



**RULES  
OF THE  
NORTHLAND  
RUGBY REFEREES  
ASSOCIATION**

**Amended Rules (5.2, 13.1, 20.1) Adopted at the AGM 18th October 2006  
Effective from 18<sup>th</sup> November 2006**

## RULES OF THE NORTHLAND RUGBY REFEREES ASSOCIATION

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## 1. **NAME**

The name of the Association shall be the 'Northland Rugby Referees' Association' (hereinafter referred to as 'the Association').

This is a duly constituted full Member of the Northland Rugby Union Inc. (NRU) as prescribed in their Constitution and Rules (registered 3 June 2005). Specifically Rule 2 Objects; Rule 3 Powers (3.1. I ,m ,n ,o) (3.3); Rule 5 Membership; Rule 9 Powers and Duty of the Board; Rule 11 Council of the Union; Rule 12 Powers and Duties of the Council.

## 2. **VISION, MISSION AND OBJECTIVE**

### 2.1 The Vision

The Vision of the Association shall be:

"To be recognised as one of New Zealand's leading Rugby Referees' Association"

### 2.2 The Mission

"To provide high quality Referees at all levels of rugby throughout Northland"

### 2.3 The Objectives

The objectives of the Association shall be:

- (a) To develop a governance and management structure capable of delivering necessary and/or desirable services to achieve all the objectives set out here under:
- (b) To promote, foster and develop refereeing as an essential part of the game of rugby.
- (c) To provide training and professional development opportunities for all Members.
- (d) To provide for its Members an exchange programme with other Associations in New Zealand and overseas.
- (e) To promote refereeing as a career option for any member who has been identified with the qualities, skills and aptitudes necessary to be a professional referee in the modern game of rugby.
- (f) To promote observance of the ethical principals contained in these Rules, and in the Laws of the Game.
- (g) To promote and foster social opportunities for members and their families.
- (h) To do all such other things as the Association, in its absolute discretion, considers necessary or desirable to achieve its Vision and Mission and to promote the interest of refereeing.

## 3. **POWERS OF THE ASSOCIATION**

The Association shall have power to do all such acts deeds matters and things as may be necessary or conducive to the furtherance of the objects set forth in rule 2 and in particular and without limiting the generality of the foregoing the Association shall have the following powers:

- 3.1 To purchase, rent, take on lease or in exchange hire or otherwise acquire any real or personal property which the Executive of the Association may think necessary or convenient for the purpose of the Association or of any of the aforesaid objects.
- 3.2 To sell, lease, mortgage, charge, exchange, bail, grant, give, donate or otherwise deal with or dispose of the Association's undertaking or any part thereof.
- 3.3 To construct, maintain or to improve, enlarge, repair, pull down, remove or replace, manage, control or carry out, carry on any building erections, amenities or works which may seem to the Association or the Executive likely to advance the interests of the Association directly or indirectly.
- 3.4 To print, publish, broadcast, advise or publicise material concerning the game of rugby union, the rules thereof, or refereeing.

- 3.5 To borrow from any person or persons such sum or sums of money with or without security as the Executive thinks fit.
- 3.6 To lend and advance money or give guarantees or become surety for the payment of money or the performance of contracts or obligations of any member of the Association.
- 3.7 to open and operate such bank accounts in the name of the Association as the Executive deems expedient.
- 3.8 To employ officers and/or servants either full-time or part-time and to pay them such salary or wages and employ them on such terms as the Executive may think proper.
- 3.9 To do such things as in the opinion of the Executive may be incidental or conducive to the attainment of any of the foregoing objects or the exercise of any of the foregoing powers.

#### 4. **MEMBERSHIP**

The membership of the Association shall comprise:

##### 4.1 Ordinary Members:

Who shall be either (a) Active and/or (b) Administrative members

##### (a) Active Membership

- (i) Those members who are actively involved in refereeing or touch judging the game of rugby union football.
- (ii) Any member may introduce a person as a Nominee Member at any local area referee group meeting, ordinary meeting, or the AGM of the Association, or a in person, or by letter at any Executive Meeting.
- (iii) A Nominee Member becomes an active member after a period which will include being appointed to not less than three games and attending three ordinary meetings and/or referee training/education meetings.
- (iv) Nominee member must meet a satisfactory level of competence required and assessed by the Association's empowered sub-committee before active status is confirmed.
- (v) Continuance as an active member requires sub-paragraph (iv) to be met on an ongoing basis.
- (vi) The awarding of Active status is to have formal acknowledgment from the Association.
- (vii) Active referees who transfer in from another association must provide information to the Referee Administrator and sign the Transfer Form for action by the Administrator. If this is not complied with the person shall be subject to the same entry conditions as a Nominee Member.

