



THE LONDON SOCIETY OF RUGBY FOOTBALL UNION REFEREES (L.S.R.F.U.R.)

November 2016 version

CONSTITUTION AND RULES

1. Name and Composition

1.1. The Society shall be known as 'The London Society of Rugby Football Union Referees' and membership shall consist of active and former referees of matches played under the Laws of the game as framed by World Rugby (or its successor) and other persons elected to membership at the absolute discretion of the Regional Committee for the Region to which those persons are assigned.

1.2. The Society will affiliate to the Rugby Football Union and to affiliate to the Constituent Body (or Bodies) designated to it by the Rugby Football Union. The Society will comply with and uphold the bye-laws, rules and regulations of the Constituent Body, the Rugby Football Union and World Rugby as amended from time to time, and the rules and regulations of any body to which the Rugby Football Union is affiliated.

2. Purpose

2.1. The purpose of the Society shall be: 'To promote the game of Rugby Union by providing competent, well trained and knowledgeable match officials to all affiliated Clubs and Unions'.

3. Membership

3.1. There shall be the following classes of membership:

3.1.1. **Members** - Members shall be active and former referees who have paid such membership fees as may be determined by the Society from time to time.

3.1.2. **Associate Members** - At the absolute discretion of the Regional Committee to which the person is to be assigned, a suitable person who may not fulfil normal membership requirements but who has strong connections with the activities and purpose of the Society may be elected to Associate Membership. Such members may participate fully in meetings and events as organised by the Regional Committee.

3.1.3. **Life Vice Presidents** - For outstanding service to the Society, a General Meeting may, upon recommendation from the Management Committee, elect to Life Vice-Presidency a member who has retired from refereeing.

3.1.4. **Life Members** - For special services to the Society, a General Meeting may, upon recommendation from the Management Committee, elect to Life Membership a member who has retired from refereeing.

3.1.5. All classes of membership are entitled to purchase and wear the Society's insignia.

4. Management Committee

The Society shall be administered by the Management Committee, which shall assume office on 1st June annually and shall be constituted as follows:

- (i) President
- (ii) Deputy President
- (iii) General Secretary
- (iv) Treasurer
- (v) Chairman of the Appointments & Grading Committee
- (vi) Training and Development Manager
- (vii) Recruitment Manager
- (viii) Four Regional Managers
- (ix) Midweek Manager
- (x) RFRU Representative
- (xi) Premier List Manager



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- (xii) IT/Communications Manager
- (xiii) Assistant Secretary (General)

4.2. Election to the Management Committee shall be annual, with the exception of the President and the Deputy President. The Deputy President shall be elected to office for a term of two years commencing with the date on when the President starts their third year of office. At the end of that period, the Deputy President shall automatically take office as President for a term of four years. All elections shall take place at the April General Meeting.

4.3. Elections for Management Committee posts iii to xiii inclusive shall be conducted each year by the General Secretary. Any necessary election to the post of General Secretary will be conducted by the President. There shall be a proposer and seconder for each nomination and such nomination shall be delivered in writing to the General Secretary by the last day of February. Where a post has more than one candidate seeking election, a paper ballot will be conducted at the April General Meeting. The candidate securing the largest number of votes will be deemed elected.

4.4. If, for whatever reason, any Management Committee post falls vacant before the April General Meeting, the President will nominate a replacement who will hold office until May 31st.

5. Regional Committees

5.1. The Society shall be divided into four geographical Regions. There shall be a Regional Committee for each geographical Region of the Society.

5.2. The Regional Committee shall include the following core positions:

- (i) Regional Manager
- (ii) Regional Appointments Manager
- (iii) Regional Training Co-ordinator
- (iv) Regional Match Observers Co-ordinator
- (v) Regional Re-appointments Managers
- (vi) Regional Recruitment Co-ordinator
- (vii) Two active referees

5.3. Elections for the post of Regional Manager shall be conducted each year by the General Secretary. There shall be a proposer and seconder for each nomination and such nomination shall be delivered in writing to the General Secretary by the last day of February. Each incumbent Regional Manager is required to publicise the upcoming election for the Regional Manager position to all regional members no later than February 1st, ahead of the above closing date for nominations.

