

Bay Of Plenty Rugby Union Referees



Strategic Plan /Policies Procedures

2010-2012

Key Result Area 1: The BOPRU Referees will develop and operate within a budget which is deemed fair and reasonable to run the referees in line with the BOP Referees Strategic Plan

Outcomes

- Develop a workable budget which adequately meets the needs of all referee activities, in line with BOPRU resources and capabilities (annual)
- Build in over time extra costs such as travel, gear, exchanges (annual)
- Continually monitor current budgets and develop projected budgets in a timely manner (annual)
- All BOPRU referees will pay the designated subscription to be fully affiliated to the BOPRU (annual)

Strategies

- RAG to liaise closely with the union to ensure all expected costs are transparent and submitted for budget consideration – Policy 5.0
- Budget to be submitted and signed off with BOPRU senior management approval by November each year – Policy 5.0
- Union to source sponsorship and trust funding appropriate to meet the needs of the designated budget – Policy 5.0
- All expense claims by referees should be submitted to the BOPRU using the correct forms and procedures, within the appropriate timeframes – Policy 10.0
- Monitor budget closely throughout the year – Policy 5.0
- Re-assess budget annually based on monitoring process in order to meet fluctuating needs – Policy 5.0
- All BOPRU referees will pay the annual subscription as an indication of commitment to their chosen sport, and to the BOPRU in recognition of the administrative support they will receive and the gear – Policy 9.0

Responsibility

- Referee Advisory Group (RAG)
- Referee Development Coordinator (RDC)
- Rugby Operations Manager (ROM)
- Chief Executive Officer (CEO)
- Referee Administrator (RA)

Key Result Area 2: Create a healthy, convivial environment which attracts new referees, retains current referees, and enhances the training and development opportunities for all

Outcomes

- Referees will have the best possible opportunities to enhance their refereeing through training and development (continual)
- Referees will be serviced by skilled referee coaches (continual)
- Referee coaches will use the RRIMS system (continual)
- Referee coaches will service the representative rugby programme to the highest possible level (representative season annually)
- Referees will be continually informed about union matters and referee matters which pertain to them and are important to their ongoing function as referees (continual)
- Referees will feel safe to be able to carry out their sport both on the field and during training and development sessions (continual)
- The BOPRU will establish a sound referee recruitment plan in order to supply adequate referee numbers to service rugby in the BOP (annual)
- The Union and referees together will provide the best possible incentives for referees to stay in their chosen sport (continual)
- Referees will be fully kitted out with the appropriate gear (annual)
- Appointments will be made according to policy (continual)
- Appointments will be announced in an orderly and timely fashion so that referees can plan ahead (continual)
- Appointments will be appropriate for the level of the referee (continual)
- Appointments will allow for and encourage referee development and growth (continual)
- Have all registered referees sit the Level I Law Exam (annual)
- Have as many eligible referee candidates as possible sit and pass the Level II NZRU Referees Law Exam (annual)
- Recruit more referees from secondary schools (continual)
- Referees will feel valued and supported (continual)

Strategies

- Establish sound, functional policies and procedures
- Recruit referees of good character who have the best interests of rugby union at heart
- Ensure training and development meetings are safe and conducive to enhanced learning – Policy 3.0, 4.0
- Provide adequate environments and resources for training and development – Policy 3.0, 4.0
- Recruit good quality training and development facilitators – Policy 3.0
- Maintain good quality communication lines with members via the website, e mail, phone and newsletters where required – Policy 2.1
- Referees receive annually a copy of the Strategic Plan and associated Policies and General information – Policy 2.1
- Develop good quality referee coaches and emphasise the importance of referee coaching – Policy 6.4
- Identify a referee coach pathway and encourage referee coaches to continue to up-skill – Policy 6.4
- Encourage all referee coaches to use the RRIMS system – Policy 6.4
- Encourage the transition from refereeing to referee coaching – Policy 6.4
- Encourage appropriately skilled referee coaches to be involved in the Northern Zone activities – Policy 6.4
- The Union must enforce the rules of its competitions and policies and protocols surrounding normally accepted standards associated with rugby – Policy 1.1

- Referees will be reimbursed adequately for expenses such as travel and exchange costs – Policy 8.0, 10.0
- All referees will be given the appropriate gear to referee rugby in the BOP – Policy 14.0
- Appointments will be coordinated and overseen accurately with referee ability and development taken into account – Policy 6.0, 6.1, 7.0, 7.1, 7.2, 8.0
- Appointments will be made to get a best balance between referee development and recognition of ability, and to take into account the best interests of the games available – Policy 6.0, 6.1, 7.0, 7.1, 7.2, 8.0
- Establish a process for maximising the opportunities for referee law exam candidates to perform at their best in the exams – Policy 11.0
- Continue to liaise closely with secondary schools in relation to referee recruitment – Policy 21.0
- Run You Make The Call in selected secondary schools annually – Policy 21.0
- Referees who attain service awards will be appropriately recognised – Policy 12.1
- Referees who achieve higher honours will be appropriately recognised – Policy 12.2
- Referees who achieve awards will be appropriately recognised – Policy 12.0, 12.3
- Nominations of referees who meet criteria for Life Membership should be forwarded accordingly – Policy 13.0
- Referee Life Members will be acknowledged appropriately for the service they have provided – Policy 13.0
- Have clear and open communication channels between the BOPRU, RAG and referees to enhance referee support – Policy 2.0, 2.1

