other Referees Associations and to act as a collective voice for all Referees Associations in New South Wales.

To ensure The Association is managed in an ethical and professional manner.



Part 1

1.1 Preliminary Definitions

THE ASSOCIATION means the incorporated body namely the New South Wales Rugby League Referees' Association Incorporated.

THE BOARD means the Board of Directors of the New South Wales Rugby League Referees' Association Incorporated.

DIRECTOR means a member of the Board of Directors of the New South Wales Rugby League Referees' Association Incorporated.

DELEGATE means a financial member of an Affiliated Association who has been appointed by their Affiliated Association to represent and vote on behalf of that body at a Meeting of The Association.

AFFILIATED ASSOCIATION means any Rugby League Referees' Association to whom The Association grants affiliation, and who have has paid any affiliation fee, which is due to The Association.

JUNIOR DEVELOPMENT SQUAD means any Junior Active Member selected to officiate in the NSWRL Junior Development Competition. Members of this Squad may also be selected to officiate in other NSWRL competitions.

GENERAL MEETING any meeting of The Association other than an Annual General Meeting.

GRADED SQUAD any junior or previously Graded and currently Active Member selected to officiate in any of the relevant competitions organised and sanctioned by the NSWRL.

MODEL RULES means the Model Rules for the Incorporation of Associations prepared by the New South Wales Department of Fair Trading. Where in relation to any matter the Model Rules make provision but the Rules of The Association do not make provision, the provisions of the Model Rules shall be deemed to be included in the Rules of The Association.

DIRECTOR-GENERAL means the Director-General of the Department of Fair Trading.

MEMBER means a member of The Association as referred to in Part 2.

SECRETARY as defined in the Act means the Public Officer of The Association. To be known as the Executive Officer.

THE ACT means *the Associations Incorporation Act 2009*.

THE REGULATION means *the Associations Incorporation Regulation 1999*.

THE NEW SOUTH WALES RUGBY LEAGUE means **New South Wales Rugby League Limited (ACN 002 704 761)**

NEWS SOUTH WALES REFEREES' HIGH PERFORMANCE MANAGER is appointed by the NSWRL Board to manage and oversee the coaching, development, selection and appointment



of refereeing officials for all NSWRL sanctioned competitions.

FINANCIAL YEAR OF THE ASSOCIATION means the year commencing on the first day of November each year and ending on the thirty-first day of October the following year.

MAY Indicates an existence of an option

SHALL Indicates that a statement is mandatory

SHOULD Indicates a recommendation

RESOLUTION A resolution is a general decision of a meeting. Requires a simple majority vote and is passed at a General Meeting. A majority being 50% plus one of those voting in order to be passed.

SPECIAL RESOLUTION A special resolution requires a three-quarters (75%) majority vote and can be passed at a General Meeting. It has special notice requirements that must be satisfied in order to pass a Special Resolution.

1.1.2

In These Rules

- (a) A reference to a function includes a reference to a power, authority and duty ,and,
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

1.1.3

The provisions of *the Interpretation Act 1987* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

1.1.4

These definitions are to be read in conjunction with the following documents of The Association: The Standing Orders, The Code of Conduct and Description of Directors Roles.

Part 2 Membership

2.1

Membership Qualifications and Categories

2.1.1

A person is qualified to be a member of The Association if, but only if

- The person is a person referred to in section 15(1) (a), (b) or (c) of The Associations Incorporation Act 2009 and has not ceased to be a member of The Association at any time after incorporation of The Association under the Act

Or

- The person is a natural person who is eligible for membership of The Association as provided by sub clause 2.1.2 and 2.2.1

2.1.2

The categories of membership are:

Active Member

Any person who appears on the NSWRL and NRL Graded list, and who is currently financial. The NRL Referees Coordinator and Referees Coach/Coordinator of the NSWRL competitions Squad shall forward a list of members that make up the Graded list for the ensuing season to the Executive Officer and notify the Executive Officer of any changes during the current Rugby League season.

Non-Active Member

Any person who was previously on the NSWRL or NRL Graded List or previously a Member or re-admitted as a Member and who is currently financial. An active member that has retired from or been removed from the Active Graded list should inform the Executive Officer so that their membership status can be revised. Previous members seeking re-admission should inform the Executive Officer in writing of their intention. The Board will then consider this and a recommendation presented to the members at the next available meeting.

Junior Active Member

Any person that appears on the NSWRL Junior Development Referees Squad list as provided by the NSWRL High Performance Manager prior to the commencement of each Junior Representative competition. Junior Active Members cannot hold any Board positions, however, at the Board's discretion this category of membership can hold a Sub Committee position. They shall have no voting rights; however a delegation of three (3) members of the squad shall be eligible to vote on the squad's behalf. They shall be also be bound by The Associations Objectives, Rules and Code of Conduct.

Honorary Member

A person voted as an Honorary Member by the Members at an Annual General Meeting and whose nomination appeared on the Notice Paper for that Meeting. This category of Membership has voting rights, and can stand for any Committees, Coaching or Advisory Panel (including Evaluator/Match Day Assessor but not any Board Position) and is otherwise bound by the Objects and Rules, and the Code of Conduct. A nomination for Honorary Membership shall be forwarded



to the Executive Officer with the name of the proposer and seconder and brief reason for nomination. The Board will consider the proposal and if deemed suitable submitted for consideration at the next Annual General Meeting.

Life Member

A person voted as a Life Member by the Members at an Annual General Meeting and whose nomination appeared on the Notice Paper for that Meeting.

Honorary Associate Member for Life Membership

A person voted as an Honorary Associate Member for Life by the Members at an Annual General Meeting and whose nomination appeared on the Notice Paper for that Meeting. This category of Member does not have voting rights, and cannot stand for any position, but is otherwise bound by the Associations Objectives, Rules and Code of Conduct.

2.1.3

Any Active member may not be a member of a District Rugby League Football Club or any Rugby League Football Club affiliated with any State or Country Rugby League without the approval of the Board.

2.2

Nomination for Life Membership and Honorary Associate Member or Life of the Association

2.2.1

A nomination of a person for these categories of membership of The Association

- Shall be made by a member of The Association in writing, or verbally at a Meeting.
- If in writing it shall be lodged with the Executive Officer of The Association.
- Nominations shall be made at least one month prior to an Annual General Meeting for the nomination to be considered at that Meeting. Nominations for Life Membership shall close at the final General Meeting of The Association each year.

2.2.2

As soon as practicable after receiving a nomination for Life Membership, the Executive Officer shall confirm with the nominee whether he or she wishes to be considered and, if so, refer the nomination to the Board which will determine whether to recommend or to reject the nomination.

2.2.3

The Board shall establish and maintain written criteria for consideration for Life Membership and Honorary Associate Member for Life. The criteria for Life Membership shall include at least 10 years continuous financial membership immediately prior to nomination.

2.2.4

If a nominee for Life Membership is a Board Member, that Board Member shall disqualify him/herself from voting for the nomination of Life Membership. An Association Life Member for the purpose of voting for that nomination shall substitute the Board Member

2.2.5

As soon as practicable after the Board makes that determination, the Executive Officer shall



- Notify the nominee, in writing, that the Board approved or rejected the nomination (whichever is applicable)
- Add the recommendation to the Notice Paper for the following Annual General Meeting. A Maximum of 2 Life Members may be recommended to an Annual General Meeting.

2.2.6

A nomination for Life Membership or Honorary Associate Member for Life is accepted if it achieves a 75% majority in a secret ballot conducted at the Annual General Meeting. If only one member is nominated for Life Membership /members present at the meeting shall write on the ballot paper YES or NO. If two members are nominated for Life Membership in the same year members present at the meeting shall write the names of the nominees on a ballot paper with their choice of YES or NO beside each name.

2.3

Nomination for Life Membership to the NSW Rugby League

To be eligible for nomination for Life Membership to the NSW Rugby League a member must be a Life Member of The Association. Nominations shall close at the final meeting of The Association each year.

2.4

Cessation of membership

A person ceases to be a member of The Association if the person

- Dies
- Resigns membership
- Is expelled from The Association
- Does not pay their Annual Membership subscription (if required by their membership status) by the end of The Association's financial year.

2.4.2

Where a person ceases to be a Member under clause (d) above, the person may apply in writing to the Board for re-admission as a Non-active Member. The Board may recommend re-admission, and may determine what fees, if any, are payable for re-admission. The person is re-admitted as a Member if the recommendation is accepted by a simple majority of Members at a General Meeting or Annual General Meeting.