5.4. In the event that there is more than one valid nomination for the position of Regional Manager in a Region, the General Secretary shall be authorised to conduct a postal ballot of the members of the Society assigned to that Region and shall announce the outcome of the election to the Region by the last day of March. Elections of Regional Managers shall always be subject always to ratification by the Society at the April General Meeting.

5.5 Additional positions may be created in Regional Committees at the discretion of the Regional Manager and with the agreement of the members of the Society assigned to that Region.

5.6. Elections for all core positions and additional positions deemed necessary within a Regional Committee shall be conducted by the Regional Manager who shall ensure the outcome of such elections are registered with the General Secretary prior to the first Management Committee meeting following the April General Meeting. The electorate shall consist of the members of the Society assigned to that Region.



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5.7. The two active referee members of the Regional Committee shall hold no other position on the Regional Committee or other official position within the Society.

5.8. If, for whatever reason, any Regional Committee post falls vacant during the year, the Regional Manager will nominate a replacement who will hold office until May 31st (or thereafter, depending on the outcome of the annual election process).

6. Appointments & Grading Committees

6.1. The Appointments and Grading Committee shall be a standing sub-committee of the Management Committee and shall be constituted as follows:

- (i) Chairman of Appointments & Grading
- (ii) Four Regional Appointments Managers or their alternates
- (iii) Assistant Secretary (Match Observers)
- (iv) Assistant Secretary (Exchanges)
- (v) Training and Development Manager
- (vi) Midweek Manager
- (vii) Premier List Appointments Manager
- (viii) Development Squad Management
- (ix) Assistant Treasurer

6.2. Elections to the positions of Assistant Secretary (Match Observers), Assistant Secretary (Exchanges) and Assistant Treasurer shall be annually at the April General Meeting. The Development Squad Management shall be appointed by the Management Committee. The Premier List shall be selected by the Appointments & Grading Committee and managed by the Premier List Manager and shall be appointed to such fixtures of the Society as the Appointments & Grading Committee shall determine. The Development Squad Management and SEG representative will be appointed by the Management Committee.

6.3. The President, Deputy President, General Secretary, Treasurer, Regional Managers and Premier List Manager are ex-officio members of the Committee.

7. Powers of Management Committee

7.1. The Management Committee, without prejudice to the generality of the Rules and Constitution, shall be responsible for the overall management of the Society and in particular shall have the following powers, namely:

7.1.1. To appoint sub-committees to deal with any particular affair of the Society as may be decided by the Management Committee.

7.1.2. To invite members and other individuals who are not members of the Management Committee to attend its meetings and those of its other committees and subcommittees on a co-opted basis, without voting powers.

7.1.3. To expel from membership of the Society any member or affiliated club for the infringement of any of the Rules and Constitution of the Society or for any conduct which in the opinion of the Management Committee is detrimental to the interests of the Society or of the Game.

7.1.4. To authorise expenditure, including expenditure recommended by other committees of the Society. The Management Committee shall not have power to authorise payment (other than reimbursement of reasonable out of pocket expenses) to any person for his services in administration of the Society.



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8. Powers of the Appointments & Grading Committee shall:

8.1. The Appointments and Grading Committee shall:

- 8.1.1. Formulate appointments and grading policy for the Society.
- 8.1.2. Make arrangements for uniform standards of grading across the Society at playing level 9 and below.
- 8.1.3. Effect grading at playing level 8 and above.
- 8.1.4. Supervise the exchange programme of the Society.
- 8.1.5. Make arrangements in conjunction with the Training and Development Manager for the development and training of referees, referee match observers and referee coaches.