##### (b) Administrative Members

Those members who, though usually no longer refereeing, are actively involved in the administration of the Association. Notwithstanding however, some referees will be both active and administrative members.

##### 4.2 Life Members

Any member of the Association who has rendered outstanding service may be awarded a life membership of the Association. Any such nomination must first be submitted to the Executive for consideration at an Executive Meeting. If the nomination is approved the award shall be made at the AGM, or in special circumstances at a Special General Meeting. Active/Administrative Life members have full voting rights and may stand for office.

#### 4.3 Social Members

The Executive of the Association may admit to Social membership of the Association persons not involved in active refereeing or in the administration of the Association at its discretion. Social members may be proposed by any Ordinary or Life member, would pay a nominal subscription, would be entitled to attend meetings but with no voting rights, and speaking rights at the Chairman's discretion, and would be entitled to participate in all social activities of the Association.

#### 4.4 Note: "Associate Referees"

Such persons, who receive some training from the NZRU, are NOT Active Members of the Association. They may be accepted as Social Members.

#### 4.5 Members Transferring Out

Active referees who transfer out from this Association must provide information to the Referee Administrator and sign the Transfer Form.

### 5 **HONOURING LONG SERVICE**

5.1 Service given to rugby refereeing in Active and/or Administrative capacity in the Association including other referee association or societies shall be recognised formally at any appropriate function of the Association as follows:

- (a) A Certificate of Achievement after accumulated service of 10 years.
- (b) A Long Service Badge and an inscription on the Association's Honour Board after distinguished accumulated service of 15 years.
- (c) Life membership shall be awarded as described in Paragraph 4.2 of these rules.

5.1.1 It shall be the responsibility of the Referee Administrator, or other specifically appointed officer, to keep a record of membership and service and present cases of Long Service to the Executive for its approval. This would include any NZRU Referee Service Awards which would need to be notified to NZRU.

5.2 Special Awards – To be presented annually at an appropriate function

- (a) "Maurice Taylor Cup"  
To be presented to the "First Year Referee of the Year"
- (b) "Jeff the Ref Award"  
To be presented to the referee who achieves the highest mark in the Level II Examination
- (c) "Goodhew Cup"  
To be presented to "the most promising referee of the year"
- (d) "John Crawford Memorial Trophy"  
To be presented to "the most improved referee of the year"
- (e) "Graham Nock Memorial Trophy"  
To be awarded from panel award winners to "the referee who shows the most outstanding dedication to rugby refereeing"
- (f) Blazer Awards: See Rule 20 (i)

## **6. REFEREE CODE OF CONDUCT**

- 6.1 Referees are expected to show a high level of respect towards other referees both within the Association and generally. They should refrain from engaging in public criticism both orally and in writing.
- 6.2 Comment or criticism directed through the right Association channels, and in the privacy of referee meetings, is the democratic right of all members.
- 6.3 The Executive is empowered to investigate allegations of disloyalty and if necessary issue censures, which could include termination of membership (see paragraph 9)

## **7. ACTIVE REFEREE AVAILABILITY AND ATTENDANCE**

- 7.1 All active referees are deemed by Referee Administrator to be available for refereeing unless they have clearly notified the Appointment Officer.
- 7.2 All Active referees are to be made aware of the requirements of the Association's Coaching and Development Policy, particularly in respect of attendance and Law examination requirements.

## **8. PARTICIPATION IN OTHER RUGBY ORGANISATIONS**

Ordinary members of the Association must advise the Executive of any appointment which they may hold in any Rugby Club, Sub Union or the NRU.

In the case of Active Referees so involved, the Executive, to avoid any conflict of interest situations arising, may direct the Appointment Officer to limit these referees' appointments.

## **9. TERMINATION**

- 9.1 Any member wishing to resign from membership during the year shall do so in writing to the Secretary. Upon resignation all privileges of membership shall terminate and any right or interest on the funds of the Association shall be forfeited.
- 9.2 The Executive may at any time by majority not less than two thirds of those present at the Executive meeting write off its roll any member for incapacity, misconduct or any other action considered to be prejudicial to the Association providing always that before any such action is taken the member shall receive at least 7 days notice requesting him/her to appear before the Executive. The executive action shall be final except that a member may appeal within 28 days to a general meeting of the Association in which case a total of not less than 75% of votes cast is necessary to confirm the dismissal.