Responsibility

- ROM
- RAG
- RDC
- CEO
- RA

Key Result Area 3: Continue to enhance on-field referee performance

Outcomes

- Have greater depth of referees from premier club level across to secondary school level in order to create greater competition for games (2010-2012)
- Have referee performance being reinforced and applauded positively by all stakeholders (continual)
- Have 2 referees each year available and eligible for the Northern Region Promising Referee Squad and the Northern Zone Referee Squad (2010-2012)
- Develop greater satisfaction for players and coaches alike through enhanced referee performance (continual)
- Rugby will be enhanced throughout the BOP via improved referee performance (continual)
- Referees will be appointed appropriately so they benefit as does rugby (continual)

Strategies

- Deliver best practice training and development sessions – Policy 3.0
- Offer sound referee coaching advice in order to enhance referee performance – Policy 6.2, 6.4
- Obtain appropriate feedback from other key rugby stakeholders on referee performance
- Enhance Referee Coach knowledge through training and development – Policy 6.4
- Provide a transparent Referee Coach pathway – Policy 6.4
- Appoint referee coaches to the appropriate level of referee and game – Policy 6.2, 6.3, 6.4
- Provide appropriate technologies to enhance both referee and referee coach performance e.g. communication gear, video analysis (2010-2012) – Policy 5.0
- Referees will be appointed as appropriately as possible so the games fit the skill sets of the referee – Policy 6.0, 6.1, 7.0, 7.1, 7.2

Responsibility

- RDC
- RAG
- ROM

Key Result Area 4: Enhance the image of referees with all stakeholders including the media

Outcomes

- Create a positive image with peers (continual)
- Create a positive image with players (2010-2012)
- Create a positive image with coaches and managers (2010-2012)
- Create a positive image with the BOPRU (continual)
- Create a positive image with the media (2010-2012)
- Create a positive image in and with clubs (2010-2012)
- Create a positive image in and with schools (2010-2012)

Strategies

- Enhance bay wide referee interaction focus – Policy 2.2
- Enhance communication links with players, teams and clubs – Policy 2.1
- Enhance communication links with the BOPRU – Policy 2.1
- Enhance communication links with the media – Policy 2.1, 20.0
- Enhance communication links with schools – Policy 2.1

Responsibility

- Referees
- RDC
- RA
- ROM
- CEO
- RAG
- BOPRU Marketing Manager

Key Result Area 5: Referees meet NZRU expectations and requirements for registration

Outcomes

- All running referees are Rugby Smart accredited (annual)
- All referee coaches are certified with either Level I or Level II (2010–2012)
- All referees are registered (annual)
- All referee coaches will be registered on the RRIMS system

Strategies

- All running referees attend an annual Rugby Smart Course – Policy 16.0
- All referee coaches attend the a Level I Referee Coach Course as a minimum – Policy 6.3
- All Level I accredited Referee Coaches are encourage to complete the Level II Referee Coach Course – Policy 6.4
- All referee coaches are to use the RRIMS system – Policy 6.4
- All referee coaches are to be added to the RRIMS system at the appropriate level – Policy 6.4

Responsibility

- RDC

Key Result Area 6: Ensure the governance and management of referees is stable, innovative, supportive and pro-active in relation to referees and the BOPRU alike

Outcomes

- The BOPRU Referees will be fairly and well governed (continual)
- The BOPRU Referees will be fairly and well managed (continual)
- The BOPRU Referees will be fairly and well supported (continual)
- The BOPRU will be pro-active in ensuring the BOPRU Referees are treated fairly and equitable in all matters which affect them (continual)
- The BOPRU Referees will have a strong and supportive relationship with the BOPRU (continual)
- The BOPRU Referees will follow due process, procedures and policy of the BOPRU (continual)
- The BOPRU Referees will be pro-active in following and supporting the BOPRU constitution, processes, policies and procedures (continual)
- The BOPRU Referees will have opportunities to have input into the future direction of the overall running and administration of the referees (annual)
- The BOPRU Referees will have an active Referee Advisory Group (RAG) which will be supportive of both the referees and union alike (continual)
- The RAG will create open, honest, positive and supportive communication lines between the referees and union (continual)

Strategies

- Governance guidelines will be made transparent and readily available – Policy 1.0
- Management guidelines will be made transparent and readily available – Policy 1.0
- Policies, procedures and general information pertaining to the running of the BOPRU Referees and their relationship with the BOPRU will be transparent and readily available – Policy 1.0
- The roles/portfolios of key persons involved in the administration and running of the referees will be transparent and readily available – Policy 1.0, 1.1
- The BOPRU referees will be supportive of BOPRU strategies, policies and procedures – Policy 2.0
- The BOPRU referees will contribute to the on-going development of BOPRU strategies, policies and procedures which are for the betterment of the game of rugby in the BOP – Policy 1.0, 2.0, 2.1, 2.2
- The BOPRU Referees will be surveyed annually for feedback on the year gone for improvement in the future – Policy 2.0
- The potential RAG members put forward will be approved by the BOPRU Board – Policy 2.0
- The RAG members will be appointed by the BOPRU according to their ability to perform the role required – Policy 2.0
- The RAG will meet on a regular basis – Policy 2.0
- Referees will be educated in terms of their roles and responsibilities related to the union and rugby competitions they serve – Policy 1.0, 1.1

Responsibility

- RAG
- RDC
- RA
- ROM
- CEO
- Referees

BOPRU Referee Policies

Mission Statement

To attract, recruit, train and retain referees, and provide high quality referees for all levels of rugby in the BOP.

