

**Bay Of Plenty Rugby Football Union**  
**Referees**



**Strategic Plan**

**2007-2009**

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

## **Outcomes**

- Develop a workable budget which adequately meets the needs of all referee activities, in line with BOPRFU 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 BOPRFU referees will pay the designated subscription to be fully affiliated to the BOPRFU (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 Union Board 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 BOPRFU 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 BOPRFU referees will pay the annual subscription as an indication of commitment to their chosen sport, and to the BOPRFU in recognition of the administrative support they will receive and the gear – Policy 9.0

## **Responsibility**

- Referee Advisory Group (RAG)
- Referee Education Officer (REO)
- Rugby Development Manager (RDM)
- 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 Union 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
- 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 6.3
- Identify a referee coach pathway and encourage referee coaches to continue to up-skill – Policy 6.3

- Encourage all referee coaches to use the RRIMS system – Policy 6.3
- Encourage the transition from refereeing to referee coaching – Policy 6.3
- Encourage appropriately skilled referee coaches to be involved in the Northern Zone activities – Policy 6.3
- 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 BOPRFU, RAG and referees to enhance referee support – Policy 2.0, 2.1

### **Responsibility**

- RDM
- RAG
- REO
- 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 (2007-2009)
- 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 (2008-2009)
- 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, 6.3, 6.4
- Obtain appropriate feedback from other key rugby stakeholders on referee performance
- Enhance Referee Coach knowledge through training and development – Policy 6.3, 6.4
- Provide a transparent Referee Coach pathway – Policy 6.3, 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 (2007-2009) – 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**

- REO
- RAG
- RDM

## **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 (2007-2009)
- Create a positive image with coaches and managers (2007-2009)
- Create a positive image with the BOPRFU (continual)
- Create a positive image with the media (2007-2009)
- Create a positive image in and with clubs (2007-2009)
- Create a positive image in and with schools (2007-2009)

### **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 BOPRFU – Policy 2.1
- Enhance communication links with the media – Policy 2.1, 20.0
- Enhance communication links with schools – Policy 2.1

### **Responsibility**

- Referees
- REO
- RA
- RDM
- CEO
- RAG
- BOPRFU 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 (2007-2009)
- 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 6.3
- All referee coaches are to use the RRIMS system – Policy 6.3
- All referee coaches are to be added to the RRIMS system at the appropriate level – Policy 6.3

### **Responsibility**

- REO

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

### **Outcomes**

- The BOPRFU Referees will be fairly and well governed (continual)
- The BOPRFU Referees will be fairly and well managed (continual)
- The BOPRFU Referees will be fairly and well supported (continual)
- The BOPRFU will be pro-active in ensuring the BOPRFU Referees are treated fairly and equitable in all matters which affect them (continual)
- The BOPRFU Referees will have a strong and supportive relationship with the BOPRFU (continual)
- The BOPRFU Referees will follow due process, procedures and policy of the BOPRFU (continual)
- The BOPRFU Referees will pro-active in following and supporting the BOPRFU constitution, processes, policies and procedures (continual)
- The BOPRFU Referees will have opportunities to have input into the future direction of the overall running and administration of the referees (annual)
- The BOPRFU 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 BOPRFU Referees and their relationship with the BOPRFU 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 BOPRFU referees will be supportive of BOPRFU strategies, policies and procedures – Policy 2.0
- The BOPRFU referees will contribute to the on-going development of BOPRFU 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 BOPRFU Referees will be surveyed annually for feedback on the year gone for improvement in the future – Policy 22.0
- The potential RAG members put forward will be approved by the BOPRFU Board – Policy 2.0
- The RAG members will be appointed by the BOPRFU 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
- REO
- RA
- RDM
- CEO
- Referees

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

The BOPRFU 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 BOPRFU 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 BOPRFU 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 BOPRFU and information/issues/queries/positives/achievements back to the BOPRFU.

## **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 BOPRFU referees to enjoy their chosen sport

## **Policy 1.0: BOPRFU Policy and Constitution**

The BOPRFU Referees have amalgamated with the BOPRFU. As with any other group affiliated with the BOPRFU, the referees are bound by Union, Board and Constitutional policy. The BOPRFU and its Board have the right to run and administer the BOPRFU 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 BOPRFU 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 BOPRFU Referees.