9. Proceedings of Committees

9.1. The Management Committee, each Regional Committee and the Appointments & Grading Committee shall meet at least three times every year. The schedule of meetings for all committees shall be published annually. Each Regional Manager shall appoint an alternate to attend any Management Committee meeting which they are unable to attend so as to ensure that each Region is represented at each such meeting.

9.2. Minutes shall be taken of meetings of the Management Committee and the Appointments & Grading Committee and these shall be made available to the Regional Committees. In addition the Communications Manager will make available to all members of the Society by means of the Society's website information concerning the activities of the Management Committee and the Appointments & Grading Committee as appropriate.

9.3. Minutes shall be taken of each Regional Committee meeting and these shall be communicated to members of that Region in such manner as may be agreed by the members of that Region. A Regional Committee shall review the grading of each of the active referees assigned to its Region at least twice in each season.

9.4. A Quorum for any committee shall be one half its appointed membership plus one. All members of the Management Committee, the Appointments & Grading Committee and the Regional Committees are officers of the Society.

10. Affiliated Clubs

10.1. Any club which is a full member of the Rugby Football Union or of the England Schools Rugby Football Union shall be eligible to apply for affiliation to the Society. A club which is affiliated must undertake:

- 10.1.1. To nominate to the Society one or more of its members who are willing and competent to referee unless specifically given exemption from this requirement upon application to the Society;
- 10.1.2. To pay the appropriate subscription on or before 1st September each year or upon election. To the extent that subscriptions remain outstanding as at 1st September of the season following which such subscriptions were due, the Society reserves the right to suspend the services of referees without notice, until subscriptions for the prior and current season have been paid in full.;
- 10.1.3. Not to seek the services of a Society referee except formally through the Society;
- 10.1.4. To forward by the required date set by the Society to the official designated by the Society, its home fixtures for the ensuing season on the form prescribed;
- 10.1.5. Whenever possible to give no less than 14 days' notice to the appropriate Regional Manager of any additional fixture, which shall be in writing and shall state the name of the opposing club, the date, the time and the venue;



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10.1.6. Being the home club, to refund the appointed referee his out-of-pocket expenses which must be offered on the day of the match. (NOTE: In no case shall a referee be paid more than a reasonable amount of out-of-pocket expenses, which he must detail and which must not include any sum in respect of loss of earnings. Any application for or acceptance of more than the expenses detailed above must be reported to the Society).

10.1.7. In all cases where the Affiliated Club reports in writing its dissatisfaction with the appointed referee, the said referee shall not officiate in any match wherein the dissatisfied club is playing, pending an inquiry by the Society.

11. General Meetings

11.1. There shall be two General Meetings in each year as follows:

(i) In November: To receive the accounts of the preceding season. To conduct other relevant business.

(ii) In April: To elect those persons required by rules 4, 5 and 6 to be elected or to ratify the election of those persons whose election requires to be ratified. To conduct other relevant business.

12. Nominations for Posts

12.1. Nominations for posts to be elected at the April General Meeting (except the Regional Managers) shall be in writing, signed by the nominee, the proposer and seconder, and must reach the General Secretary by the last day of February. The General Secretary will remind all members of this deadline by January 31st. In the event of a vote, a simple majority shall decide, conducted through a secret paper ballot at the meeting.

13. Special General Meeting

13.1. A Special General Meeting, for which one month's notice shall be given, is to be called by the General Secretary on receipt of instructions to that effect from the Management Committee which must be minuted or on receipt of a written request, signed by not less than 30 members. The notice calling such a meeting shall contain an agenda of the items to be discussed together with a statement giving the purpose(s) for which the meeting has been called.

14. Trustees

14.1. The Management Committee shall have full control of the funds and property of the Society. The Management Committee will also appoint two Trustees drawn from senior retired referees. In the event of the winding up of the Society for any purpose whatsoever as approved at a General Meeting, any surplus funds shall be refunded to the Affiliated Clubs in the same proportions as their subscription for the previous season provided it was paid.