Preamble

The Bay of Plenty Rugby Union Referees have fully amalgamated with the parent body, the Bay of Plenty Rugby Union (BOPRU). The BOPRU has full responsibility for the administration, re-sourcing, funding and support of the BOPRU Referees. This amalgamation is seen to have significant mutual benefits for the referees, the rugby union, and its key stakeholders alike.

The BOPRU Referees will be open to the same scrutiny and union jurisdiction as team players, coaches, administrators and spectators. This provides for transparency and parity on all rugby matters involving all rugby stakeholders. It also means referees align themselves with all BOPRU policies and constitutional guidelines.

The key focus for BOP rugby is for all referees to up skill through training and development programmes, and deliver refereeing performances to the highest possible standards. Given this, the inherent rewards for referees are many, and the positive trade off for teams will be enhanced. The bottom line; better referees, better games.

The BOPRU will support referees in the BOP in all possible ways. Critical to this, is the establishment and maintenance of clear, transparent and honest communication lines. To help with this process, a Referee Advisory Group (RAG) has been established. This group is seen as critical to getting accurate information out to the running referees from the BOPRU and information/issues/queries/positives/achievements back to the BOPRU.

Goals

- Recruit adequate referees to service all rugby in the BOP
- Retain as many referees as possible
- Train and develop referees to enable them to perform to their best possible ability
- Train and develop adequate numbers of referee coaches to service the running referees
- Foster a positive, convivial environment for BOPRU referees to enjoy their chosen sport

Policy 1.0: BOPRU Policy and Constitution

The BOPRU Referees have amalgamated with the BOPRU. As with any other group affiliated with the BOPRU, the referees are bound by BOPRU, Board and Constitutional policy. The BOPRU and its Board have the right to run and administer the BOPRU Referees according to policy. The RAG has the ability to forward ideas/suggestions to the Board from the referee members and in so doing, keep referees happy, functional and performing to their best ability. The BOPRU and Board have the right to change policy at any time if they deem it necessary for the betterment of the game within the BOP and for the BOPRU Referees.

Policy 1.1: Competition Rules

The BOPRU will enforce the rules of all the competitions and games it controls thus providing clear guidelines to referees, players, coaches, clubs, schools and spectators as to expectations surrounding

such fixtures. This will provide a support network for referees in all games affiliated to the BOPRU. See Appendix II. It will also provide clear guidelines for referees in relation to their obligations to fixtures affiliated to the BOPRU.

Policy 2.0: The Referee Advisory Group (RAG)

The RAG will be made up of the following persons: Director
Rugby Operations Manager (ROM)
Referee Development Coordinator (RDC)
Central Area Representative
Eastern Area Representative
Western Area Representative

The RAG will hold the right to co-opt extra members as they see fit.

Each Area Representative for the RAG will come from nominations put forward by the referees in the respective areas. The final selection of the area representatives on the RAG will be decided by a selection group consisting of, but not limited to a Director, the ROM and the BOPRU CEO. The BOPRU Board will have final approval of all selections. The tenure of area representatives will be for three years however they may be re-nominated by their area referee group for further representation. To protect against wholesale loss of experience and to ensure continuity is maintained, commencing from 31/12/2010 (expiry date of current two year term) and yearly thereafter, one current area representative is to retire (either by consensus or ballot) and be replaced by nomination from his/her area. To avoid any conflict of interest (real or perceived), and to encourage a wider spread of responsibilities and involvement by other members, the intention is that an area representative may only hold one elected position within the referee body at any time. However, in the event of there being a vacancy that cannot be filled by another suitably qualified person, an exception to this policy may be made by the selection group.

If the RAG and/or the BOPRU deem an appointed person on the RAG to be unsuitable for the role, the BOPRU has the right to review the tenure of that person on the RAG.

The RAG is a group which represents not only the referees, but also the BOPRU and its Board. This group will meet as and when required in order to ensure the link between referees and the BOPRU is stable and efficient, and all desired outcomes are achieved as smoothly as possible. This group is the communication link between the referees and the BOPRU. It is important therefore that if referees have concerns, issues or contributions to make for improvements, they liaise closely with the RAG members.

The RAG will also play an important role in assisting with providing strategic and financial direction of the BOPRU referees.

It is important that all RAG members, whether they agree or disagree with decisions made at RAG meetings, support the decisions made and endorse them with the wider referee group.

Policy 2.1: RAG and Referee Communication

It is the role of the RAG members to deliver accurate, honest and credible information back to the referee body on any such matters which need to be heard. It is also the role of the RAG members to provide clear and accurate information back to the BOPRU on any matters which affect referees and/or the BOPRU alike.

As part of this communication process, all referee members will receive a copy of the BOPRU Strategic Plan and associated policies.

In terms of communication with the BOPRU, clubs, schools and media, the RAG will encourage and foster sound relationships with these bodies. The RAG will communicate freely, openly and honestly and encourage the referees to do likewise. This will be vital for the on-going development of rugby per se in the BOP and enhancement of the image of referees to all rugby stakeholders.

Note: See Policy 20.0.

NOTE: In the event of a written formal complaint being lodged with the BOPRU in relation to a rugby stakeholder, it will be dealt with solely by BOPRU officials, or persons delegated by them. Further to this, under no circumstances should any correspondence between affected parties/persons be entered into. If this does occur, disciplinary/judicial proceedings will follow. Any official complaint will be treated with confidentiality and urgency. All affected parties/persons will be notified of hearing outcomes as soon as possible.