## **10 SUBSCRIPTION**

Each ordinary member shall pay to the Association such subscription as may be determined at the Annual General Meeting. Subscriptions shall be payable no later than the first day of May in each year.

## 11 **MEETINGS**

### 11.1 Ordinary Meetings

- (a) Ordinary meetings of the Association shall be held on at least one occasion during the year, such occasions could be during an Association Training day, prior to an Executive meeting, immediately following the AGM. (Etc.)
- (b) At every ordinary meeting, which is to be notified by the Executive, the chair shall be taken by the Chairman of the Association if present, or in his absence, by such member as is appointed by the Chairman or if the Chairman fails to appoint any such member then the Chairman is to be nominated from members present at the meeting.
- (c) The voting at ordinary meetings shall be taken as the Chairman shall direct. In the case of equality of votes the Chairman has a second or casting vote which he may exercise at his discretion.
- (d) The Executive is bound to consider any/all recommendations made at Ordinary meetings, and in due course report on the outcome of such recommendation(s).

### 11.2 General Meetings

- (a) A general meeting of the Association shall be held once in every calendar year at such time and place as the Executive may determine. Such general meeting shall be called the Annual General Meeting. All other general meetings shall be called Special General Meetings.
- (b) Special General Meetings may be convened at any time by requisition of ten or more members by notice in writing stating the reason for the meeting to the Secretary. The meeting must be held within 21 days of the letter being written.
- (c) The Executive may, by a simple majority resolution, call for a Special General Meeting
- (d) At every Annual General Meeting or Special General Meeting the chair shall be taken by the President of the Association if present, or in his absence, by the senior Vice-President and failing one of them, the Chairman is to be nominated from members present at the meeting.
- (e) No Business shall be transacted at the AGM or any Special General Meeting unless a quorum is present at the commencement of such business. Such quorum shall not be less than 15 voting members of the Association.
- (f) The voting at General Meetings shall be taken as the Chairman shall direct. In case of equality votes the Chairman has a second or casting vote and may exercise it at his discretion.
- (g) The business of the Annual General Meeting shall be:
  - (i) To receive the Presidents Annual Report of the Association
  - (ii) To receive other reports as required by the Executive
  - (iii) To receive audited statement of the income and expenditure and assets and liabilities of the Association
  - (iv) To elect the officers of the Association
  - (v) To appoint an auditor for the ensuing year
  - (vi) To appoint an honorary solicitor for the ensuing year
  - (vii) To determine the Annual Subscription
  - (viii) To transact any other business as notified in the Notice of AGM
- (h) (i) Notice of Annual General Meetings and any other General Meetings shall provide for a minimum of 14 days notice specifying the place, date and time and the general purpose of such meeting.

- (ii) All financial Ordinary and Life members shall be advised, to their normal address, in writing either by post, fax or email. A telephone follow up reminder may also be made.

## 12 **VOTING**

At all meetings of the Association only ordinary financial members and life members are entitled to vote. The payment of the annual subscription entitles a member to be financial up to and including the 30<sup>th</sup> day of April of the year following the payment of the said subscription.

## 13 **THE EXECUTIVE AND OFFICERS OF THE ASSOCIATION**

13.1 The Executive shall comprise of the following Officers:

- (a) The President
- (b) Coaching & Development Director
- (c) Sponsorship & Marketing Director
- (d) Membership Director
- (e) Training Director
- (f) Recruitment Director
- (g) A non voting nominee of the Board of the NRU
- (h) Any co-opted member (as per 14.4)

13.2 Election of Officers

- (a) The President
  - (i) The Presidential term of office shall not exceed more that two years. No confirmation election is required for the President's second year.
  - (ii) The President shall chair Annual and Special General Meetings, represent the Association at official functions, act as the ombudsman for members of the Association and carry out disciplinary inquiries as required by the Executive.
- (b) The Vice President
  - (i) No confirmation election is required for the vice President's second year.
  - (ii) The Vice President may stand for election of Office as in 13.1 b, c, d, e, f
  - (iii) The Vice President may be co-opted to the Executive
- (c) The five Executive Officer positions described in 13.1 b, c, d, e, f
- (d) The Immediate Past President
  - (i) Is not a member of the Executive but may stand for any of the Offices described in 13.1 b, c, d, e, f

## 14 **DUTIES AND POWERS OF THE EXECUTIVE**

14.1

- (a) The Executive will at its first meeting elect from its members a Chairman, who will be the Chairman of the Executive and of the Association. The Chairman equality of votes has a second or casting vote which may be exercised at his discretion.