### **Policy 1.1: Competition Rules**

The BOPRFU 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 BOPRFU. See Appendix II. It will also provide clear guidelines for referees in relation to their obligations to fixtures affiliated to the BOPRFU.

### **Policy 2.0: The Referee Advisory Group (RAG)**

The RAG will be made up of the following persons:

Director

Rugby Development Manager (RDM)

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 RDM and the BOPRFU CEO. The BOPRFU Board will have final approval of all selections. The tenure of area representatives will be for two years however they may be re-nominated by their area referee group for further representation.

If the RAG and/or the BOPRFU deem an appointed person on the RAG to be unsuitable for the role, the BOPRFU 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 BOPRFU and its Board. This group will meet as and when required in order to ensure the link between referees and the BOPRFU 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 BOPRFU. 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 BOPRFU 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 Union on any matters which affect referees and/or the union alike.

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

In terms of communication with the BOPRFU, 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 BOPRFU in relation to a rugby stakeholder, it will be dealt with solely by BOPRFU 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 Bay Wide 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 Bay Wide concept. BOPRFU Referees referee throughout the BOP and should therefore view their sport as encompassing the Bay Wide 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 BOPRFU and REO. 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 organize a suitable person to do so
- Organize the appropriate resources required to run training and development meetings
- Liaise with the REO 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: Bay Wide Meetings**

The BOPRFU referees will meet together periodically at a central venue to have a collective Bay Wide referee Training and Development meeting. This will allow a coordinated approach to training and development, and the fostering of the BOPRFU Bay Wide 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 REO, RAG and others on an as and when required basis.

### **Policy 5.0: Budget and Resources**

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

Any BOPRFU 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 BOPRFU 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 BOPRFU via the area representative for approval. Once a request has been approved, purchases will be made using the BOPRFU Referee order number according to policy. Purchases of resources will be accounted for against the BOPRFU Referees budget.

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

### **Policy 6.0: Selection, Coaching and Grading**

The referee coaches will work as a group/team and will report to the Convenor of Selection, Coaching and Grading (CSCG). The CSCG will have two other referee selectors who work alongside him and who make selection decisions based on coaching reports and selection sightings. The CSCG will liaise with the referee coaches on a weekly basis to get information about the running referees sighted so that the RA 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 CSCG will call meetings of the referee coaches when and where required to discuss referee performances and therefore guide the 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 at the end of the first round of Bay Wide rugby.

For the appointing of the Selectors, nominations will be called for from throughout the Bay Wide referee body. A panel consisting of a Director, the Rugby Development Manager and a referee representative from each Referee Training Area will appoint the selectors. There will be a minimum of two and a maximum of three making up the Selectors. The Convenor of the Selection, Coaching and Grading Group will be appointed from within the Selector group.

The BOPRFU Board will have final approval of all selections. The tenure of the Selectors will be for two years however they may be re-nominated for further representation after two years are up.

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

### **Policy 6.1: Grading Process**

A referee grading/panel list will be compiled by the referee Selectors in conjunction with the referee coaches. Referee Coaches must have been active to contribute to this.

The list will be compiled and published at the end of the first round of Bay Wide rugby.

On-field performance, fitness, law application and game management will be key requirements for advancement.

All referees considered for re-grading will be viewed on at least 2 games at a level higher or lower, by referee coaches, than their current grading level.

Coaches communicate with, and advise the CSCG of referees they feel should be considered for re-grading.

If a referee is to be re-graded down a panel, either the CSCG 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 some priority so the process is seen to be fair and reasonable.

Where practicable, as many referees as possible will be seen 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 (see 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, Super 8 1<sup>st</sup> XV, elite 1<sup>st</sup> XV interchanges

Panel 2 – Division 1, Super 8 1<sup>st</sup> XV, elite 1<sup>st</sup> xv interchanges

Panel 3 – Division 2

Panel 4 – Division 3, local area competition

Panel 5 – Club colts, Elite 1<sup>st</sup> XV

Panel 6 – sec school Div 1 and 2, elite U15

Panel 7 – sec school Div 3, 4, U15, women's senior, senior reserve

Panel 8 (new referees) – U15, sec school girls, junior rugby

Panel 10 – un-graded

There may need to be some variation due to set up of BOPRFU competition. This variation may need to occur each season. The Referee Selectors and Coaching group would consider an amended schedule given changes which may occur.