15. Changes to these Rules and Constitution

15.1. Notice of any proposal to add to, amend or alter these Rules and Constitution, together with the terms of such proposal, amendment or alteration, shall be given in writing to the General Secretary not less than two calendar months before the date of the next April or November General Meeting at which the proposal is to be put. The General Secretary shall give at least 28 days' notice to the members of the terms of the proposed additions, amendments or alterations and the reasoning behind them. No alteration or addition to these Rules and Constitution shall be made, except by a two thirds majority of all voters present at that General Meeting and entitled to vote.



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16. Disputes

16.1. In the event of any dispute regarding the interpretation of these Rules and Constitution or any question on matters not therein provided for, the Management Committee's decision shall be final and binding.



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NOTES (Revised November 2016)

1. TRANSPORT

1.1. Members are advised to check public transport timetables mentioned in directions to grounds since these are subject to seasonal and weekend variations, and to be aware of road alterations and closures caused by events held at weekends.

2. CLUBS, PLEASE NOTE

2.1. In no case shall a Referee be paid more than out-of pocket expenses and any application for, or offer of, more than such expenses must be reported by the person receiving the application or offer to the General Secretary.

2.2. Referees should not claim for taxi fares in their expenses unless this has been agreed with the home club. Referees should not charge clubs for meals.

2.3. The attention of clubs is drawn to the Society's Rule 10.1.6 concerning the payment of referees' expenses. Clubs are requested to ensure that expenses are offered to referees at each home game as early as possible, so that referees are spared the embarrassment of asking for their expenses.

3. MATCH RELATED EXPENSES, PLEASE NOTE

3.1. General - Claims will be reimbursed by direct payment to bank accounts. Therefore, bank account details must be provided with claims to enable payment to be made. The standard reimbursement is 45 pence per mile for referees travelling by car or the cost of standard class public transport. Taxi fares should only be claimed where this has been agreed with the home club. Referees should not claim for meals. Referees should claim the whole amount of their expenses from the home club unless any of the following apply. Match Observers and Coaches should send their claims to the Assistant Secretary (Match Observers) twice a season.

3.2. Claims in excess of £30 - Where expenses exceed £30, a maximum of £30 should be claimed from the club and the excess claimed by application to the Regional Manager twice a season. Special arrangements apply to certain schools in the west and south-west of England. Details of these arrangements will be made available at the start of each season.

3.3. Inter Society Exchanges - Where referees travel together in one car to an exchange, the standard reimbursement is 45 pence per mile for the entire journey. Where referees travel individually by car to an exchange, the standard reimbursement is 45 pence per mile for the first 100 miles and 10 pence per mile for the remainder of the journey. Where referees use public transport, the standard reimbursement is the cost of standard class public transport plus, exceptionally, any taxi fares necessary where the host club or society is unable to provide transport for the referee between the club and the connection for public transport.

3.4. One night's overnight accommodation will be provided when the driving journey time exceeds 3.5 hours (using the AA Routefinder). The maximum claim for overnight accommodation is £65 including VAT and claims must be accompanied by a VAT invoice to ensure full payment. Details must be agreed with the Assistant Secretary (Exchanges) in advance. Claims for exchange expenses should be submitted to the Assistant Secretary (Exchanges) within two weeks of the exchange.



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3.5. International Exchanges - The travel and insurance arrangements should be discussed, well beforehand, with the General Secretary. Those hosting incoming referees should also discuss, in advance, the financial arrangements with the General Secretary.

4. REIMBURSEMENT OF OTHER EXPENDITURE

4.1. Those carrying out activities on behalf of the Society are entitled to reimbursement of all out of pocket expenses. Except where stated below, all claims should be approved by the Regional Manager before being submitted to the Treasurer.

4.2. Receipts, including VAT invoices, are required for all expenditure other than travel. The following matters, although not exhaustive, should cover most eventualities. If in doubt, the General Secretary or Treasurer should be contacted before any expenses are incurred on behalf of the Society.