- (b) Executive meetings shall be held monthly, or as determined by the Executive. The date, time and place of such meetings are to be determined by the Executive. (see also rule 11.1 (a) ).
  - (c) The Executive shall decide the order of business.
- 14.2
- (a) The Executive remains responsible for all decisions and actions of committees, subcommittees, co-ordinators and officers.
  - (b) The Executive will:
    - Prepare and implement a strategic plan to achieve the Association's mission; and
    - Prepare an Annual Business Plan to ensure the effective management of the Association and ensure compliance with the Association's Rules.
  - (c) Elected members and co-opted members will prepare plans, policies, budgets as required for approval by the executive, and inclusion in the Strategic and Business Plans.
  - (d) Delegated authorities will be prescribed in the Association's rules and be monitored by the Financial Controller.
- 14.3 The Executive shall have the power to deal with all routine correspondence and other business matters and shall refer to members at ordinary meetings any such matters of correspondence or business as are necessary in its opinion.
- 14.4 The Executive shall have the power to co-opt and appoint ordinary members to the executive or such sub-committees upon such terms and conditions as the Executive shall determine from time to time, with consideration given to full regional representation.
- 14.5 The Executive shall have power to appoint sub-committees from its own members as required. Such sub-committees which may consist of one member shall have full power to act within the extent of the authority delegated by the Executive. The Executive shall exercise control over all committees, sub-committee and officers constituted under the rules of Association.
- 14.6 The Executive will appoint one delegate to the Northland Rugby Union Council and upon such terms and conditions as the Executive may determine from time to time, and any other delegates as the Executive may determine from time to time. (e.g. Delegates to Sub-union)
- 14.7 In special circumstances when administrative decisions are required urgently they will be executed by the Emergency Committee which shall comprise, the Chairman or in his absence, the President and any two other Executive Members, or in the absence of the Chairman and the President, any three Executive Members.
- 14.8 The Executive, as promptly as possible after the Annual General Meeting, shall submit a copy of the adopted audited Financial Statements of the Association to the Northland Rugby Union.

## **15 ELECTIONS**

- 15.1 At each Annual General Meeting the officers of the Executive shall be elected as described in Paragraph 13
- 15.2 Nominations
- (a) Nominations to all elected positions of the Executive shall be made in writing stating the name of the nominee, the office for which he is being nominated and shall be signed by the proposer and seconder. The nomination paper must bear the signature of the nominee as evidence of his consent.

- (b) Written nominations must be in the Administrator's hands immediately prior to the opening of the AGM.

**Note:** "When members arrive for the meeting they shall be given the opportunity to lobby and submit completed nomination forms before the meeting starts"

- (c) If nominations in any instant exceed the number required, an election shall be held by secret ballot of all financial voting members so present at the Annual General Meeting or Special General meeting.
- (d) If the nominations in any instant are less than or equal to the number required, the Chairman of the Annual General Meeting shall declare the person or persons so nominated duly elected.

### 15.3 Restriction on Nominations

- (a) **President**  
The presidential term of office shall not exceed more than two years except that in the event of early retirement of a President the Immediate Past President shall fill the vacancy.
- (b) **Executive**  
No member shall be eligible to hold more than one position on the Executive, with the exception of the Chairman.
- (c) **Plural**  
Plural nominations for positions on the Executive are acceptable. A nominee may hold one position on the Executive (except for the Chairman) and at the election of the Executive the precedence for election of Ordinary members to the Executive shall be in order that such positions of the Executive appear in accordance with the Rule 13.1 (d) of the Rules herein.
- (d) **Vacancies**  
Any vacancies not filled at the Annual general Meeting shall constitute a vacancy under the Rules.
- (e) **Vacancies occurring in any committee, sub-committee or office may be filled by the Executive. In any case where nominations exceed the number of vacancies to be filled, voting shall be by secret ballot.**
- (f) **While any vacancy exists in the office or committee the continuing officers and committee members shall be competent to conduct the affairs of the Association.**
- (g) **Nomination may only be received from financial ordinary members and Life members (voting members)**

## 16 **FINANCIAL YEAR**

The financial year of the Association shall commence on the 1<sup>st</sup> day of January. (Adopted at a Special Meeting held on 16 July 2003.)