## **Policy 6.4: Referee Coaching and the Coaching Process**

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.

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 CSCG along with the other two selectors 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 CSCG 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 along side the REO to work towards identified goals.

The BOPRFU 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 coaching process includes:

- Each coach will be appointed to games unless the RA has been notified of unavailability.
- 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 talk immediately post game is inappropriate or unmanageable, the coach should ring the referee by Tuesday after the game.
- The RA will be responsible for forwarding a copy of the report to the respective referee/s.
- If a report is not forwarded, the RA will follow up in the first instance. If a report still does not come in, the CSCG will be notified and he 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, having the ability to move up panels, and those who are under threat of moving down panels.

## **Policy 7.0: Appointments**

Each training area will have an **Area Appointments Officer**. 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 TJs to senior games
- Liaising closely with the RA and convener of the Selection, Coaching and Grading group
- 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 Bay Wide Club Fixtures at all grades and BOP Secondary School Championship fixtures rests with the RA who is overseen by the CSCG. The CSCG advises the RA of any movements of referees to be made outside their current grading panel. NOTE: The REO has no involvement in appointments.

For all semi-final and finals games, and representative rugby, the CSCG and his two fellow selectors, select the referees and touch judges. 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.

Appointments will be notified to the referees via the RA and Area Appointments Officers.

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

**All Rugby Sanctioned by the BOPRFU:** These appointments which usually involve the following grades:

Premier and Super 8 1<sup>st</sup> 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 RA, and also in the above priority. The CSCG will liaise closely with the Referee Administrator 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 T.J.'s rests with the local Area Appointments Officer. While it would be desirable for all Bay wide fixtures to have appointed T.J.'s priority will be given to Premier/Senior fixtures.

If in any club grade a local round precedes or follows the Bay Wide Championship, all Senior grades will be Bay Wide appointments.

### **Policy 7.1: Referee Performance Panel Requirements**

#### **Panel 1**

NZ Level II Theory Exam (Valid for 2 years only)

BOPRUR Fitness Test

Alphabetical Order

#### **Panel 2-3**

NZ Level II Theory Exam

Alphabetical Order

#### **Panel 4-8**

Alphabetical Order

#### **Panel 10**

Alphabetical Order

One Grading List will be published at the end of the first Bay Wide round.

Appointments wherever practicable will follow the following parameters:

	<u>Round Robin</u>	<u>Semi Final</u>	<u>Final</u>
Bay wide 1 <sup>st</sup> round section 1	Panel 1, 2		
Bay wide 1 <sup>st</sup> round section 2	Panel 2, 3		
Local senior competition	Panel 3, 4		
Bay wide colts	Panel 5	5	5
Super 8 1 <sup>st</sup> XV	Panel 1, 2		
Elite 1 <sup>st</sup> XV	Panel 5		
Senior women	Panel 5	5	5
Sec school Div 1, Club reserves	Panel 6		
Sec school Div 2, 3, 4, U15	Panel 7, 8		

Panel 10 referees will be appointed at the discretion of the CSCG and RA, and must be currently at the performance level required for that level of game.

#### Bay wide Championship Round (Senior) Panel Appointments

	<u>Round Robin</u>	<u>Semi Final</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	4

**Bay Wide 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 Officer 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 – 8 and 10 will be deemed to be available for Bay Wide 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 BOPRFU Disciplinary Committee.**

### **Policy 7.2: Representative Rugby Appointments**

At Air New Zealand Cup and BOP Senior (non NPC fixtures) the CSCG in conjunction with his fellow selectors will select:

1. Reserve Referee/Touch Judge
2. T.J. No.2
3. Substitution Controller
4. Substitution Controller
5. Substitution Recorder

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

#### Sub-Union Representative Fixtures

Peace Cup	Panel 1
Rose Bowl	Panel 1
Te Hurinui	Panel 1, 2
Shalfoon Shield	Panel 2, 3
Parata Cup	Panel 3, 4

The Referee, for Sub-Union fixtures, in the first instance will be ideally appointed from the above Panels, but is to be a Referee from an Area Association outside of the Sub-Union boundaries of the two teams competing.