4.3. Claims will be reimbursed by direct payment to bank accounts. Therefore, bank account details must be provided with claims to enable payment to be made.

5. VAT

5.1. The Society is VAT registered. Therefore, any claims for expenses which contain a VAT element must be accompanied by a valid VAT invoice, showing the name of the supplier, their VAT number and the rate and amount of VAT. This is of particular importance in the case of fixed line and mobile telephone expenditure and broadband, since VAT invoices need to be specifically requested from suppliers. If no VAT invoice is provided, the reimbursement of the VAT element of a claim may be withheld.

6. COMMITTEE MEETINGS

6.1. Those attending Management Committee Meetings, Appointment & Grading Committee and Regional Committee Meetings may claim travelling expenses. The standard reimbursement is 45 pence per mile travelling by car or the cost of standard class public transport. Claims should be submitted to the Treasurer twice a year.

7. SOCIAL ENGAGEMENTS AND DISCIPLINARY HEARINGS

7.1. Members of the Society may be asked by the General Secretary to represent the Society at one of the above. Those doing so may claim travelling expenses. The standard reimbursement is 45 pence per mile travelling by car or the cost of standard class public transport. Claims should be submitted to the Treasurer twice a year.

8. MEETING EXPENSES - GUEST SPEAKERS

8.1. Guest speakers are entitled to claim travelling expenses. The standard reimbursement is 45 pence per mile travelling by car or the cost of standard class public transport. Claims should be submitted to the Treasurer on behalf of the Guest Speaker by the member of the Society acting as host. It may be considered appropriate to offer hospitality to Guest Speakers. The Society will reimburse a host for a Guest Speaker to a maximum of £75 in total, but this should be agreed with the Treasurer in advance.

9. TRAINING COURSES AND TRAINING MEETINGS

9.1. Members of the Society who act as tutors at training courses or speakers at meetings may claim travelling expenses. The standard reimbursement is 45 pence per mile travelling by car or the cost of



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standard class public transport. Claims should be submitted to the Treasurer twice a year. The Society will also pay each tutor for a training course the sum of £100 (or pro-rated share thereof) towards the cost of preparing for each day of a training course. The Training and Development Manager will submit a claim once a year to the Treasurer on behalf of all tutors.

10. POSTAGE

10.1. Postage costs should be submitted in the normal way to the Treasurer.

11. STATIONERY AND PRINTING

11.1. The Society will provide letterhead paper and compliment slips.

11.2. Other expenditure will be reimbursed by the Treasurer.

11.3. Ideally, claims should be submitted to the Treasurer twice a year.

12. TELEPHONE

12.1. The Society will reimburse fixed-line, mobile telephone and broadband expenditure on behalf of the Society. Where possible, dedicated numbers, lines and/or connections should be obtained for Society use. In the case of all claims, VAT invoices should be obtained from the supplier to support the claim. If amounts warrant it, claims may be submitted to the Treasurer on receipt of telephone invoices. Otherwise, claims should be submitted to the Treasurer twice a year.

13. EQUIPMENT, IT HARDWARE AND SOFTWARE

13.1. The Society will supply appropriate equipment and IT hardware or software to those within the Society who have a need for them.

13.2. If additional IT hardware or software is needed, the IT/Communications Manager should be consulted. In some limited cases, such as anti-virus software, this may be obtained without input from the IT/Communications Manager.

13.3. If other equipment such as communication devices, is needed, the Treasurer should be consulted. Expenditure will be reimbursed by the Treasurer.

13.4. Claims should be submitted to the Treasurer as soon as possible after expenditure is incurred.

14. SOCIETY'S INSIGNIA

14.1. Insignia shall be available to all classes of membership (see 3.1.5).

KICK-OFF TIMES

Kick-off times will be as follows unless otherwise notified.

3 p.m. September, October

2.30 p.m. November

2.00 p.m. December, January

2.30 p.m. February

3 p.m. March, April



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