## 17 **QUORUM**

17.1 For quorum at the Annual General Meeting or other General Meetings see Paragraph 11.2 (e)

17.2

- (a) No quorum is required at any Ordinary meeting providing all Ordinary financial members have been advised. This advice may be in writing form or by telephone.

- (b) When the Executive hold an Ordinary meeting prior to an Executive meeting which is being held in a region, only members residing in that region need to be advised

17.3 At the Executive or any appointed committee meeting a quorum shall comprise 50% of the total membership of that committee.

## **18 CHEQUES**

All cheques shall be signed in such a manner as the Executive shall from time to time require.

## **19 TRAVEL ASSISTANCE**

The Executive is required to set compensation at an appropriate level for Referees who are required to travel. Such compensation will also apply to Administrative members when on official business.

## **20 UNIFORM AND DRESS CODES**

20.1

- (a) The Association shall have one refereeing uniform which all active referees will wear at officially appointed games either as the on field referee or as a side line official (e.g. Touch Judge). An alternative jersey may be worn if there is a colour clash with player jerseys.
- (b) Nominee referees may be supplied with a temporary jersey prior to being accepted to full membership.
- (c) Other uniform items such as wind/shower proof jackets, and tracksuits may be worn at the referees' discretion.
- (d) Only Association approved sponsor logos are to be worn.
- (e) Footwear, other than normal boots, may be worn when grounds are hard providing colours tone with the uniform colours.
- (f) Any person who ceases to be an active referee has no authority to continue to wear the Association uniform, and will be required to return any issued gear to the Association through the appropriate Area Co-ordinator.
- (g) Referees will wear approved apparel when on refereeing duty.
- (h) Active and Administrative members shall be entitled to wear the Association's pocket badge on a suitable blazer after a minimum of 2 years membership.
- (i) All referees assessed in Panel One when having refereed 100 games at this level, including equivalent or higher games, shall be presented with a blazer on which will be embroidered the Association's monogram surrounded by laurel leaves.

20.2 Uniform Change

Changes to field or dress uniforms may be initiated by any member or the Executive. Any initiatives are to be investigated by the Executive (or its sub-committee) with membership as a whole given every opportunity to contribute.

Any proposed changes to the on field uniform must be presented for ratification at a General Meeting.

## **21 CLUB ROOMS**

- 21.1 The Association's Club rooms at Okara Park are for the use and enjoyment of all members.
- 21.2 The Executive is responsible for the upkeep and all areas of management of the rooms. They may delegate this to one or more committees.
- 21.3 All Ordinary, Life and Social members are entitled to invite their guests to attend after match social functions, unless on rare occasions circumstances preclude this.

## **22 PUBLICITY**

Only persons authorised by the Executive shall have the power to make official statements to any form of news media, or any other organisation, or person.

## **23 NOTICES AND NEWSLETTERS**

- 23.1 Notices, other than those in respect of Annual General Meetings and Special General Meetings, may be served personally, or by telephone, facsimile, E-mail or by post, providing that whatever method is used all members become recipients.
- 23.2 Notices in respect of Annual General Meetings and General Meetings shall be in terms of paragraph 11.2 (g) (h)

## **24 INTERPRETATIONS**

Any questions arising as to interpretation or any question arising on any subject not within the scope of these rules shall be decided by the Executive whose decision shall be final and binding on all members.

## **25 ALTERATIONS TO THE RULES**

- 25.1 The foregoing rules shall come into force from the time of their adoption and shall not be altered or amended except by two thirds majority of financial voting members present at a meeting specially summoned for the purpose or at an Annual General Meeting
- 25.2 Notice of all proposed alterations to the Rules other than those recommended by the Executive, must be in writing and must be signed by ten or more members of the Association and must reach the Administrator at least fourteen days before the Special or Annual General Meeting at which they shall be considered.
- 25.3 Any alterations, amendments or additions that have been approved by the Association shall be submitted to the Northland rugby Union for their approval. Such alterations, amendments or additions would come into force from the date of the Union approval.

## **26 AVAILABILITY OF RULES**

Every Officer of the Association and all Area organisers shall have a copy of the Rules. Financial Members and Life Members shall be supplied with copies when requested.

**27**     **APPENDICES**

- 28.1     The Executive may authorise appendices to be attached to these rules
- 28.2     They would not constitute part of the Rules so could be deleted or changed at any time.
- 28.3     Appendices may include job descriptions for individual appointments or committees, a description of the uniform, lists of other approved clothing, Coaching & Development Policy etc.