



Brisbane Rugby League Referees Association Incorporated

ASSOCIATION BY-LAWS

INTERPRETATION: IN THESE RULES

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| 1. | The Association | Brisbane Rugby League Referees' Association Incorporated |
| 2. | Act | Means the Associations Incorporation Act (Qld) 1981. |
| 3. | Member | Means a member who has paid the annual membership fee or life member. |
| 4. | General Meetings | Refers to the Annual General Meeting, General Meeting and Special General Meeting |
| 5. | Management Committee Meeting | Means a meeting of elected and official positions of the association. The management committee can invite guests or members at their sole discretion. |
| 6. | In writing | Means any correspondence that is written, email, or printed or partly written and partly printed. The correspondence must be dated and the author identified. |
| 7. | Words | Imparting singular include the plural and words imparting the plural include the singular. |
| 8. | A word not defined | A word or expression that is not defined in these rules but is defined in the Act has, if the context permits, the meaning given in the Act. |
| 9. | Sub-committee | Means sub-committees, subgroups, project groups and/or teams of individuals selected by the management committee to assist. |
| 10. | Membership fee | Refers to the association membership only and does not refer to operating, activity program or event costs and/or fees. |
| 11. | Conspicuous and Meritorious Service | Means the visible or obvious service to the association <u>and</u> the service is commendable or worthy or admirable to the association. |
| 12. | Appointments | Refers to the allocation of members to officiate games by the respective leagues. |
| 13. | Hearings | Refers to the requirement of members to attend to disciplinary or tribunal committee's proceedings of the respective rugby league authorities. |
| 14. | Media | Any medium, person or persons who represent a means of communication that can potentially reach large numbers of people, such as internet postings, television, newspaper and radio. |
| 15. | Conflict of Interest | Describes any situation in which a member who, contrary to the obligation and absolute duty to act for the benefit of the association, potentially exploits the relationship for personal benefit. |

16. International Law Games Refer to any games that are conducted under the International Rules of Rugby Football League that are published time to time.
17. Junior Law Games Refer to any games that are conducted under a recognised rugby league authority that contain modified rulings to the International Rules of Rugby Football League to order to promote aspects of the game or to increase the safety of players. Typically, these games apply to junior levels.

*Any word meaning or definition not specified by the Act, Constitution or By Laws shall be taken as the meaning or definition as specified by the current or online **Macquarie Dictionary** as published by Macquarie Dictionary Publishers Pty Ltd.*

1. GENERAL

- 1.1. In accordance with Section 25 of the Constitution these by-laws are to be read in accordance with the Constitution.

Amendments to By-Laws

- 1.2. By-laws may be set aside by a general meeting of the Association provided that: -
- i. At least fourteen (14) days notice has been given to all members of the intention to do so, this notice to contain the names of the members proposing the motion plus the seconder; and
 - ii. The motion is carried at the general meeting with the majority of members present at the meeting being in favour of the motion.

2. MEMBERSHIP

- 2.1. In accordance with Clause 6 (b) of the Constitution membership fees are due and payable at the 1st of October in each year.
- 2.2. The membership fees are to be taken only by requested permission by the individual member.

Conditions of Membership

- 2.3. Any member of the Association shall: -
- i. Cease to be entitled to all rights and privileges of the Association should they fail to renew membership by payment of the prescribed fee prior to the designated commencement time of the Annual General Meeting.
 - ii. Not be on the Executive of any club or league affiliated with the QRL and advise the Management Committee of any liaison with any such club or league, or any other body associated with Rugby League. The Management Committee shall advise all required personnel accordingly and will consider if a potential conflict of interest occurs.
 - iii. Not make statements to any media or give information to any media except with the permission of the President.
 - iv. Advise the Management Committee of any regular commitments which may prevent the fulfilment of appointments or obligations as a member of the Association. The Management Committee shall advise all required personnel accordingly.