2.5

Membership entitlements not transferable

2.5.1

A right, privilege or obligation, which a person has by reason of being a member of The Association -

- Is not capable of being transferred or transmitted to another person
- Terminates upon cessation of the person's membership

2.6

Resignation of Membership

2.6.1

A member of The Association is not entitled to resign that membership except in accordance with this rule



2.6.2

A member of The Association who has paid all amounts payable by the member to The Association in respect of the member's membership shall resign from membership of The Association by first giving to the Executive Officer written notice of at least one month (or such other period as the Board may determine) of the member's intention to resign and on the expiration of the period of notice, the member ceases to be a member.

2.6.3

If a member of The Association ceases to be a member under sub clause 2.6.2 and in every other case where a member ceases to hold membership, the Executive Officer shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

2.7

Register of Members

2.7.1

The Executive Officer of The Association shall establish and maintain a Register of Members of The Association specifying the name and postal and e-mail address of each person who is a member of The Association together with the date on which the person became a member.

2.7.2

The Register of members shall be kept at the principal place of administration of The Association and must be open for inspection, free of charge, by any member of The Association at any reasonable hour. In the case of an Incorporated Association that has ceased to exist, the person who was the Executive Officer of The Association immediately before The Association ceased to exist must keep the register for a period of two years after The Association ceased to exist.

2.7.3

A member of The Association may obtain a copy of any part of the Register on payment of a fee as determined by the Board from time to time. Any such disclosure of information is restricted by, and shall remain consistent with, prevailing privacy laws.

2.7.4

The Executive Officer shall also maintain a Register of the names, residential and e-mail addresses of each person who is a member of the Board/ Committee; the date on which the person became a member, and such other particulars as may be required. The register shall show any change in the membership of the committee of The Association within one month after the change occurs.



2.8 Fees and Subscriptions

2.8.1

A member of The Association shall, on admission to membership, pay to The Association an entrance fee as determined by the Board from time to time

2.8.2

In addition to any amount payable by the member under sub clause 2.7.1 a member of The Association shall pay to The Association an annual membership fee as determined by the Board from time to time -

- Except as provided by paragraph (b), before the end of financial year, or
- If the member becomes a member on or after 1 July in any calendar year on becoming a member and then before the end of the succeeding financial year.

2.8.3

Life Members shall be exempt from the annual subscription, but shall be liable for all fees and levies

2.8.4

Where a special occasion demands, the Boards shall be empowered to strike a levy on all members. This special levy shall be put to The Association membership, which in turn may determine or reject the levy.

2.8.5

Active and Junior Active Members shall pay a levy to be determined each year by the Board. This fee shall be deducted from fees payable by the NRL or NSWRL as determined by the Board.

2.9 Entitlements and Eligibility of Membership

2.9.1

By paying the subscribed Annual Membership fee members will be eligible, but not necessarily limited to, the following benefits and privileges that membership of The Association allows.

1. Voting rights
2. Invitations to selected Social Functions organised by The Association
- 3 Eligibility for election to Board, Sub-Committee, Coaching and Match Day Assessor/Evaluator positions or any other duty or position required by the Board
- 4 Active Members, upon paying the prescribed levy shall be entitled to attend social functions without payment (except special functions where a levy has been determined by the Board or other social functions organised for specified members or groups.), insurance coverage, advocacy services at Judiciary or other hearings relating to matches, on and off field clothing as determined by the Board. Any Active Member who does not elect to pay the levy shall be deemed not to be a member of The Association and may be liable to all charges applicable for benefits acquired by financial members. They will also be ineligible to all other benefits and privileges afforded financial members.

2.10

Members' Liabilities

2.10.1

The liability of a member of The Association to contribute towards the payment of the debts and liabilities of The Association or the costs, charges and expenses of the winding up of The Association is limited to the amount, if any, unpaid by the member in respect of membership of The Association as required by Clause 2.7



2.11 Resolution of Internal Disputes

2.11.1

Disputes between members (in their capacity as members) of The Association, and disputes between members and The Association, shall be referred to a Community Justice Centre for mediation in accordance with the Community Justice Centre's Act 1983.

2.11.2 At least seven days before a mediation session is to commence, the parties shall exchange statements of the issues that are in dispute between them and supply copies to the mediator.

2.12 Disciplining of Members

2.12.1

A complaint may be made by any individual (whether a Member or not) to the Board in writing and personally signed by the complainant that a member of The Association has failed to abide by The Association's Code of Conduct. (See Section 4)

2.12.2

On receiving such a complaint, the Board shall act in accordance with the procedures specified in the Code of Conduct. The Board may, by resolution, take such action as provided for in the Code of Conduct after properly considering the matter in accordance with the procedures specified in the Code of Conduct.

2.13

Right of Appeal of Disciplined Member

2.13.1

A member may appeal against a resolution of the Board under clause 2.10 in accordance with the procedures in the Code of Conduct, and that appeal is heard in accordance with the procedures in the Code of Conduct. (See Section 4)



PART 3 The Board of Directors

3B Powers of the Board

3.1

The Board, subject to the Act, the Regulation and these rules and to any resolution passed by The Association in General Meeting

- Is to control and manage the affairs of The Association
- The Board may exercise all such functions as may be exercised by The Association, other than those functions that are required by these rules to be exercised by a General Meeting of members of The Association
- Has power to perform all such acts and do all such things as appear to the Board to be necessary or desirable for the proper management of the affairs of The Association
- Act in the best interest of The Association and its members at all time and also promote collaboration, co-operation and teamwork within the Board and sub-committees

3.2 Directors

3.2.1

Subject in the case of the first members of the Board to section 21 of the Act, the Board is to consist of five Directors.

- Chairman of the Board
- Director of Referee Development / Director of Affiliate Liaison
- Director of Marketing and Communication / Director of Member Services •
- Director of Finance
- Executive Officer

Each of whom is to be a Financial Member. All positions are to be individually elected at the Annual General Meeting of The Association under rule clause 3.3

The Board shall subsequently elect a Director to be the Deputy Chair, in addition to their other responsibilities. The Board shall maintain descriptions of the responsibilities of each Board position and of the Executive Officer.

3.2.2

Each member of the Board is subject to these rules to hold office until the conclusion of the Annual General Meeting following the date of the member 's election, but is eligible for re-election.

3.2.3

In the event of a casual vacancy occurring in the membership of the Board, the Board may appoint a member of The Association to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the Annual General Meeting following the date of the appointment.

3.2.4

Each Member of the Board and sub-committee member will be required to disclose any potential conflict of interest and will not be able to use his or her position or information for a dishonest purpose. Office bearers will be required to hand over any documents of The Association within 14 days of ceasing to hold office



3.3 Election of Directors

3.3.1

Nominations of candidates for election to the Board shall

- Shall be made in writing and be seconded in writing
- Shall not be a self-nomination
- Shall be delivered to the Executive Officer of The Association at least 28 days before the date fixed for the holding of the Annual General Meeting at which the election is to take place

3.3.2

If insufficient nominations are received to fill all vacancies on the Board, the candidates nominated shall be taken as elected and further nominations may be received at the Annual General Meeting.

3.3.3

If insufficient further nominations are not received, any vacant positions remaining on the Board are taken to be casual vacancies

3.3.4

If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be taken as elected

3.3.5

If the number of nominations received exceeds the number of vacancies to be filled a ballot shall be held

3.3.6

The ballot for the election of the Board is to be conducted at the Annual General Meeting by secret ballot for each position. Where there are more than 2 candidates for a position, the preferential voting method will be applied

3.3.7

To be eligible for election as a Director a member shall

- Be at least eighteen (18) years of age
- Be a resident of the State of New South Wales and be financially solvent
- Must not be a patient, protected or incapable person in terms of The Mental Health Act 1958
- Must not be excluded from being a Company Director under The Corporations Act 2001 and
- Must not be listed on the register of Child Sex Offenders

3.3.8

It shall be the responsibility of the Director to declare at the first convened meeting a possible conflict of interest they may have if elected to the Board. The Board may at their discretion declare that the conflict of interest may preclude that Director from fulfilling his/her duties as a Director. In such event the Board shall declare the position vacant and call for a new nomination or use its power under clause 3.3.3

3.3.9

Descriptions of Directors Roles and prescribed duties can be found in the '**Description Of Directors Roles Document**' (See Section 2)



3.4

Role of Executive Officer

It is the responsibility of the Executive Officer to

- Record all appointments of Directors and members of any other Sub-Committees,
- Record the names of members present at a Board meeting or a General Meeting,
- Keep minutes of all proceedings at Board meetings and General meetings.
- Be the Public Officer of The Association

3.5

Role of Director of Finance

It is the responsibility of Director of Finance to

- 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.