Policy 2.2: The Baywide Concept

It is vital for the on-going growth and development of both the referees and rugby as a whole in the BOP, that the amalgamation concept is accepted, fostered and promoted by the RAG, along with the Baywide concept. BOPRU Referees referee throughout the BOP and should therefore view their sport as encompassing the Baywide concept. This will promote a broader collegial environment.

Policy 3.0: Referee Training Areas

There are four referee training and development areas in the BOP; Rotorua, Tauranga, Whakatane and Opotiki. Each referee training area will deliver training and development to its referees in a safe and convivial environment that is non-threatening and welcoming to new and established members alike.

Any resources deemed necessary for the delivery of training will be provided by the BOPRU and RDC. Each training area will have a credible and knowledgeable **training and development coordinator** who will either facilitate the training meetings, or organise someone to do it. The Training and Development Coordinator will:

- Run training and development meetings or organise a suitable person to do so
- Organise the appropriate resources required to run training and development meetings
- Liaise with the RDC for any extra resources required for meetings and/or help with the content of the sessions
- Liaise with the area RAG member on any requirements for meeting enhancement
- Run meetings in conjunction with the area RAG member that are positive, convivial, empowering, inclusive, and will enhance the growth and knowledge of the referees

Training nights should not go too late so they do not become onerous to referees with work the next

day. Training and development meetings should be kept on task with the key focus on up-skilling of the running referees. Time allocated for general business should be kept to a minimum and on an as and when required basis.

Policy 4.0: Baywide Meetings

The BOPRU referees will meet monthly (March – August) at a central venue to have a collective Baywide referee Training and Development meeting. This will allow a coordinated approach to training and development, and the fostering of the BOPRU Baywide ethos. These meetings will also provide the opportunity for the referee coaches to meet, discuss referees, and up-skill as a group.

The meetings will be coordinated by the RDC, RAG and others on an as and when required basis.

Policy 5.0: Budget and Resources

The BOPRU Referees will be provided with a budget which will be administered from the BOPRU office. This budget will be allocated based on what is deemed fair and reasonable to run the referees adequately, and in line with the BOPRU resources and capabilities.

The RAG will have the opportunity to have input into the budget development which will have final approval and sign off by the BOPRU Board.

Any BOPRU referee who has the opportunity to gain sponsorship for either the referees or union alike, should get their information to the RAG. This group will then pass it on to the BOPRU Commercial Manager.

The budget must take into account and deliver on obligations to any associated sponsors.

The budget will be monitored throughout the year to ensure it delivers adequately and does not get expended inappropriately, and also for budget re-evaluation purposes the following year.

If it is deemed that additional resources are required by the referees, submissions need to be made to the BOPRU via the area representative for approval. Once a request has been approved, purchases will be made using the BOPRU Referee order number according to policy. Purchases of resources will be accounted for against the BOPRU Referees budget.

Any capital items purchased must be added to the BOPRU asset register.

Policy 6.0: Referee Improvement Team

The referee coaches will work as the BOPRU Referee Improvement Team and will report to the Head Coach.

The Head Coach will liaise with the referee coaches on a weekly basis to get information about the running referees sighted so that the Appointments Officer and the Referee Administrator can be guided in terms of referee appointments. This is particularly important for referees who will be moved up or down from their current grading (see Policy 7.0). The Head Coach will call meetings of the referee coaches when and where required to discuss referee performances and therefore guide the Appointments Officer/ RA in terms of appointments (see Policy 7.0). This group will make decisions about referees getting games above or below their current capabilities. They will meet in order to compile, submit and publish the referee panel list 2 weeks prior to the commencement of the Bay championship round of Baywide rugby.

Appointment of the Head Coach:

The Head Coach will be nominated by his active coaching peers. A panel consisting of the Rugby Operations Manager, Referee Development Coordinator and the Area RAG Representatives will ratify the nomination, which is then subject to BOPRU approval. The tenure of the Head Coach will be for 2 years; however he/she may be re-nominated for a further term after the 2 years are up.

If the RAG and/or the BOPRU deem the appointed person to be unsuitable for the role, the BOPRU has the right to review the tenure of that person in the role.

Policy 6.1: Grading Process

A referee grading/panel list will be compiled by the Referee Improvement Team - Referee Coaches must have been active to contribute to this. The list will be compiled and published 2 weeks prior to the commencement of the Baywide Championship round. On-field performance, fitness, law application and game management will be key requirements for advancement. All referees considered for re-grading will be viewed by Referee Coaches on at least 2 games at a level higher or lower than their current grading level. Coaches will communicate with the Head Coach with a recommendation for re-grading. If a referee is to be re-graded down a panel, either the Head Coach and/or the referee's coach will discuss with the referee the reasons for the decision. Coaching advice will be offered accordingly.

Policy 6.2: Coach Sightings

Coaches will sight referees in terms of priority towards development of up and coming referees who desire to move forward with their sport of refereeing. Referees who are at risk of being re-graded down will also be a priority so the process is seen to be fair and reasonable.

Where practicable, as many referees as possible will be sighted and given coaching advice at some point during the season. Senior referees may be used at times to contribute to the coaching of younger/junior referees.

Policy 6.3: Grading Panels

Referees will be graded into the following panels and appointed according to policy (Policy 7.0). This will be done as accurately as possible given the number of referee coaches and their ability to sight as many referees as possible.