Life Members

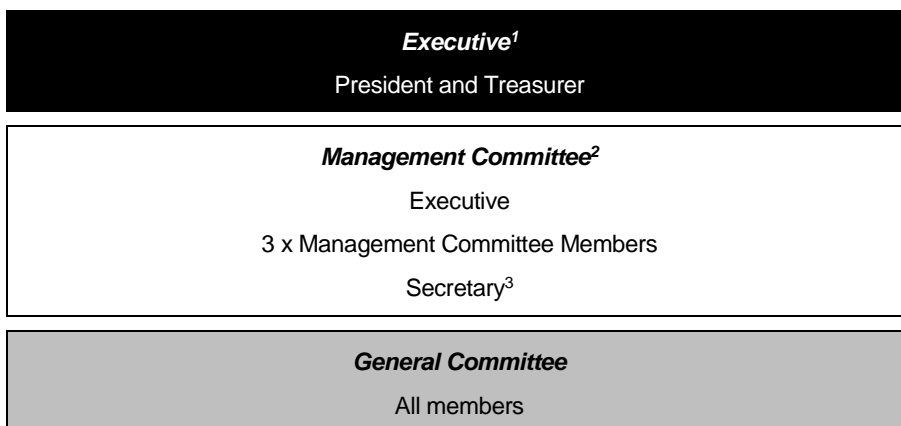
- 2.4. In accordance with Clause 4 (a) (iv) of the Constitution, members may be nominated for life membership of the Association by the Management Committee; the person nominated to have rendered conspicuous and meritorious service to the Association.

- 2.5. Nominees for life membership must be chosen from a list of eligible members recommended by one or more members of the Association.
- i. The recommendation for life membership must:
 - a. Stipulate the conspicuous and meritorious service of the person under consideration.
 - b. Be in the hands of the Management Committee by the date stipulated in the meeting programme for the year.
 - c. The Management Committee shall consider such nominations and make recommendations to the General Committee.
 - ii. The nominee shall also –
 - a. Have been a member of the Association for a minimum of twelve (12) years; and
 - b. Receive a two-thirds majority of votes cast by the General Committee to obtain the life membership.
- 2.6. A life member shall maintain full privileges of the Association.

Visitors

- 2.7. In accordance with Clause 4 (c) of the Constitution visitors shall be accepted at the discretion of the Management Committee and shall include any member from another Referees’ Association, any member of a League or any other interested party.

3. STRUCTURE OF THE ASSOCIATION



1. See Clause 12(b) of the Constitution.
2. See Clause 13(a) of the Constitution.
3. Non-Official Position as endorsed by the Management Committee - see Clause 12(c) of the Constitution.

4. ASSOCIATION POSITIONS

Members of the Management Committee

- 4.1. All members of the Management Committee elected according to the requirements of the Constitution Clause 12 (a) shall:
- i. Be deemed to represent all members of the Association.

- ii. Speak at any Management Meeting on behalf of any member on any subject.
- iii. Retain the right to vote on any matter according to their own conscience.

4.2. Any eligible financial member or life member may nominate for any position on the Management Committee.

Management Committee Responsibilities

4.3. Management Committee members must:

- i. Report and assist matters relating to member complaints and discipline.
- ii. Provide monthly reports to the Management committee and newsletter articles or other news items for the general committee.
- iii. Perform all duties required in accordance with the Constitution.
- iv. Understand and Abide by the Rules of the QRL, SEQ Division and Local Leagues.
- v. Abide strictly to the Association Constitution and By-Laws.

4.4. In accordance with Clause 18 (d) of the Constitution non-official positions shall be:

- i. Secretary.
- ii. Other positions as agreed by the Management Committee.

4.5. Any proposed new non-official position must include the necessary amendments to Schedule A to the By-Laws.

Non-Official Positions

4.6. Non-official positions are duties and responsibilities that do not carry representation on the management committee.