3.6

Appointment of representatives to New South Wales Rugby League General Committee

3.6.1

- The Board shall appoint one member of the Board to represent The Association on the New South Wales Rugby League General Committee (or equivalent body). This nomination may normally be the Chairman or Executive Officer

3.6.2

- The Board's appointments shall be consistent with any requirements of the New South Wales Rugby League in regard to eligibility

3.7

Casual vacancies

3.7.1

For the purposes of these rules, a casual vacancy in the office of a Director occurs if the Director

- Dies, or
- Ceases to be a member of The Association, or
- Becomes insolvent under administration within the meaning of the Corporations Law, or
- Resigns office by notice in writing given to the Executive Officer, or becomes a mentally incapacitated person, or
- Is absent without the consent of the Board from all meetings of the Board held during a period of 3 months, or from 3 consecutive Board meetings, whichever period is longer.
- or there are no nominations received by the due date required and subsequent consideration at the Annual General Meeting.

3.8

Removal of Board Member

3.8.1

The Association in a General Meeting may by Special Resolution remove any Director from office before the expiration of the Director's term and may by Special Resolution appoint another person



to hold office until the expiration of the term of office of the member so removed.

3.8.2

The Director to whom a proposed resolution referred to in clause (1) relates shall receive at least 7 day's notice of the intent to propose the resolution referred to in sub clause 3.8.1 This notice shall also include the reasons (in writing) for the proposed removal of the Board Member. If a member of the Board to whom a proposed resolution referred to in sub clause 3.8.1 relates makes representations in writing to the Board (not exceeding a reasonable length) and requests that the representation be notified to the members of The Association, the Executive Officer or the Chairman Of The Board shall send a copy of the representations to each member of The Association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

3.9

Board Meetings and Quorum

3.9.1

The Board shall meet at least 3 times in each period of 12 months at such place and time as the Board may determine

3.9.2

Additional Meetings of the Board may be convened by the Chairman of the Board or by any member of the Board

3.9.3

Oral or written notice of a Meeting of the Board shall be given by the Executive Officer to each member at least 7 days (or such other period as may be agreed on by the members of the Board) before the time appointed for the holding of the Meeting

3.9.4

Notice of a Meeting given under sub clause 3.7.3 shall specify the nature of the business to be transacted at the Meeting and no business other than that business is to be transacted at the Meeting, except business that the Directors present at the Meeting agree to treat as urgent business

3.9.5

Any 4 members of the Board constitute a quorum for the transaction of the business of a Meeting of the Board

3.9.6

No business is to be transacted by the Board unless a quorum is present and if, within half an hour of the time appointed for the Meeting, a quorum is not present, the Meeting is to stand adjourned to the same place and at the same hour of the same day in the following week, or as otherwise agreed by the members of the Board.

3.9.7

If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.

3.9.8

At a Meeting of the Board

- The Chairman Of The Board or, in the Chairman Of The Board's absence, the Deputy Chair is to preside
- If the Chairman Of The Board and the Deputy Chair are absent or unwilling to act as such, one of the remaining members of the Board as may be chosen by the members present at



the meeting is to preside

3.10 Delegation by Board to Sub-Committee

3.10.1

The Board may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of The Association as the Board sees fit) the exercise of such of the functions of the Board as are specified in the instrument, other than

- This power of delegation
- A function, which is a duty, imposed on the Board by the Act or by any other law

3.10.2

The sub- committee in accordance with the terms of the delegation may, while the delegation remains unrevoked, exercise a function the exercise of which has been delegated to a sub-committee under this rule from time to time

3.10.3

A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation

3.10.4

Despite any delegation under this clause, the Board shall continue to exercise any function delegated

3.10.5

Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the Board.

3.10.6

The Board may, by instrument in writing, revoke wholly or in part any delegation under this rule.

3.10.7

A sub-committee may meet and adjourn as it thinks proper

3.11 Board Voting and Decisions

3.11.1

Questions arising at a Meeting of the Board or of any Sub-Committee appointed by the Board shall be determined by a majority of the votes of members of the Board or sub- committee present at the Meeting. Each member present at a Meeting of the Board or of any sub-committee appointed by the Board (including the person presiding at the Meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote

3.11.2

Subject to sub clause 3.8.5 the Board or sub-committee shall act despite any vacancy on the Board or sub-committee.

3.11.3



Any act or thing done or suffered, or purporting to have been done or suffered, by the Board or by a sub-committee appointed by the Board, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Board or sub-committee.

3.11.4

Voting and decisions at Board Meetings, and the conduct of debate at Meetings, shall be as specified in the Standing Orders

3.12

Sub-Committees

3.12.1

Each Director, other than Chairman and Executive Officer, shall be responsible for overseeing sub-committees for their Directorships. Descriptions of sub-committee roles can be found in

'Description Of Directors Roles Document '

3.12.2

The Executive Officer shall forward expressions of interest to all eligible members to apply for a position on a sub-committee as soon as practicable after the Annual General Meeting. The Board shall determine all applications and decide on sub-committee positions. If insufficient applications are received, any vacant positions remaining on Sub- Committees are taken to be casual vacancies and The Board may appoint a member of The Association to fill the vacancy

3.12.3

Each member of a sub-committee is, subject to these rules, to hold the position until the conclusion of the Annual General Meeting following the date of the member's appointment, but is eligible to reapply each year

Part 4 General Meetings

4.1

Annual General Meetings - Holding Of

4.1.1

With the exception of the first Annual General Meeting of The Association, The Association shall, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of The Association, convene an Annual General Meeting of its members.

4.1.2

The Association must hold its first Annual General Meeting

1. Within the period of 18 months after it's incorporation under the act
2. Within the period of 6 months after the expiration of the first financial year of The Association.

4.1.3

Clauses 1 and 2 have effect subject to any extension or permission granted by the Director-General under section 26(3) of the Act

4.2

Annual General Meetings – Calling Of and Business At

The Annual General Meeting of The Association is, subject to the Act and to rule 21, to be convened on such date and at such place and time as the Board sees fit



4.2.1

In addition to any other business that may be transacted at an Annual General Meeting, the business of an Annual General Meeting is to include the items listed in the Standing Orders.

4.2.3

An Annual General Meeting must be specified as such in the notice convening it

4.3

General Meetings - Calling Of and Business At

4.3.1

As soon as practicable after the start of the financial year The Board shall specify a schedule of General Meetings for the ensuing year. The Board if necessary may convene additional General Meetings. In addition to any other business, which may be transacted at a General Meeting, the business of a General Meeting is to include the items listed in the Standing Orders.

4.3.2

The Board shall, on the requisition in writing of at least 5 members, convene a General Meeting of The Association.

4.3.3

A requisition of members for a General Meeting

1. Shall state the purpose or purposes of the Meeting
2. Shall be signed by the members making the requisition
3. Shall be lodged with the Executive Officer
4. Shall consist of several documents in a similar form, each signed by one or more of the members making the requisition

4.3.4

If the Board fails to convene a General Meeting to be held within one month after that date on which a requisition of members for the Meeting is lodged with the Executive Officer. Any one or more of the members who made the requisition may convene a General Meeting to be held not later than 3 months after that date

4.3.5

A General Meeting convened by a member or members as referred to in sub clause 4.3.4 must be convened as nearly as is practicable in the same manner as the Board convenes General Meetings.

4.4

Notice

4.4.1

Except if the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of The Association, the Executive Officer shall, at least 14 days before the date fixed for the holding of the General Meeting, give a notice to each member specifying the place, date and time of the Meeting and the nature of the business proposed to be transacted at the Meeting.

4.4.2

If the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of The Association, the Executive Officer shall, at least 21 days before the date fixed for the holding of the General Meeting, cause notice to be given to each member specifying, in addition to the matter required under sub clause 4.3.4 the intention to propose the resolution as a Special Resolution.

4.4.3

For an Annual General Meeting the date of the Meeting must be advised at least 45 days in



advance. The Executive Officer shall at least 14 days before the advised date give notice to each member specifying the place, date and time of the Annual General Meeting

4.4.4

A member desiring to bring any business before a General Meeting may give notice in writing of that business to the Executive Officer who shall include that business in the next notice calling a General Meeting given after receipt of the notice from the member. The Member should ensure that the notice is given to the Executive Officer in sufficient time to allow the business to be included in the notice calling the next General Meeting

4.5

Procedure

4.5.1

Procedure and Quorum for Annual General Meetings and General Meetings shall be as specified in the Standing Orders.

4.6

Presiding member

4.6.1

The Presiding Member at all Meetings shall be as specified in the Standing Orders.

4.7

Adjournment

4.7.1

Meetings may be adjourned as specified in the Standing Orders.

4.8

Making of decisions

4.8.1

The making of decisions at Meetings and the conduct of debate at Meetings shall be as specified in the Standing Orders.