Panel 1 – Premier, Division 1, Elite 1st XV

Panel 2 – Division 2, Division 3, local area competition, Club colts, sec school and women's senior. (* referees eligible for lower end Premier grade)

Panel 3 – sec school Div 3, 4, U15, senior reserve, new referees, sec school girls, junior rugby, and women's Rugby

Panel 4 – un-graded, including those referees returning from an absence from active refereeing of more than one season, pending sighting and evaluation of performance in terms of Policy 6.1.

Panel 5 –Associate Referees

There may need to be some variation due to set up of BOPRU competition. This variation may need to occur each season. The Referee Improvement Team would consider an amended schedule given changes which may occur.

Policy 6.4: Referee Coaches

The development of good referee coaches is vital to the on-going training and development of

referees in the BOP. It is seen as desirable that all referee coaches in the BOP have Level I Referee Coach Certification, and are encouraged to continue with the Level II Referee Coach Programme, subject to the criteria for this programme having been met (refer Head Coach / Referee Development Coordinator for details). The referee coaches have a vital role to play in the on-going development of referees within the BOP. They will be expected to contribute to this by submitting accurate coaching reports which will contribute to the growth of referees.

The Head Coach along with the RDC will monitor and audit the reports, and identify areas of concern pertaining to referee coach reports. If necessary, referee coaches who do not meet expected standards will be asked to complete some up-skilling work in order to meet required standards. If in time a referee coach fails to meet expected standards, the Head Coach can recommend to the RAG that the referee coach concerned be asked to cease writing reports, until such time he/she is willing and able to fulfil the requirements of being a referee coach.

A referee coach pathway is available to referee coaches who wish to coach referees at the representative level and higher. Those wishing to pursue this pathway can work alongside the RDC to work towards identified goals.

The BOPRU encourages referee coaches with the right skill sets to aspire to gaining selection into the Northern Region Promising and Zone systems.

In the BOP the referee improvement process includes:

- Each coach will be appointed to games unless the RA/Head Coach has been notified of unavailability;
- Desirably each coach will be responsible for one on one coaching of up to 4 referees.
- Coaches who have been appointed to view a referee/s will be expected to talk to the referee/s and also a report on the RRIMS system by the following Wednesday. If a discussion immediately post game is inappropriate or unmanageable, the coach should ring the referee by Tuesday after the game;
- The RA will be responsible to ensure that the report to the respective referee/s is forwarded;
- If a report is not forwarded, the RA will follow up in the first instance. If a report still does not come in, the Head Coach will be notified and he/she will follow up;
- The coaches will endeavour to sight as many referees as possible throughout the season;
- Priority in terms of coaching and grading however, will be given to those referees identified as having development potential, the ability to move up panels, and those who are under threat of moving down panels;
- The Referee Improvement Team will be responsible for selection/nomination of referees to development squads, Zone Squads, Referee Academy and Representative Appointments;
- The Referee Improvement Team will be involved in the selection process for Club finals.

Policy 7.0: Appointments

The BOPRU appoint an Appointment Officer to coordinate appointments in conjunction with the Referee Administrator.

The Appointments Officer will be part of the BOPRU Referee Improvement Team and will liaise with the Head Coach on matters relating to selection and appointments. Final accountability in relation to appointments made will sit with the Appointments Officer.

Appointment of the Appointments Officer:

Nominations will be called from throughout the Baywide referee body. A panel consisting

of the Rugby Operations Manager, Referee Development Coordinator and the Area RAG Representatives will ratify the nomination, which is then subject to BOPRU approval. In the event of multiple nominations, the panel will select the most appropriate nominee, ratify, and submit for approval as above. The tenure of the Appointments Officer will be for 2 years; however he/she may be re-nominated for a further term after 2 years are up.

If the RAG and/or the BOPRU deem an appointed person to be unsuitable for the role, the BOPRU has the right to review the tenure of that person in the role.

Duties will include:

- Make all appointments in conjunction with Referee Administrator;
- Liaise regularly with Head Coach;
- Liaise with Area Appointment Coordinators;
- Appoint to pre- season senior fixtures for referee development;
- Collating coaching report comments on RRIM's;
- Pass on Referee performance information to Coaching Group and Referee Administrator;
- Assist with Grading list by due date;
- Attend all coaching meetings;
- Be part of Coaching Group;
- Report to monthly coaches meetings on appointments.

Each training area will have an **Area Appointments Coordinator**. This person will have the responsibility of:

- Appointing referees falling outside the RA's brief
- Updating the local unavailability list and updating the RA of this
- Appointing of AR's to senior games
- Liaising closely with the RA and BOPRU Appointments Officer.
- Relaying appointments made by the RA
- Being the liaison person for referees who have late changing plans due to extenuating circumstances

The responsibility for appointing referees to all Baywide Club fixtures at all grades, and BOP Secondary School Championship fixtures rests with the Appointments Officer in conjunction with the RA. The Head Coach in conjunction with the Referee Improvement Team will advise the Appointments Officer of any movements of referees to be made outside their current grading panel.

For all semi-final and finals games, and representative rugby, the Head Coach and Referee Improvement Team including the Appointments Officer will select the Referees and AR's. These selections will take into account information and recommendations supplied by the Referee Coaches. The referees will be notified of these selections by the RA.

NOTE: Appointing of referees to all fixtures takes precedence over AR appointments.