4.7. The motion at the General Meeting to create a non-official position will also be deemed as a motion to amend the By-Laws and be subjected to the same conditions of notice.

Sub-committees

4.8. Sub-committees shall be formed by the Management Committee from time to time; where

- i. In accordance with Clause 18 (a) of the Constitution the persons on the Sub-committees shall be selected by the Management Committee, the duration of each Sub-committee to be determined by the Management Committee.
- ii. Duties of each Sub-committee shall be determined by the Management Committee when forming the Sub-committee.

5. ROLES AND DUTIES

President

5.1. The President is an executive role and shall be:-

- i. Head the Association and chair meetings.
- ii. Sole media spokesperson for the association including endorsement of press releases and match officials interviews.
- iii. The signatory to all meeting minutes after confirmation as an accurate record of any previous meetings.
- iv. Active in and encourage to the recruitment and retention of association members.
- v. Representative to SEQ Division Referees' meetings.

- vi. Active in the establishment and maintenance of working relationships with league officials and relevant organisations in order to assist with the functioning of the association and the supply of refereeing services.
- vii. Regular review and update all Association policies, procedures and operations.

Treasurer

5.2. The Treasurer is an executive role and shall: -

- i. Be responsible for all finances of the Association.
- ii. Control all fund raising necessary for the financial improvement of the Association.
- iii. Issue receipts for all monies received by the Association.
- iv. Pay all approved accounts within terms and conditions.
- v. Submit a financial report to the Management Committee each month and to the general committee whenever requested by the Management Committee.
- vi. Prepare a yearly budget to be presented last meeting date in February of any year for the General Committee endorsement.
- vii. Maintain all records, books etc. necessary in accordance with Clause 28 (a) through to Clause 28 (j) of the Constitution.
- viii. Be responsible for all articles relating to finance which belong to the Association.

Development Liaison

5.3 Development Liaison is a management committee role and shall:

- i. Assist the Coaching and Development Manager with the appointment of referee coaches in RLB games.
- ii. Be responsible for and chair the junior games referee sub-committee.
- iii. Maintain a record of all coaching appointments
- iv. Contribute to the Coaching and Development Plan
- v. Recommended to obtain or have qualifications to the Coaching Matching Official Accreditation.
- vi. Be responsible for any other duties consistent with the position.

Member Liaison

5.4 Member Liaison Manager is a management committee role and shall:

- i. Act as a liaison between members and the Management Committee assisting with initial concerns regarding on/off-field matters.
- ii. Assist the President with communication with sponsors and media.
- iii. Assist the Secretary by acting as an information collector for complaints, either from on-field matters or directly from members
- iv. Remain independent of any decisions regarding disciplinary matters brought forward to the management committee.
- v. Obtain or have qualifications to Member Protection Information Officer (MPIO) (Recommended).
- vi. Be responsible for any other duties consistent with the position.

Facilities Manager

5.5 The Facilities Manager is a management committee role and shall:

- i. Manage the physical facilities (buildings and grounds) shared by the Association and the general public to ensure a high standard of safety and presentation.
- ii. Support to the Association to ensure the efficient operation of the facilities for clients and members, including bookings and facility schedule.
- iii. Be responsible for the building and grounds maintenance.
- iv. Ensure all equipment is operational and stored in a secure matter.
- v. Delegate duties to other persons as required.
- vi. Be responsible for any other duties consistent with the position.