4.9

Voting

4.9.1

Voting at Meetings and the conduct of ballots at Meetings shall be as specified in the Standing Orders

Part 5 Miscellaneous

5.1

Insurance

5.1.1

The Association may effect and maintain insurance as required

5.2

Funds – source

5.2.1



The Financial Year of The Association shall commence on the first day of November each year and end on the thirty-first day of October the following year

5.2.2

The funds of The Association shall derived from entrance fees and annual subscriptions of members, donations, sponsorship, grants from the controlling Rugby League bodies and subject to any resolution passed by The Association in General Meeting, such other sources as the Board determines

5.2.3

All money received by The Association shall be deposited as soon as practicable and without deduction, to the credit of The Association's Bank Account

5.2.4

The Association shall as soon as practicable after receiving any money issue an appropriate receipt

5.3

Funds Management

5.3.1

Subject to any resolution passed by The Association in General Meeting, the funds of The Association shall used in pursuance of the objects of The Association in such manner as the Board determines

5.3.2

The Board shall appoint each year, two members to audit the books of The Association from time to time as determined in clause 5.12.1

5.3.3

In addition to the auditors appointed in sub clause 5.3.2, The Association may employ external auditors.

5.3.4

A member or members of the Board or employees of The Association, being authorised to do so by the Board, must approve all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments in accordance with contemporary audit guidelines

5.4

Alteration of objects and rules and other Association Documents

5.4.1

The statement of objects and these rules may be altered, rescinded or added to only by a Special Resolution of The Association as detailed in Part 5.5

5.4.2

No amendment or alteration of these Objects and Rules shall have any force or effect unless and until it has been approved by the New South Wales Rugby League or its equivalent successors and only when the alterations are lodged with the NSW Office of Fair Trading on the appropriate form

5.5

Special Resolution

5.5.1

A resolution of The Association is a Special Resolution if it is passed as specified in the Standing



Orders.

5.5.2

A special resolution must be passed at a General Meeting in the following manner

- Written notice must be given to members specifying the intention to propose the resolution as a Special Resolution at least 21 days prior to the date of the General Meeting
- The notice must set out the proposed resolution and a quorum must be present at the meeting
- At least three-quarters of those members voting must vote in favour of the resolution for it to be passed. The votes must be in person at the General Meeting or by proxy, if allowed by the rules

5.5.3

A declaration by the person chairing the meeting that the Resolution has been carried, as a Special Resolution is to take evidence of that fact unless during the meeting at which the Resolution is submitted a poll is demanded

5.5.4

If it is not possible or practicable for a Resolution to be passed as described above (e.g. if The Association wishes to put the Special Resolution to members by way of a postal ballot) a request may be made to the Registry of Co-operatives and Associations for permission to pass the resolution in a manner that suits the situation of The Association.

5.6

Executing Documents

5.6.1

The use of a common seal to execute documents is no longer a requirement. Two authorised signatories may sign documents. The Public Officer will be an authorised signatory by virtue of that officer

5.7

Custody of books

5.7.1

The Executive Officer shall keep custody of or control of all records books and other documents relating to The Association with the exception of the finance books that shall be kept in the custody or control of the Director of Finance

5.8

Inspection of books

5.8.1

The records, books and other documents of The Association must be open to inspection with no charge to a member of the Association at any reasonable hour

5.9

Service of Notices

5.9.1



For the purpose of these rules, a notice may be served on or given to a person

- By delivering it to the person personally
- By sending it by pre-paid post to the address of the person
- By sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice

5.9.2

For the purpose of these rules a notice is taken unless the contrary is proven given or served :-

- In the case of a notice given or served personally, on the date on which it is received by the addressee
- In the case of a notice sent by pre-paid post, on the third (seventh, if posted to or from a place outside Australia) day after posting
- In the case of a notice sent by electronic transmission (other than facsimile), on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date
- In the case of a facsimile transmission, on production of a transmission report by the machine from which the facsimile was sent which indicates that the facsimile was sent in its entirety to the facsimile number of the recipient

5.10

Public Officer

5.10.1

The Board shall appoint and ensure that The Association has a Public Officer at all times. The Public Officer shall be the Executive Officer, unless the Board determines otherwise. To be eligible for an appointment as Public Officer a person must

- Be at least eighteen (18) years of age
- Be a resident of the State of New South Wales
- Be financially solvent
- Must not be a patient, protected or incapable person in terms of the mental health Act 1958
- Must not be excluded from being a Company Director under Corporations Law
- Must not be listed on the Register of Child Sex Offenders

5.11

Patron

5.11.1

Nominations for patron(s) (2 Maximum) of The Association will be taken from the floor at the Annual General Meeting. The election of patron(s) will be by a simple majority.

5.12

Honorary Auditors

5.12.1

Nominations for Honorary Auditors (2) will be taken from the floor at the Annual General Meeting. Those members receiving the most number of votes, by a simple majority, will be taken as elected.

5.13

Honorariums

5.13.1



All Board members shall be eligible to receive an honorarium for their services to The Association during their term as a Director.

5.13.2

The honorarium paid to each Director shall be decided by the members at the final meeting of The Association in each year, the sum of which will be determined by the funds available and a recommendation from the Director of Finance whether an increase is reasonable or not

5.13.3

The Chairman shall vacate the Chair and Deputy Chairman shall Chair the discussion of honorarium payments with the members. All Directors shall leave the meeting room while discussions take place

5.13.4

Members shall then move that the honorariums be increased, decreased or stay the same for each and every Director or individual Director.

5.13.5

The Board may recommend to the meeting that other members of The Association receive an honorarium during a given year. This is to be determined as a sub clause

5.14

Appointment Of Ancillary Positions

5.14.1

The Executive Officer shall liaise with the Referees High Performance Manager regarding the following positions

- Coach of NSWRLRA Junior Development Squad

Position overviews and required qualifications for this position can be found in Annexure A of the "Description of Directors Roles Document"

5.14.2

The Referees High Performance Manager shall call for applications for the position from members citing the required qualifications for the position. This shall be done as soon as practicable after the completion of the NSWRL competitions. The NSWRL Referees High Performance Manager shall consider all applications and refer the selected nominee or nominees for ratification by the NSWRL or other governing body

5.15

Affiliation

5.15.1

The Association may grant affiliation to any NSW, Metropolitan or District Rugby League Referees Association formed for the main purpose of providing refereeing officials within that particular Rugby League District. An Annual Affiliation Fee shall be payable to The Association by each Affiliate Association and that fee shall be determined by the Board by recommendation. The Association will also act as a collective voice for all Referees' Associations in New South Wales except those overseen by the Country Rugby League Referees Association

5.15.2

By affiliation Associations may be entitled to receive financial assistance in the form of Grants to assist with Administration expenses and for Coaching and Development. Associations must apply in



writing when requested by the Board for any Grant and address the required criteria as determined by the Board. Affiliation shall also provide Association's to seek assistance from The Association in such areas as Coaching and Development, administrative matters, conflict and dispute resolution or other matters that the Board deems suitable and with which it is qualified to assist. Affiliated Associations are also entitled to attend Annual General Meetings and General Meetings of the Association and appoint a delegate to vote at such meetings on behalf of the members of that Association. However, Delegates from Affiliated Associations are ineligible to vote on alterations to the Association's Code of Conduct or Standing Orders.

5.15.3

The Constitution or Memorandum and Articles of each Affiliate Association and any rules and/or regulations made thereunder shall be in such terms as are approved by the Board of the Association and in accordance with the Associations Incorporation Act of 1984 if appropriate. Any proposed alteration, amendment, addition or deletion from any such Constitution, Memorandum and Articles of Association and rules or regulations shall be submitted to the Board of the Association for its approval which must be given in writing and delivered to that Affiliated Association prior to any alteration, addition or deletion becoming operative. The Board of the Association shall be entitled to give or refuse such approval at its discretion and on whatever terms and conditions it sees fit

5.15.14

The Association shall have the authority to override or amend any decision made by an Affiliated Association if it deems that the decision or action is to the detriment of refereeing and not in the spirit of or best interests to Rugby League competitions within that Association and appears to be in contradiction to the affiliates Mission Statement and or Objective and Rules. Associations shall also submit to the Board any proposal to change or alter on field referees gear/uniform/strip.

5.15.15

Affiliated Associations shall within seven (7) days of notice inform The Association of any member that has been suspended, disciplined or has had membership terminated for a breach of any rules or regulations. Affiliates should also inform The Association of any relevant issues involving refereeing or administrative matters that may be of interest to kindred Associations

5.15.6

If an Association fails to pay the determined fee or by action or inaction on behalf of their Committee or Board causes that Association into disrepute or fails to abide by any decision imposed by the NSWRLRA, after all due process has been completed shall no longer be an Affiliated Association of the NSWRLRA. This will make The Association ineligible for any Grants or other financial assistance and may exclude any members of that Association being nominated to the squad of the Junior Development Referees.