All Rugby Sanctioned by the BOPRU: These appointments, which usually involve the following grades:

Premier and Super 8 1st XV
Division 1
Division 2
Division 3

Colts (U21)
 Sec School Elite
 Sec.School Division 1
 Sec.School Division 2, 3, 4, U15 Sect 1, U15 Sect 2
 Senior Reserve/Senior B
 BOP Women
 Sec School Girls

will be appointed to by the Appointments Officer in conjunction with the RA, and also in the above priority. The Head Coach will liaise closely with the Appointments Officer in relation to appointments. Where there are more referees than games at any given level, appointments will be made on a rotational basis. Referees not appointed will not automatically be appointed to the next grade down, unless there are insufficient referees for that grade. They will be appointed to the next grade which has insufficient referees. The responsibility for appointment of AR's rests with the local Area Appointments Coordinator. Whilst it would be desirable for all Baywide fixtures to have appointed AR's, priority will be given to Premier/Senior fixtures. If in any club grade a local round precedes or follows the Baywide Championship, all Senior grades will be Baywide appointments.

Policy 7.1: Referee Performance Panel Requirements

Panel 1

NZ Level II Theory Exam (valid for 2 Years only)
 BOPRU Fitness Test
 Alphabetical Order

Panel 2

NZ Level II Theory Exam desirable (valid for 2 years only), or must sit exam yearly
 Alphabetical Order

Panel 3

Alphabetical Order

Panel 4

Alphabetical Order

Panel 5

Alphabetical Order

The Grading List will be reviewed monthly by the Referee Improvement Team.

Appointments wherever practicable will follow the following parameters:

	<u>Round Robin</u>
Baywide (Premier)	Panel 1, 2
Baywide (First Division)	Panel 2, 3
Local Senior competition	Panel 3, 4
Baywide Colts	Panel 3
Super 8 1st XV	Panels 1, 2
Senior Women	Panel 3
Sec School Div 1, Club reserves	Panel 4
Sec School Div 2, 3, 4, U15	Panel 4

Panel 4 referees will be appointed at the discretion of the Head Coach and the Coaching Group and RA, and must be currently at the performance level required for that level of game.

Baywide Championship Round (Senior) Panel Appointments

	<u>Round Robin</u>	<u>Semi</u>	<u>Final</u>
Premier	Panel 1	1	1
Division 1	Panel 2	1	1

Division 2	Panel 3	2	2
Division 3	Panel 4	3	3
Senior Reserve	Panel 4	4	3

Baywide Travel: Referees will be required to travel to games appointed to them by the Referee Administrator. It is the responsibility of each Referee to notify the RA and Local Area Appointments Coordinator of unavailability at least 2 weeks in advance if known. Illness, bereavement or any other extenuating circumstance which necessitates sudden withdrawal from a fixture must be notified to the Area Appointments person as soon as possible. He/she will then contact the appropriate persons to rectify the situation.

All referees in Panels 1– 4 will be deemed to be available for Baywide Club and BOP representative fixtures unless they have notified otherwise.

Any referee who is appointed to referee a fixture and fails to turn up to that fixture without adequate prior notice, will face disciplinary action from the BOPRU Disciplinary Committee.

Policy 7.2: Representative Rugby Appointments

At ITM Cup (NPC) and BOP Senior (non NPC fixtures) the Referee Improvement Team will select:

1. AR 1
2. AR 2
3. Substitution Controller
4. Substitution Controller
5. Substitution Recorder

1 & 2 above will where practicable be the top ranked referees available from Panel 1 (NZRU policy). If it is deemed there is not a referee available with the appropriate ability to be reserve referee/AR 1 in a representative fixture, the RDC will source an appropriate referee from outside the BOPRU.

Sub-Union Representative Fixtures

Peace Cup	Panel 1
Rose Bowl	Panel 1
Te Hurinui	Panel 1
Shalfoon Shield	Panel 2, 3
Parata Cup	Panel 2 & 3

The Referee, for Sub-Union fixtures, will be appointed from the above Panels.

Performance Panels for Representative Rugby

National Provincial Championship AR's, 4, 5, 6	Panel 1,2
BOP Senior Representative Fixtures (not NPC)	Panel 1
BOP Maori Provincial	Panel 1,2
BOP Development AR's, 4, 5, 6	Panel 1,2
BOP U23 AR's	Panel 2,3,4
BOP U20 AR's	Panel 2,3,4
BOP U18 AR's	Panel 4
BOP Women AR's	Panel 4
BOP U16 AR's	Panel 4
Tai Mitchell Tournament	Panel 1,2,3

Note: If at all possible, Tai Mitchell referees should be area neutral. The final should be refereed by the highest ranked referee who has made him/herself available throughout the tournament, and if possible the referee should be area neutral.

Policy 8.0: Interchanges

The BOPRU will fund referee Interchanges. Referees for interchanges will be selected by the Referee Improvement Team.

Expenses incurred by travelling partners will be the responsibility of the referee.

Subject to availability a Referee Coach should be appointed to each Interchange.

Any International Interchange will only be considered if it is of benefit to the referee concerned and the standard of rugby is up to that expected in NZ as well as there being funds available.

Visiting referees will stay at either a Motel/Hotel and their accommodation and meals will be a charge against the BOPRU Referees' budget. Similar arrangements will be requested for our referees.

The host Area will appoint a liaison person for each Interchange.

Funding:

The funding of the Interchange programme will be from the BOPRU Referees' budget line designated for Interchanges.

Accommodation and airfares will be arranged by the BOPRU and mileage is to be charged on the referee travel claim form and submitted by the 10th of the next month as per travel claim policy below (policy 10.0).

Receipts for meals when in transit and on interchange should be kept and submitted to the BOPRU for reimbursement purposes.