## **Performance Panels for Representative Rugby**

National Provincial Championship TJ's, 4, 5, 6	Panel 1,2,10
BOP Senior Representative Fixtures (not NPC)	Panel 1
BOP Maori Provincial	Panel 1,2,3
BOP Development TJ's, 4, 5, 6	Panel 1,2,3
BOP U23 TJ's	Panel 2,3,4
BOP U20 TJ's	Panel 2,3,4
BOP U18 TJ's	Panel 4,5
BOP Women TJ's	Panel 4,5,6,7,8
BOP U16 TJ's	Panel 4,5,6,7,8
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 BOPRFU will fund referee Interchanges. Referees for interchanges will be selected by the Referee Selectors.

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 BOPRFU 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 BOPRFU Referees' budget line designated for Interchanges.

Accommodation and airfares will be arranged by the BOPRFU and mileage is to be charged on the referee travel claim form and submitted by the 10<sup>th</sup> 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 BOPRFU 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 coaching and grading group.
- The Chiefs –Wide interchanges will have a definite referee development focus.
- The ACT interchange will have a definite referee development focus.
- All other interchanges will not only be for development, but also reward and retention purposes.
- Interchange referees will be selected by the CSCG and two other referee selectors

## **Policy 9.0: Subscriptions and Ground Entry Passes**

Subscriptions payable to the BOPRFU will be determined at the BOPRFU Board meeting in November each year. BOPRFU 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 Air New Zealand Cup fixtures and pre-season representative fixtures, but excludes internationals, Super 14, and Air NZ 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 BOPRFU, Bay Wide 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 10<sup>th</sup> of the next month. The forms need to be sent to Morag Ball (RA): PO Box 4058, Mt Maunganui South or Fax (07) 5742046, or e mail [morag@boprugby.co.nz](mailto: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.

The following awards will be presented at the annual end of year social/wind-up function for BOPRFU 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.

**Presidents Trophy** to be awarded by the BOPRFU Board Chairman to an individual who has made significant contributions to the BOPRFU 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 REO 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**

BOPRFU 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 BOPRFU 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 BOPRFU.

## **Policy 13.0 Life Members**

Any member of the BOPRFU 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 BOPRFU 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 BOPRFU CEO for approval and the passing on to the BOPRFU Board for ratification or decline. (The BOPRFU Constitution can be sighted for the full process)

### **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 BOPRFU 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 a part charge for lost gear.

The BOPRFU 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.

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

### **Policy 15.0: Forms and Reports (See Appendix I)**

Any referee who **sin-bins or orders a player from the field must** complete and submit the relevant forms to: Barry Leabourne: Fax (07) 5785830 or e mail [leabourne@xtra.co.nz](mailto:leabourne@xtra.co.nz) by 4pm 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 BOPRFU Fax (07) 5742046 or e mail [morag@boprugby.co.nz](mailto:morag@boprugby.co.nz)

**Serious Injury** report forms must be submitted to the BOPRFU Fax (07) 5742046 or e mail [morag@boprugby.co.nz](mailto:morag@boprugby.co.nz) for any injury involving the neck or spine, head, and others which involve hospitalisation.

**Team Sheets:** all sections of the bay wide 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 6 years ago.

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 BOPRFU.

Internally however, the BOPRFU Referee Selectors will consider nominating referees who meet the external selection criteria who:

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

### **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 BOPRFU referees. This will be subsidised by the BOPRFU. It will be organized by the RA and RAG members.

### **Policy 19.0: Disciplinary Matters Involving Referees**

Any referee who breaches normally accepted codes of practice, or who goes against BOPRFU policy will be open to disciplinary action. The BOPRFU Disciplinary Committee will hear such cases, therefore referees are open to the same scrutiny as players, coaches and spectators alike.