Appendix 1

Rule 3 (1)

Application For Membership Of Association

New South Wales Rugby League Referees Association Incorporated (incorporated under the Associations Incorporation Act 1984)

_____ Full name of applicant

_____ Address

_____ Occupation

Hereby apply to become a member of the above named Incorporated Association. In the event of my admission as an Honorary Member, I agree to be bound by the rules of the Association for the time being in force

Signature of applicant _____

Date _____

Name I, the Proposer, am a member of the _____ Association

I nominate the applicant, who is personally known to me, for Honorary Membership of the Association.

Signature of Proposer _____

Date _____



Section 2

Description of Directors' Roles For the New South Wales Rugby League Referees' Association Incorporated

VERSION : March, 2018

Chairman of the Board

General Description

- To represent the Association in the capacity of its most Senior Office Bearer, and act as Chair at all meetings

Duties described in Rules and Objectives

- To Chair meetings of the Board, Annual General Meetings and General Meetings
- To act in place of the Executive Officer in certain circumstances

Other Sample Duties -

- To provide leadership
- Promote collaboration, co-operation and teamwork within the Board of Directors
- To delegate
- To form partnerships for mutual benefit
- To liaise with the NRL, NSWRL, CRL, ARLRA and other significant bodies in the Game .
- Act always according to the Rules and Objects of this Constitution

Sample Sub-Committee Chairmanship

May sit on all subcommittee meetings in an advocacy and advisory role

Executive Officer

General Description

- To co-operate with all Directors and implement the policies and priorities of the Board with particular reference to the Strategic Management Plan.
- Manage the affairs of the Association.

Duties described in Rules and Objectives

- Record all appointments of Directors and members of any other Sub-Committees.
- 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.
- Act as the Public Officer of the Association



Other Sample Duties -

- Manage the Association's diary
- Provide a first and single point of contact to the Association.
- Handle perfunctory correspondence and other routine affairs
- Keep abreast of all developments relevant to the Association
- Provide support to other Directors in performing their roles
- Develop a job description for a future full or part time paid Executive Officer role.
- Liaise with Men of League organisation informing them of members who are in need of Men of League welfare provisions

Sample Sub-Committee Chairmanship

Assistant Executive Officer –(Minutes Secretary)

Director of Referee Development and Affiliate Liaison

General Description

To take responsibility for the most significant portfolio for achievement of the Association's goal, Referee development

Duties described in Rules and Objectives

Nil

Other Sample Duties

- To oversee the Association's Referees Development Program
- Assistance to Affiliated Associations with District Referee Development
- Interaction with the coaches of the Junior Representative Squad
- Interaction with the coaches of the Graded Referees
- Appointment as a Match Day Assessor/Evaluator
- Participation in the process whereby Graded Referees are appointed to the National Rugby League competitions
- Liaison with the High Performance Manager of the NSWRL Referees Development Unit
- Manage the Association's involvement in the National Referees Accreditation Scheme
- To participate in the selection and the evaluation of the performance of employed Referee coaches
- To develop strategies and policies to enhance all Active Referees' skills and knowledge. This shall include proper Coaching methods and training.
- To ensure Match Day Assessors adhere to their obligations in providing timely evaluation and assessment of a referee's performance.
- Liaise as required with the NRL Elite Performance Manager and High Performance Manager of the Intrust Super Competition.

Sample Subcommittee Chairmanship Referee Development Committee

- To include Head coach of Junior Development Squad, NSW Cup Squad or equivalent and NRAS Coordinator (National Refereeing Accreditation Scheme)
- The Committee is to develop strategies and policies to enhance all active referees' skills and knowledge
- This includes appropriate coaching methods and training
- Also ensure Match Day Assessors (or equivalent) are given the necessary information and expertise to give proper advice and mentoring to referees
- Give advice and assistance to Affiliated Associations on recruitment, retention and development



Seminar committee

Assist in Seminars and other relevant Courses for members and Affiliated Associations.

General Description Affiliate Liaison

To provide advice and support to Affiliated Associations to assist them to achieve their objectives.

Duties prescribed in Rules and Objects- Nil

Other Sample Duties

- Implement support programs specifically for Affiliates
- Implement communication programs specifically for Affiliates
- Develop and measure performance of Affiliates
- To provide a collective voice to the NSWRL on behalf of Affiliates
- Organise Affiliated Associations Executives meetings during season

Sample Sub-committee Chairmanship

Affiliate Liaison Committee

- The role of the committee will be to act as the initial contact for Affiliates and the NSWRLRA.
- Implements and arranges support and communications programs for Affiliates and provides assistance with any problems arising or seeking assistance on matters pertaining to administration of the affiliate Association
- Attend meetings of affiliated Associations and keep them informed of decisions made by the Board that may affect affiliates
- Arrange Affiliated Associations Executives meetings When necessary and plan and organise (with assistance from Annual Conference Committee) annual Conference for all affiliates

Seminar Committee

- Arrange seminars and other relevant courses for members and Affiliated Associations.

Director of Marketing and Communication and Member Services

General Description

- To ensure that the Association's mission, goals, performance and achievements are widely promoted and acknowledged by all stakeholders in the Game, and that their view of the Association is positively influenced
- Duties prescribed in Rules and Objectives -Nil

Other Sample Duties

- To develop marketing programs to influence key stakeholders in the NRL, NSWRL, CRL, , other State Referee Associations, Affiliate associations, and the wider Rugby League Community
- To develop communication programs to support the marketing programs in press releases,



website material, email updates, newsletters

- To support the communication programs with creative and technical writing and maintain an archive of the Associations history by way of media articles, photographs, meeting minutes and any other documents deemed suitable

Sample Sub Committee Chairmanship - Website Committee

- Maintain the Associations website and ensure all information contained is relevant, current and regularly updated

Sponsorship Committee

- Seek out suitable sponsorship arrangements with businesses/organisations for the benefit of the Association and members. To seek preferential offers and arrangements for members

Historian

- Maintain historical records of the Association and store them in a safe and secure location. This includes all forms of recorded information such as reports, written correspondence. Meeting minutes, photographs and video/film archives

Director Member Services

General Description

- To develop services for all members which make membership attractive and valuable
- Duties prescribed in Rules and Objectives – Nil

Other Sample Duties Social Committee

- Assist Director with various social functions approved by the board.

Peer Support and Welfare Committee

This committee is intended to take care of the welfare of all the members by providing support services to members who are ill or convalescing from illness.

Also offer appropriate advice or referral to members with regard to refereeing career setbacks. To fulfill these objectives the Committee should be able to -

- Visit sick or elderly members to provide moral support.
- Encourage members to communicate initially with the Executive officer or Director of member Services to advise of any members who may be ill or in need of assistance.
- Establish a liaison with partners of deceased members.
- To provide peer support to Active Members who may be experiencing difficulty in fulfilling appointments or have been appointed to a lower Grade. Offer support service between Coaching staff and Active Members.
- Represent the Association at Funeral Services.
- Numbers shall not limit the Committee. Experience in Peer Support Training
- Would be an advantage however not a pre-requisite

Director of Finance

General Description

Plan for & manage all financial resources.

- Duties Prescribed in Rules and Objects
- Ensure that all money due to the Association is collected and received and that all



payments authorized by the Association are made.

- Ensure that financial records are kept showing the financial affairs of the Association
- In accordance with the Australian Accounting Standards, including full details of all receipts and expenditure connected with the activities of the Association

Other Sample Duties

- To develop funding strategies and budgets
- To develop attractive funding proposals to secure funds
- To set priorities for the use of funds
- To ensure appropriate audit standards are in place
- To ensure appropriate Insurance and Risk Management arrangements are in place

Sample Subcommittee Chairmanship Workplace Relations & Fees Committee

- To provide advocacy services for match fees and fairness provisions
- To formulate proposals to submit to the relevant Leagues with regards to fees and allowances
- Assist in the negotiation of District match fees and sponsorship grants
- The Committee is to be comprised of at least two active graded members

N.R.A.S. Coordinator and Accreditation Committee

- Participate in the organisation and planning of for NRAS courses to be conducted at various times during the year.
- Liaise with District Association Providers to ensure district referees are properly accredited and assist in having members gain the next level of accreditation.