Policy 8.1: Criteria for Interchange Selection

- Referees and referee coaches must be active to be considered for interchanges;
- Current performance will be a key consideration for selection;
- Selected referees and coaches must be considered to be good ambassadors;
- Selection of interchange referees will be made by the Referee Improvement Team;
- The Chiefs –Wide interchanges will have a definite referee development focus;
- Overseas interchanges will have a definite referee development focus,
- All other interchanges will not only be for development, but also reward and recognition purposes;
- Interchange referees will be selected by the Referee Improvement Team.

Policy 9.0: Subscriptions and Ground Entry Passes

Subscriptions payable to the BOPRU will be determined at the BOPRU Board meeting in November each year. BOPRU Referee Life Members are exempt from paying subscription fees. Passes will be issued on receipt of payment and only financial members are eligible for playing gear. All payments should be sent to the RA who will record payment and issue the referee's pass.

The referee pass will not only afford access to all club fixtures, it will also allow entry to all round robin ITM Cup (NPC) fixtures and pre-season representative fixtures, but excludes internationals, Super 14, and ITM Cup Quarter Finals, Semi Finals and Finals.

Policy 10.0: Travel Policy and Reimbursement

Payment of travel will be paid to all referees for travel to appointed fixtures under the jurisdiction of the BOPRU, Baywide meetings, and attendance at Judicial and Disciplinary hearings. The travel

will be paid out at 35c/km on all trips which exceed 30km (round trip) in distance. All claims must be made on the appropriate form designated for this purpose, for each calendar month **no later** than the 10th of the next month. The forms need to be sent to BOPRU (RA): PO Box 4058, Mt Maunganui South or Fax (07) 5742046, or email morag@boprugby.co.nz (See Appendix I).

NOTE: only financial members are eligible to submit travel claims for payment.

Policy 11.0: Exams

There are two major exams in the refereeing year. They are both set by the NZRU and are the NZRU Laws of the Game Level 1 & 2.

Level 1 should be sat by all referees to ensure that Law Knowledge is kept up to date. Certificates will be issued to those referees who attain 80% or more the first time they pass the examination. The Level 1 Exam is sat in May.

Level 2 is a more comprehensive examination and a Certificate is issued to all those referees who gain 80% or more. The Level 2 Exam must be completed by the end of June. Additional resources and training will be provided for those referees who wish to sit the Level 2 Exam. Only those who are seriously interested in passing the Level 2 Exam should be encouraged to sit it. All panel 1 and 2 referees should sit it as a matter of course.

Policy 12.0: Awards

The trophies below will be awarded to the referee members deemed appropriate recipients by the RAG and will be presented at the annual end of year social/wind-up function for BOPRU referees:

George Woodroffe Trophy for highest marks in the NZRU Level 2 Theory Examination by a Bay of Plenty referee who has not previously passed this examination. If there is no referee meeting this criterion, then the trophy is to be awarded to the referee with the highest pass mark.

Presidents Trophy to be awarded by the BOPRU Board Chairman to an individual who has made significant contributions to the BOPRU Referees.

John Cormick Trophy for the Most Improved Referee in the year. **Martin Teo Trophy** for referee of the year

Dave Edwards Trophy for first year referee achievement award.

Policy 12.1: Service Awards

All referees who give service to the sport of refereeing continuously will receive service certificates at ten yearly periods. The RDC will notify the NZRU of referees who meet the criteria for service certificates and the NZRU will print them accordingly.

Policy 12.2: Higher Honours

BOPRU referees who attain higher honours at the representative and international level will be supported and recognised officially and appropriately. This will be at the discretion of the BOPRU along with recommendations from the RAG.

Policy 12.3: Club Rugby Service

Referees who contribute lengthy service at the senior club level of the game will be recognised appropriately by the BOPRU.

Policy 13.0 Life Members

Any member of the BOPRU Referees who has rendered outstanding service to the Referees and Union over a significant period of time may be proposed as a Life Member of the BOPRU Referees. Members who nominate a colleague for life membership should do so in writing with all supporting documentation going to the RAG for support. Once supported by the RAG, it will go to the BOPRU CEO for approval and the passing on to the BOPRU Board for ratification or decline (The BOPRU Constitution can be sighted for the full process).

Note: refer Achievement / Recognition matrix (Appendix 1)

Policy 14.0: Referee Attire

It is the responsibility of each referee to ensure they wear the correct and appropriate referee attire which meets the BOPRU and any sponsor/s related expectations. It is envisaged that a referee jersey should last 3 years before replacement is required. Shorts and socks will require replacement on an as and when required basis.

Orders for the refereeing kit for new referees need to be sent to the RA using the appropriate order form. For replacement gear, order similarly, but state that it is replacement gear. There will be a part charge for lost gear.

The BOPRU also supplies the referees with a dress shirt and a polo shirt. The dress shirt is expected to be worn as part of the “number 1s” at after match functions.

Referees who go on interchange, and who referee representative rugby, will be supplied with a union tie.

Policy 15.0: Forms and Reports (refer BOPRU website)

Any referee who **sin-bins or orders a player from the field must** complete and submit the relevant forms to BOPRU Fax (07) 5742046 or email morag@boprugby.co.nz by 10.00am on the Monday after the weekends game. For any game played mid-week, the forms should be in no later than 48 hours after the match.

Match reports must be completed and forwarded to the BOPRU Fax (07) 5742046 or email morag@boprugby.co.nz

Serious Injury report forms must be submitted to the BOPRU Fax (07) 5742046 or email morag@boprugby.co.nz for any injury involving the neck or spine, head, and others which involve hospitalisation.