### **Policy 20.0: Media**

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

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

### **Policy 22.0: Referee Survey**

Each year, the BOPRFU 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 BOPRFU 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*

## Forms





Bay of Plenty Rugby Union (Inc)  
Referees Match Report



**Team:** \_\_\_\_\_ **vs** \_\_\_\_\_  
**Grade:** \_\_\_\_\_

**Venue:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Referee:** \_\_\_\_\_ **Club Official:** \_\_\_\_\_

<b>Club Official Present</b>	<input type="checkbox"/>	<b>Ground Conditions</b>	<input type="checkbox"/>
<b>Teams Available for Inspection</b>	<input type="checkbox"/>	<b>Ground Markings</b>	<input type="checkbox"/>
<b>Team Sheets Available</b>	<input type="checkbox"/>	<b>Flags</b>	<input type="checkbox"/>
<b>Team Sheets Completed Correctly</b>	<input type="checkbox"/>	<b>Crowd Control Barriers Both Sides</b>	<input type="checkbox"/>
<b>Teams on Time for Game</b>	<input type="checkbox"/>	<b>Management /Team Reserves Behind Barrier</b>	<input type="checkbox"/>
<b>Front Row Players Available</b>	<input type="checkbox"/>	<b>Crowd Control Adequate</b>	<input type="checkbox"/>
<b>Changing Facilities Available &amp; Adequate</b>	<input type="checkbox"/>	<b>Play Stopped Crowd Control</b>	<input type="checkbox"/>
<b>Ordering off Reports Completed</b>	<input type="checkbox"/>	<b>Sin Bin Reports Completed</b>	<input type="checkbox"/>
<b>Serious Injury Reports Completed</b>	<input type="checkbox"/>		

**Comments:**

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**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'ms Rate 0.35 cents	TOTAL CLAIM
	vs.			
	vs.			
	vs.			
	vs.			
	vs.			
	vs.			
	vs.			
	vs.			
	vs.			
	vs.			
	vs.			
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	vs.			
	vs.			
	vs.			
	vs.			
	vs.			
	vs.			
	vs.			
<b>Total</b>				<b>\$</b>

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

# *Appendix II*

## **BOPRFU Official Fixture/Tournament Sanctioning Policy**



## **Policy for the sanctioning of fixtures outside of official BOPRU competitions/fixtures**

### **Objective;**

To ensure all fixtures outside of official BOPRFU competitions/fixtures, where referees are appointed meet the required standards of the BOPRFU.

### **Requirements;**

BOPRFU will appoint referees to sanctioned games only.

A sanctioned game is one where the organiser agrees to the following conditions;

- 1) to apply in writing to the BOPRFU for the fixture/tournament to be approved/sanctioned and/or complete a BOPRFU official sanctioning form
- 2) to be bound by the BOPRFU Judicial and Disciplinary process
- 3) to completing a team sheet for every match played. The team sheet must be an official BOPRFU team sheet
- 4) to supply a copy of all team sheets to the BOPRFU Office within a defined period of time after the completion of the fixture/s. (as per the BOPRFU fixture sanctioning form)
- 5) to the team sheet being signed off by the captain/manager prior to the match

**BAY OF PLENTY RUGBY FOOTBALL UNION**  
**OFFICIAL SANCTIONING OF FIXTURES FORM**

**Fixture/tournament seeking sanctioning:**

\_\_\_\_\_

**DATE/S:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**VENUE:** \_\_\_\_\_

**ORGANISING CLUB:**

\_\_\_\_\_

**CONTACT PERSON 1**

**CONTACT PERSON 2**

**NAME:**

\_\_\_\_\_

**NAME:**

**PHONE:**

\_\_\_\_\_

**PHONE:**

\_\_\_\_\_

**We agree to;  
BOX)**

**(PLEASE ✓ TICK EACH**

be bound by the BOPRFU Judicial and Disciplinary process

complete an official BOPRFU team sheet for every match played.

supply a copy of all team sheets to the BOPRFU Office after the completion of the fixture/s

the team sheet being signed off by the captain/manager and referee prior to each game starting

**SIGNED:** .....

**NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_