ANNEXURE A

Position overviews and required qualifications

Job Description

Coach NSWRLRA Junior Development Squad

Qualifications Essential-CMO Level 2 Coach

- Essential -Member of the NSWRLRA
- Essential - Minimum NRAS Accreditation Level 3
- Preferred - Demonstrated coaching record within Rugby League refereeing

Description

The coaches of the Junior Representative Development Squad shall be responsible for the below -

The coaching of referees within the squad to develop individual skills which are required to referee Junior Representative Rugby League

- The ability to assess the performance of referees both on game day and in post match de-briefs. Such de-briefs to be conducted on a regular basis at a time and place convenient to both the referee and the coach
- Monitor the ongoing performance of referees within the squad
- Mentor Match Day Assessors
- Assist with appointing referees to trial and competition fixtures
- To cooperate with District Associations to ensure that prospective talent is identified and be given the opportunity to participate in the squad

Job Description

Match Day Assessors

NSWRLRA Junior Development Squad

Qualifications

- Essential - Level 1 Coach
- Essential - Member of the NSWRLRA



- Essential - Minimum NRAS Accreditation Level 2
- Desired - Undertaken a similar role such as Advisory Board Member or the like.

Description - The Match Day Assessors shall be responsible for co-operation with The Referee's High Performance Manager

- Assistance of the development of referees at the Junior Representative level
- Provide advice through mentoring
- Liaise with the Coaches and in relation to the performance of referees
- Attend matches conducted by the NSWRL known as Junior Representative Matches and other such games as allocated to these squad members
- On match day attend a ground and assess the performance of the officials in relation to the Key Indicators
- Complete a post match discussion with the officials before leaving the ground
- Further complete an analysis of the performance of the officials by DVD review
- Conduct a post match review of the performance with those officials preferably in person but at least by telephone
- Be prepared to contact the Coaches as often as necessary to convey various thoughts about the performance of the officials
- Attend group MDA officials meetings when required

This role requires high communication skills both verbal and written



Standing Orders

Version - September 2016

Part 1 Meeting Time and Place

1.1

Unless otherwise provided by these rules or specifically authorised by the Board meetings shall

- Commence after 5pm on a weekday or 9am on a weekend
- Consider no new business after 10:00 pm
- Adjourn before 10:30 pm
- Be held at a location that is open and accessible to all members of the Association

1.2

The meeting should begin as soon as a quorum is present at the designated venue, at or after the advertised starting time.

Part 2 Quorum

2.1

No item of business is to be transacted at a General Meeting unless a quorum of members entitled under these rules to vote is present during the time the Meeting is considering that item

2.2

Twenty members present in person 'being members entitled under these rules to vote at a General Meeting' constitute a quorum for the transaction of the business of a General Meeting. Members may vary this quorum by a resolution, which becomes effective from the following Meeting

2.3

If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the Meeting -

- If convened on the requisition of members, is to be dissolved
- In any other case is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the Meeting or communicated by written notice to members given before the day to which the Meeting is adjourned) at the same place

2.4



If at the adjourned Meeting a quorum is not present within half an hour after the time appointed for the commencement of the Meeting, the members present (being at least 10) is to constitute a quorum

Part 3 Presiding Member

3.1

The Chairman of The Board is to preside as Chairperson at each General Meeting and Board meeting of the Association

3.2

If the Chairman of the Board is absent or unwilling to chair the meeting, then the Deputy Chairperson is to assume the Chair.

3.3

If both the Chairman of the Board and Deputy Chair are either absent or unwilling to assume the Chair, the members present shall elect one other Director who is present to preside as chairperson at the meeting.

3.4

The duly elected Director shall commence the meeting without further delay.

Part 4 Order of Business

4.1

The usual Order of Business for a General Meeting shall be -

- Guest Speakers, if any
- Minutes Silence | Motions of Condolence
- Confirmation of Minutes for previous meeting
- Items arising from Minutes of previous meeting
- Confirmation of Board Meeting minutes
- Items arising from Minutes of previous Board meeting
- Correspondence
- Reports
 - Chairman of The Board
 - Executive Officer
 - Director of Finance
 - Director of Member Services. Director of Marketing and Communications.
 - Director of Coaching and Development. Director of Affiliate Liaison
 - Any other Reports
- Items arising from reports
- Notices of Motion
- General Business



4.2

The usual order of Business for an Annual General Meeting shall be

- Motions of Condolence
- Apologies
- Confirmation of Minutes for previous Annual General Meeting;
- Correspondence
- Chairman's address
- Adoption of Annual Report
- Adoption of Financial Statement & Auditors Report
- Election of Board Members
- Notices of Motion
- Board recommendations
- Life Membership recommendations
- Announcements

4.3

The order of business of an Association meeting may be altered by resolution of that meeting.

Part 5

Notice of Motion

5.1

A member may give notice of a motion to place business on the agenda paper for the next Association meeting

5.2

A member may give notice of motion for the purpose of rescinding and/or amending any motion carried at a meeting of the Association and this is called a rescision motion

5.3

A rescision motion placed on notice does not nullify the decision of the motion it seeks to rescind until the rescision motion itself is carried at the subsequent meeting

5.4

A motion of notice must be read to the meeting and handed to the Chair. The Chair may not allow discussion of the motion at the meeting at which the motion is placed on notice

5.5

Motions of notice take precedence in the next meeting over other motions and must be dealt with in the order they were placed on notice, unless otherwise ordered by the meeting

5.6

If the mover in whose name the motion on notice stands is not present, then the motion shall lapse

6.1 The Rules of Debate

The Rules of debate are as follows:-

- A motion must be moved and seconded
- A motion must be clear in its meaning, and not be a rescision of a previously passed motion



unless notice has been given as per Clause 5.2

- The mover speaks to the motion
 - The seconder may speak or choose to "reserve their right" and speak later in the debate;
 - Once a motion has been proposed and seconded, leaving out, substituting or adding words may amend it. An amendment must be clear in its meaning. Any amendment which is a direct negative to a motion, or which does not preserve the substance of the original motion must be ruled out of order by the Chair and may not proceed
-
- If the amendment is acceptable to the mover of the original motion, then the amendment is incorporated into the motion and debate continues on the motion as amended
 - If the amendment is not acceptable to the mover of the original motion, then debate on the original motion ceases, and debate takes place on the amendment
 - Only one amendment may be considered at any time. Debate on the amendment continues until it is won or lost. If the amendment is won, it becomes the motion and debate continues on the motion as amended. If the amendment is lost, debate continues on the original motion, unless a further amendment is moved
 - Speakers speak in succession for and against the motion or the amendment
 - Right of reply by the mover of the original motion;
 - Vote on motion (or motion as amended as the case may be)

Part 7

Speaking to a Motion

7.1

Any member desiring to propose a motion or an amendment or to discuss the matter under consideration must notify the Chair of their intention to speak. The Chair calls upon the speakers in succession and as far as possible in the order that they notify the Chair

7.2

No member may speak more than once to any motion or amendment before the Chair unless by way of personal explanation or with the consent of the meeting

7.3

Any member wishing to speak to a motion shall rise to their feet when called upon by the Chair to speak

Part 8

Conflict of Interest

8.1

Any member wishing to speak to a motion, in which they have a personal or professional conflict of interest, shall declare such interest before they speak.

8.2

Conflicts of interest shall include but are not limited to issues of employment (either full or part time), shareholdings and memberships

8.3

Any member having a conflict of interest in any matter before a Board or General Meeting must also declare their interest prior to any vote being made on the matter in question



Part 9

Right of Reply

9.1

The mover of the original motion has the right of reply. No further discussion shall be allowed after the mover has replied

Part 10

Speakers Time

10.1

In debate the mover is allowed five minutes for speaking in support of their motion, subsequent speakers three minutes and the mover three minutes in reply. The time of discussion is limited to twenty minutes for each motion, unless extended by motion.

Part 11

Speakers in Succession

11.1

No more than two members may speak in succession on one side, either for or against any motion before the meeting. If at the conclusion of the second speaker's remarks and no member rise to speak on the other side, the motion or amendments shall be put to the meeting after the mover has replied.

11.2

The Chair may test whether there is opposition to a motion prior to any speeches and if and other is no objection from any member, may put the motion without debate.

11.3

If after the mover and seconder have spoken for a motion and there is no speaker in opposition, the mover shall have no right to reply and the motion shall be put without further discussion.

Part 12

Lapsed Motion

12.1

Any motion or amendment not seconded may not be further debated, but lapses.

Part 13

Right to be Put

13.1

A member shall have the right at any time during the debate to move "That the motion now be put" provided that at least two speakers have spoken for and two against and this motion shall be submitted by the Chair to the vote without further discussion

13.2

If passed, the Chair shall put the motion under discussion to the meeting without further debate except that the mover has the right of reply

Part14

Putting the Motion

14.1

Immediately the debate on a motion shall be concluded that the Chair shall put the motion to the meeting in a distinct and audible manner. The motion being put shall be resolved in the affirmative or negative by the voices, unless a show of hands or a secret ballot is requested by any Member

14.2

No member shall speak on any motion after the Chair has put the motion to the vote



Part 15

Call to Order

15.1 When the Chair calls the meeting to order during a debate all members whether speaking or proposing to speak, must sit down and the Chair must be heard without interruption

Part 16

Point of Order

16.1

No member when speaking may be interrupted unless a member calls a point of order when the speaker must sit down and the member calling the point of order must be heard.