Team Sheets: all sections of the Baywide team sheets which require referee input must be completed, and signed off.

Policy 16.0: Rugby Smart

Rugby Smart is a joint venture between the NZRU and ACC Thinksafe, and with this partnership, the programme has dramatically reduced rugby injuries in New Zealand since its introduction in 2001.

Each year referees are required to complete the Rugby Smart Course to ensure they have the basic knowledge in relation to injury prevention, not only for themselves, but also for the players. Completion of this course is also vital for legal coverage and insurance in case of a serious injury during a game.

It is desirable to have done Rugby Smart by the start of the regular club rugby season, however, the

NZRU allows a buffer period for this course to be completed. In order to be registered on the NZRU database, all running referees must have completed Rugby Smart.

Policy 17.0: Regional Representative Referee Squad Nominations

Two Regional Representative Referee Squads exist:

- Chiefs-Wide Referee Development Squad
- Northern Zone Referee Squad

Criteria for selection to these squads are set externally to the BOPRU.

Internally however, the BOPRU Appointments Officer, in consultation with the Head Coach, will consider nominating referees who meet the external selection criteria and who:

- Regularly attend meetings and contribute positively
- Referee regularly in the BOP
- Meet local examination and fitness requirements
- Will be sound ambassadors for the BOPRU

Policy 18.0: End of Season Function and Prize Giving for BOPRU Referees

Each year an end of season social function and prize giving will be organised for all BOPRU referees. This will be subsidised by the BOPRU. It will be organized by the RA and RAG members.

Policy 19.0: Disciplinary Matters Involving Referees

Any member of BOPRU Referees who breaches NZRU policy, BOPRU policy, BOPRU Referees Policies & Procedures, or acts in a way which brings the sport into disrepute will be subject to disciplinary action. Such acts may include, but are not limited to:

- Being charged with criminal offences, or having criminal offences later disclosed
- Offensive behaviour towards individuals or groups
- Contravening the code of good sportsmanship
- Acting in ways which have a negative effect on BOP Rugby
- General misconduct

Complaints around misconduct should be documented in writing to the BOPRU.

The BOPRU Disciplinary Committee will hear such cases; therefore referees are open to the same scrutiny as players, coaches and spectators alike.

Sanctions may be imposed and these may include verbal warnings, letters of reprimand, and dismissal from roles within BOPRU Referees.

Policy 20.0: Media

No BOPRU Referee may go directly to the media (paper, radio, TV, internet, etc) and report on or comment about any rugby matters pertaining to BOPRU sanctioned rugby, administration, policy or guidelines. Any such correspondence or contact must be approved by the BOPRU CEO.

Policy 21.0: Recruitment

It is the responsibility of all rugby stakeholders to contribute to the recruitment of referees. Any likely persons who are interested in refereeing should be referred to either a RAG member, the

RDC or the RA for follow up.

Secondary schools are seen as a vital area for the possible recruitment of referees. The “You Make the Call Programme” will be promoted in Secondary Schools in the BOP with the hope that new referees from secondary schools are acquired. The Rugby Development Officers (RDOs) also have an important role to play in this area and will be liaising closely with the RDC and schools accordingly.

The RDC will also play an active role in recruitment at the club level.

Policy 22.0: Referee Survey

Each year, the BOPRU referees will be surveyed to get feedback on the season past, their views on what went well and what can be improved.

Policy 23.0: Sightings/Complaints Procedure

In the event of a formal written complaint being lodged with the BOPRU in relation to a rugby stakeholder, it will be dealt with solely by Union officials, or persons delegated by them.

Further, under no circumstances should any correspondence between affected parties/persons be entered into. If this does occur, disciplinary proceedings will follow.

Any official complaint will be treated with confidentiality and urgency. All affected parties/persons will be notified of the process involved in dealing with the complaint, and all the outcomes from such process and dealings will be communicated as quickly as is practicable.

Appendix I

- **Referee Claim Form**

- **Achievement / Recognition Matrix**



Bay of Plenty Rugby Football Union (Inc)
 P.O Box 4058
 MT MAUNGANUI SOUTH
 Ph: 07 574 2037 Fax: 07 574 2046
 www.boprugby.co.nz
 email: morag@boprugby.co.nz

Referees Claim Form

Date: _____
Name: _____
Phone: _____
Address: _____

Bank Account Number: _____

Bank Account Name: _____

Date		Phone / Fax etc	K'ims Rate 0.35 cents	TOTAL CLAIM
	vs.			
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	vs.			
	vs.			
	vs.			
Total				\$

Payments will not be made unless all appropriate information is supplied
 (For auditing purposes please supply game details and / or receipts where applicable)

BOPRU Referees Achievements & Recognition Matrix

ACHIEVEMENT	RECOGNITION					
	Certificate	Tie	Blazer	Trophy	Life Membership	Honours Board
10/20/30/40 year service awards (presented annually via NZRU)						
5 Annual Awards						
Outstanding Service (top successful nomination items of poll)						
First Baywide Colts Game						
First Baywide Premier Game						
Northern Zone Squad Selection						
25 Baywide Colts or Higher Level Games						
100 Baywide Premier Games						
Referee Coach / Administrator (10 years continuous service)						
10 Full Seasons at any level (50% subsidised)						
NZRU Selection - Referee (10 First Class Games) - National Referee Performance Reviewer/ Coach / Selector (25 Games)						