6. MEETINGS TRAINING AND LECTURES

Meeting Programme

6.1. At each Annual General Meeting of the Association the Secretary shall advise all members of the date of the first general meeting for the forthcoming year. In accordance with Clause 23 (a) of the Constitution

Attendance at Meetings

6.2. Members shall:-

- i. Attend any general meetings as required,
- ii. Attend training and or lectures of the Association as required by the Coaching and Development Manager.
- iii. Submit either in writing or by personal application to the Management Committee any reason, apology or excuse for non-attendance at any general meeting. This requirement does not apply to Junior Members.
- iv. Sign the attendance book at all meetings, trainings and or lectures. This shall be completed within fifteen (15) minutes from the start of each meeting, any member not present to sign the attendance book within this period shall be deemed to be absent from the meeting.
- v. Dress according to the rules of the location where the meeting is to be held. In all circumstances, unless physical training is to be completed, members shall consider as a minimum standard of dress acceptable to meetings – shorts, skirt (female only), shirt and shoes.
- vi. Members of Sub-committees and representatives of the Association who are required to meet whilst a general meeting is in progress shall be deemed to be present at the general meeting excepting that such member shall have no right to vote on any matter other than by personal representation at the meeting when the vote is taken.

Standing Orders

6.3. Standing orders for the Annual General Meeting shall be according to the Clause 20(b) of the Constitution.

6.4. Standing orders applicable to all other general meetings shall be: -

- i. All rules relating to notification of meetings, quorum at meetings, lapsed meetings, adjourned meetings, business at meetings and voting procedures at meetings shall be in accordance with Clauses 21 to 24 of the Constitution.
- ii. Order of business shall usually be:

- a. President's opening remarks
 - b. Apologies
 - c. Minutes from the previous general meeting
 - d. Business arising from the minutes
 - e. Management Committee Report
 - f. Reports from any or all Sub-committees, standing committees, advocates, delegates and/or representatives of the Association.
 - g. Questions arising from these reports
 - h. Motions on Notice
 - i. General Business
 - j. Notice of Motion
- iii. Rules governing conduct and procedures at general meetings shall be: -
- a. Any member desiring to speak at any general meeting shall signify the intention to the Chair and, when recognised, shall address the Chair respectfully. In the event of more than one member seeking to be heard the Chairman shall call on the members in order of recognition.
 - b. All members shall respect the right of the Chairman to address the meeting at any time.
 - c. Excepting when the meeting is placed in committee, no member other than the member proposing a motion or amendment shall speak until it has been seconded. Should the motion or amendment not be seconded, no further discussion shall be held regarding the event and shall not be recorded in the minute.
 - d. Any member may withdraw their motion or amendment provided that: -
 - i. They have leave of the meeting
 - ii. An amendment to the motion has not been adopted.
 - e. If required by the Chair any motion or amendment shall be submitted in writing.
 - f. Any motion or amendment may be reworded by the proposer, subject to approval being given by the seconder of the motion or amendment and leave of the meeting.
 - g. Excepting when the meeting is placed in committee, no member shall speak more than once to any question, motion or amendment excepting that the mover shall have the right of reply which shall close the debate on the motion. An amendment shall constitute a separate entity from the original motion and any other amendment.
 - h. A mover of a motion or amendment shall be deemed to have spoken to it. The seconder may however reserve their right to speak to the motion or amendment subsequently.
 - i. Amendments shall be treated singularly. A second or subsequent amendment may be foreshadowed but shall not be discussed until the original amendment has been dealt with.
 - j. The Chairman shall, as far as practical, call for speakers for and against the motion or amendment alternately, subject to the right of the seconder of the motion to speak immediately after the mover.