16.2

A point of order may only be made on a matter of procedure and may not debate the motion. The member calling a point of order must state immediately and succinctly which part of these Standing Orders is no

16.3

The Chair may either hear further discussion or decide at that stage, but the Chair must rule on the point of order before debate is resumed

Part 17

Dissent from Chairs' Ruling

17.1

Any member dissatisfied with the Chair's ruling may move a motion of Dissent in the following terms:

"That the Chair's ruling be dissented from"

17.2

In such a case the Chairperson shall step aside and the Deputy Chairperson shall assume the Chair for the dissent vote

17.3

If the Deputy Chairperson is unable or unwilling to assume the Chair, the members present shall elect another Board member to chair the dissent vote.

17.4

The mover may speak for one minute and then the Chairperson may speak for one minute, stating their reasons for the ruling given.

17.5

The motion must then immediately be put to the meeting, without further discussion the following form

"The motion is that the Chair's ruling be upheld"

At the conclusion of the vote the original Chairperson shall resume the Chair and the meeting shall proceed as resolved by the meeting.



Part 18

Voting

18.1

On any question arising at an Affiliated Body delegate has one vote only

18.2

Each Affiliated Body shall be entitled to exercise one delegate's vote only

18.3

The only exception to votes cast in accordance with Section (18.1) is that Delegates from Affiliated Bodies are ineligible to vote on alterations to the Association's Code of Conduct or Standing Orders

18.4

All votes must be given personally. Proxy voting is not permitted

18.5

In the case of an equality of votes on a question at a general meeting, the Chairperson is entitled to exercise a second or casting vote

18.6

If the Chairperson has a Conflict of Interest relating to the resolution of a vote at a meeting, the Chairperson shall vacate the chair whilst the vote is conducted and the Deputy Chairperson shall act as Chairperson for the vote in question

18.7

Should the Deputy Chairperson be unable or unwilling to assume the Chair, as specified in clause the meeting shall elect one of the remaining Directors to act as Chairperson for the vote in question

18.8

If the Chairperson is contesting a ballot at an Annual General Meeting the Chairperson shall vacate the Chair whilst the ballot is conducted and the Returning Officer shall act as Chairperson for the ballot in question

18.9

If the Chairperson is contesting a ballot (other than at an Annual General Meeting), the Chairperson shall vacate the Chair whilst the ballot is conducted and the Deputy Chairperson shall act as Chairperson for the ballot in question.

18.10

Should the Deputy Chairperson be unable or unwilling to assume the Chair as specified in clause 18 the Returning Officer shall act as Chairperson for the ballot in question

18.11

A member is not entitled to vote at any meeting of the Association unless all money due and payable by the member to the Association has been paid, other than the sum of the annual subscription payable in respect of the then current year

18.12

A question arising at a General Meeting of the Association is to be determined on a show of hands unless, before or on the declaration of the show of hands any Member demands a secret ballot

18.13

A declaration by the Chairperson that a resolution has, on a show of hand been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution



18.14

At a general meeting of the Association a secret ballot may be demanded by the Chairperson or by any member present at the meeting

18.15

If a secret ballot is demanded at a general meeting the secret ballot must be taken

- Immediately in the case of a secret ballot which relates to the election of the Chairperson of the meeting or to the question of an adjournment, or In any other case
- In such manner and at such time before the close of the meeting as the chairperson directs

18.16

The resolution of the secret ballot on the matter is taken to be the resolution of the meeting on that matter

18.17

During the conduct of a ballot no member, delegate or visitor shall enter or leave the meeting room

18.18

Prior to any ballot being taken the Chairman shall ask any members present who has omitted to sign the Attendance Register, to sign and he/she will be included in the number eligible to vote

Part 19**Conduct of Secret Ballot****19.1**

If a secret ballot is to be taken, the Chair shall request nominations for two Scrutineers who shall count all ballots cast

Scrutineers must meet the following criteria

They shall

- Be Life Members of the Association
- They shall be ineligible to stand for any ballot on which they are acting as a Scrutineer
- Their appointment is to be confirmed by the meeting prior to acting a Scrutineer

19.2

The Scrutineers shall be responsible for the distribution and collection of ballot papers to all eligible voters and the counting of votes cast once all ballot papers have been collected

19.3

The Chair shall also appoint a Returning Officer who shall supervise the ballot counting. The Returning Officer must meet the following criteria

- They shall be a Life Member of the Association
- They shall be ineligible to stand for any ballot on which they are acting as a Returning Officer
- Their appointment is to be confirmed by the meeting prior to acting as a Returning Officer

19.4

The Returning Officer shall confirm the result of any ballot and nominate the winner to the Chair prior to the result being declared by the Chair. The Returning Officer shall also responsible for declaring the validity of any and all ballots cast

19.5

The Returning Officer shall seek a motion from the floor that when all voting has been completed all ballot papers be destroyed prior to the conclusion of the meeting



Part 20

Special Resolution

20.1

A resolution of the Association is a Special Resolution

- A. If It is passed by a majority which comprises at least three quarters of eligible members of the Association who vote in person at a General Meeting of which at least 21 'days' written notice specifying the intention to propose the resolution as a special resolution was given
- B. Where it is made to appear to the Director General of the NSW Department of Fair Trading that it is not practicable for the resolution to be passed in the manner specified in paragraph (a) if the resolution is passed in a manner specified by the Director-General.
- C. The Associations Incorporation Act, 2009 requires that certain decisions be made by way of a Special Resolution. A Special Resolution is always required for –
 - Changing the association's name
 - Changing the association's rules
 - Changing the association's objectives
 - Amalgamating with another incorporated association
 - Voluntarily winding up or canceling the association and distributing property,
 - Applying for registration as a cooperative or a company.

The rules of the association may indicate other situations that require a special resolution.

Part 21 Closure of Meeting

21.1

Night meetings must close by 10.30 pm and all business transacted after that hour will be null and void

Part 22 Suspension of Standing Orders

22.1

A majority of the members present for the meeting may move to suspend any standing order/s for the purpose of re-opening any motion previously dealt with at that meeting or for the consideration of urgent business

Part 23 Presence at Meeting

23.1

Any member or applicant for membership shall be deemed to have been present at a meeting of the Association if they shall have signed the official attendance book during the meeting The Chairman of the Board shall sign at the conclusion of the meeting

23.2

Members noted, as present in the Attendance record shall remain in attendance until the commencement of General Business to have their attendance acknowledged

23.3

Any member wishing to leave a meeting prior to the commencement of General Business shall seek leave from the Chairman prior to leaving. If such leave is granted, that member's attendance shall be noted for the duration of the meeting.



23.4

Any member who has omitted to sign may be held to have attended such meeting on production of satisfactory evidence of attendance

23.5

Any member who signs the Attendance Record but leaves a meeting prior to the Commencement of General Business shall be deemed to have been absent from the meeting, unless a satisfactory explanation is provided to the Board

23.6

Any member who is absent from an Association meeting due to a requirement to undertake business for either the Association, or the governing Leagues shall be noted in the Attendance records as being absent on official league business

23.7

Such absence is to be considered as attendance at the particular meeting, for Attendance Record purposes

Part 24

Suspension by the Chair

24.1 Any member, delegate or visitor guilty of unruly or disorderly conduct or attending a meeting in an intoxicated state may be excluded either by the Chair or by resolution of the meeting

Part 25

Adjournment

25.1 The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

25.2

If a general meeting is adjourned for 14 days or more, the Executive Officer must give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting

25.3

Except as provided in clauses (25.1) and (25.2) the notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given

Part 26

Meeting Conduct

26.1

Unless otherwise agreed to by a majority of members present, no one in attendance shall consume food or alcohol or smoke during a meeting.

26.2

All members shall refrain from talking amongst each other and give due consideration and not interject or disrupt the speaker or person addressing the meeting except if calling a point of order in accordance with Part 16.1 of these Standing Orders

Part 27

Notice

27.1

If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Executive Officer must, at least 21 days before the date fixed for the holding of the general meeting, give notice to each member specifying, in addition to the matter required under paragraph 27.2, the intention to propose the resolution as a special



resolution. No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting. Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Executive Officer must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

27.2

A member desiring to bring any business before a general meeting may give notice in writing of that business to the Executive Officer who must include that business in the next notice calling a General Meeting given after receipt of the notice from the member.

Part 28

Changes to the Standing Orders

28.1

The Board through Special Resolution must recommend alterations to The Standing Orders to a General Meeting as per paragraph 5.4.2

28.2

The Standing Orders may also be changed by way of a motion from the floor at any Association General Meeting or by motion received via written correspondence received by the Executive Officer at least 7 days prior to the next available General Meeting. Any such motion requires a simple majority of eligible voting members present at that meeting to be passed.



Code of Conduct
For the
New South Wales
Rugby League Referees' Association
Incorporated

Version – September 2016

**The definitions stated in the Constitution of The NSWRL Referees Association
also apply to this document.**

Part 1 **Scope**

1.1

All members of the New South Wales Rugby League Referees' Association Inc. (the Association) shall be bound by this Code of Conduct and agree that by their continued membership of the Association, they accept the spirit and intent of this Code and agree to be bound by it.

1.2

The spirit and intent of this Code is to outline to all members what is expected from them with respect to their behaviour as referees and members of this Association

1.3

The Code shall ensure that all members of the Association are able to enjoy their refereeing, training and Association social activities free from harassment and discrimination

1.4

By reading and acknowledging this Code Members will be well aware their obligations to their fellow members and the Association

Part 2 **Duties and Obligations of Referees**

2.1

All members will to the best of their ability fulfill all appointments given to them by the New South Wales Rugby League, NRL, Referees Coaching Coordinator, Association Coach, Match Day Assessor/Evaluator or any other authorised officer of the Association, NRL Referees Coordinator or other controlling or governing body

2.2

All members are to be present at their appointed venue at a suitable time prior to the scheduled



start time of their first appointment, in accordance with instructions issued by officials outlined in 2.1 above

2.3

In the event that a member of this Association is unable to complete an appointment that they have commenced due to illness or injury and no "stand-by" official is available, members of this Association should make themselves available to complete that appointment or as directed by the Association Coach or Match Day Assessor/Evaluator present at the Ground as soon as possible. Clear directions are provided by the NRL and the NSWRL in their respective Guidelines and Procedures for Referees

2.4

If a match official is verbally abused, assaulted or threatened before during or after a match by any player, coach, trainer or other official of any football club, the official(s) (including Match Day

Assessor/Evaluator) shall within 24 hours furnish a report to the Executive Officer. This is in addition to any official report the match official is required to submit to the relevant League for the purpose of citing or other action that is deemed necessary by that League

Part 3 Sponsorship

3.1

No member shall enter into any form of personal sponsorship agreements that conflict with the Association's current sponsors, unless previously authorised, in writing, by the Association Board

3.2

Members shall advise the Association Board in writing immediately they enter into or are currently bound by any personal sponsorship agreements that relate to their refereeing activities

Part 4 Personal Conduct

4.1

At all times, members are expected to act with the utmost integrity and act in a proper and professional manner, befitting their status as a Rugby League Referee and a member of this Association. As such, members shall not:

- Use foul or abusive language at any player, coach, club official, Association member or employee or member of the public
- Discriminate against any member or employee of this Association, player, coach, club official or member of the public based on their gender, race, colour, sexual preference, age, disability or religion
- Harass (sexually or in any other manner, any member or employee of this Association, player, coach, club official or member of the public based on their gender, race, colour, sexual preference, age, disability or religion;
- Make any form of inappropriate or unwanted contact (including but not limited to verbal, physical or intimidatory actions) with any member or employee of this Association, player, coach, club official or member of the public
- Officiate whilst under the influence of alcohol or drugs
- Act in a dishonest or illegal manner;
- Gamble on any rugby league fixture with any betting agency, whether official



or otherwise. The purchase of raffle tickets etc. from football clubs, for the purpose of fundraising is permissible

- Accept, or offer any form of inducement, to change or influence a referee's judgment or decisions. Members must immediately report any acceptances or offers of inducement to or by any Association members to the Association's Executive Officer
- Act in a dishonest or illegal manner

Accept or offer any form of inducement to change or influence a referee's judgment or decisions. Members must immediately report any acceptances or offers of inducement to or by any Association members to the Association's Executive Officer

- Act in a manner that may cause harm, damage or embarrassment to the image or reputation of this Association
- Act in a manner that is likely to bring the game of Rugby League into disrepute
- Make vexatious, trivial or frivolous allegations to the Board regarding the actions of another member

Part 5 Public and Media Contact

5.1 No member shall make any comment to any media outlet or other outside party that is detrimental to the interests, welfare or image of this Association

5.2 No member shall write an article or column relating to Rugby League or Refereeing for any media outlet, without first obtaining the consent of the Association Board

Part 6 Uniform and Dress Code

6.1

Members shall at all times present themselves in a neat and tidy manner.

6.2

Members shall only officiate in matches wearing the current official Association on- field uniform that shall meet the following basic criteria -

- Uniforms shall be clean and tidy
- Uniforms shall be properly pressed and ironed as applicable
- Socks shall be worn in a pulled up manner to below the knee
- Boots and bootlaces shall be clean
- Members may wear tape on their boots to ensure that their laces remain in place. However the tape shall only be black or white
- Tracksuits, if worn over match gear during appointments, shall only be those approved by the Association
- No excessive or dangerous jewellery to be worn whilst officiating in matches. This is to minimize the possibility of injury to players or other officials.

6.3

When arriving at, or departing from grounds in their capacity as a referee, members shall not wear apparel; carry gear bags or any other identifying logo relating to any NRL or NSWRL Club.

6.4



When arriving at, or departing from grounds in their capacity as a referee, members shall not wear their match uniform other than in exceptional circumstances, or as approved by the Director of Referee Development, Head Coach of Junior Development Squad, NSW Cup Squad or equivalent

6.5

Members shall not wear excessive or dangerous jewellery whilst officiating in matches. This is to minimise the risk of injury to players and other officials.

6.6

Members are to ensure that gear is kept in good order and condition. If the allocated gear becomes damaged or soiled which makes the item unwearable or untidy in appearance the member should inform the gear steward A.S.A.P so that a replacement can be made. If the damage is due to apparent manufacturer's defects the items should be returned to the gear steward so that the suppliers can be alerted and a replacement made.

6.7

If damage or loss is due to a member's misuse, abuse or mishandling of gear then the member may be liable for the replacement cost of any or all gear items.

6.8

All items of uniform shall remain the property of the NSWRL Referees' Association. No member shall offer for sale either by way of auction or raffle or other means to obtain a financial benefit for themselves or otherwise. Any requests for jerseys or other gear to be offered for auction or raffle must be approved by the Board. Disposal of Association attire should be done in accordance with Board recommendations.

Part 7

Official Inquiries

7.1

Members shall not make any public comment in relation to any matter that may be the subject of any official inquiry, judiciary hearing, and police or civil matter unless authorised to do so

Part 8

Breaches of the Code (Misconduct)

8.1

A complaint may be made in writing and personally signed by any person that a member of the Association has failed to abide by the Association's Code of Conduct. (An act of Misconduct)

8.2

Such a complaint should be made to the Association Executive Officer or another Association Board Member, if appropriate

8.3

Following receipt of the allegation regarding a possible breach of this Code, the Executive Officer shall inform all members of the Board of the allegation

8.4

Upon receipt of the written allegations, the Executive Officer shall, at the earliest possible opportunity, inform the member(s) against whom the allegation has been made and arrange for a Misconduct hearing to be convened at the earliest appropriate time

8.5



Executive Officer a notice to that effect, in writing (including e-mail)

10.2

The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal

10.3

Upon receipt of a notice from a member under clause (10.1), the Executive Officer must notify the Board, which is to convene an Appeals Committee. The Appeals Committee shall be chosen by the Board and shall consist of 3 Life Members. The Appeals Committee must not include any Board members, and must be able to act Fully independently of the Board. A meeting of the Appeals Committee is to be held within 21 days after the date on which the Executive Officer received the notice

10.4

At a Meeting of the Appeals Committee convened under clause (10.3)

- The Board and the member must be given the opportunity to state their respective cases orally or in writing, or both,
- The members of the Appeals Committee are to vote by secret ballot on the question of whether the Board's resolution should be confirmed or revoked
- If at the Meeting the Appeals Committee passes a resolution in favour of the confirmation of the resolution of the Board under Section 9, the resolution is confirmed

Part 11

Changes to the Code of Conduct

11.1

The Board through Special Resolution must recommend alterations to the Code of Conduct to a General Meeting as per paragraph 5.4.2

11.2

The Code of Conduct may also be changed by way of a motion from the floor at any Association General Meeting or by motion received via written correspondence received by the Executive Officer at least 7 days prior to the next available General Meeting. Any such motion requires a simple majority of eligible voting members present at that meeting to be passed





New South Wales Rugby League Referees Association Inc