- k. Should two consecutive speakers have both argued either for or against the motion or amendment, and there be no member wishing to argue opposite, the motion or amendment (subject to the right of the mover of a motion to reply) should be put without further debate.
- l. Any member may raise a point of order, which shall take precedence over all business and shall be open to discussion. The point must be raised at the time the alleged irregularity occurred and should be stated concisely. Explanations or contradictions shall not constitute points of order.
- m. Any member has the right to disagree with the Chairman ruling on a point of order by moving dissent. The Chairman shall vacate the Chair immediately and such motion must be put immediately.
- n. Any member who has not spoken to any motion or amendment shall have the right to move "that the question be put". Should this be accepted by the Chairman, the motion or amendment shall be put immediately subject to the right of the mover of a motion to reply.
- o. The Chairman shall have absolute discretion to accept or reject a motion or amendment.
- p. The Chairman has the right to close any debate on a motion or amendment should he feel sufficient discussion has been given provided that: -
 - i. The mover of the motion shall have the right of reply
 - ii. Should the closure be to an amendment only the amendment is concluded. the motion or foreshadowed amendment is still retained.
- q. Once any member begins to address the floor they have the right to speak until the say is completed, the only exceptions being:-
 - i. The time allocated for discussion on any motion, amendment or question has expired
 - ii. The Chairman moves a closure motion
 - iii. Any member moves that "the speaker no longer be heard" upon which the Chairman shall immediately put this motion without any amendment or debate. Should this be unsuccessful the speaker has the right to continue
 - iv. Any member moves "that the speaker be heard for a limited period only" upon which the Chairman shall immediately put this motion without amendment or debate. Should this be successful the Chairman shall determine when the speaker shall cease discussion.
- r. Any member may move "that the debate (or meeting) be adjourned". Whilst discussion is in order only amendments as to the time and location are to be accepted. This motion shall take precedence over all other business except points of order.
- s. Standing orders may be suspended by a majority of those present. A motion to this effect may refer to one or all standing orders and is open to debate.
- t. A general meeting may at any time during discussion of a motion or amendment resolve itself to a Committee of the Whole.
- u. A departure from standing orders not detected until after a decision has been made by a validly constituted meeting shall not void that decision.
- v. Alterations to standing orders shall be completed as an amendment to the by-laws and shall be governed by rules relating to such alteration.

- w. A member who refuses to obey rulings of the Chair may be "named" by the Chairman. A member who has been named is to leave the meeting immediately and appear before the Management Committee at their next meeting.
- x. Minutes of previous general meetings shall be taken as read by unanimous vote of members present at the meeting.

7. APPOINTMENTS AND HEARINGS

- 7.1. All members shall comply with the requirements of the local leagues and their respective referee appointment boards in regard to match appointments.
- 7.2. All members shall comply with judiciary or disciplinary tribunal requirements of the relevant rugby league bodies.

8. MISCELLANEOUS

Uniform

- 8.1. All referees shall wear the uniform of the Association as approved by the QRL from time to time when officiating as either referee or touch judge. This uniform is to be clean and tidy at all times. All members shall dress to the expected acceptable high standard.
- 8.2. The off-field uniform of the Association shall be as directed by the Management Committee from time to time.

Correspondence and Reports

- 8.3. Should any member be required to forward any correspondence or report to any other source a copy of such correspondence or report shall be provided to the Secretary.
- 8.4. All complaints by any member of this Association shall be submitted in writing to the Management Committee. The complaint should be stated exactly and concisely and addressed to the Secretary.
- 8.5. Members shall contact the Secretary as soon as possible of any assault, vilification or serious abuse received in relation to any actions in relation to be a referee.
- 8.6. A written report of such assault, vilification or abuse shall be submitted to the Secretary within 24 hours, irrespective of any pending civil action contemplated by the member.

Awards

- 8.7. At the foreseeable conclusion of the playing season in any given year, the Association at its discretion present awards to eligible members that display achievements towards Clause 2(a) of the Constitution.
- 8.8. All awards, criteria and nominee selection are listed in Schedule B. The schedule may time to time be amended by the Management Committee with subsequent approval by the General Meeting.
- 8.9. The Management Committee may decide against recommendations made due to previous award nominations within the same year or decide that the nominee(s) have not met the criteria. In the later case, no award will be made for the year

9. CODE OF CONDUCT

- 9.1. All members are expected to:
 - i. Be impartial, consistent, objective and courteous at all times when representing the Association.
 - ii. Place the safety and welfare of the players above all else; be alert to minimise dangerous physical play, fair or foul, particularly in junior matches.

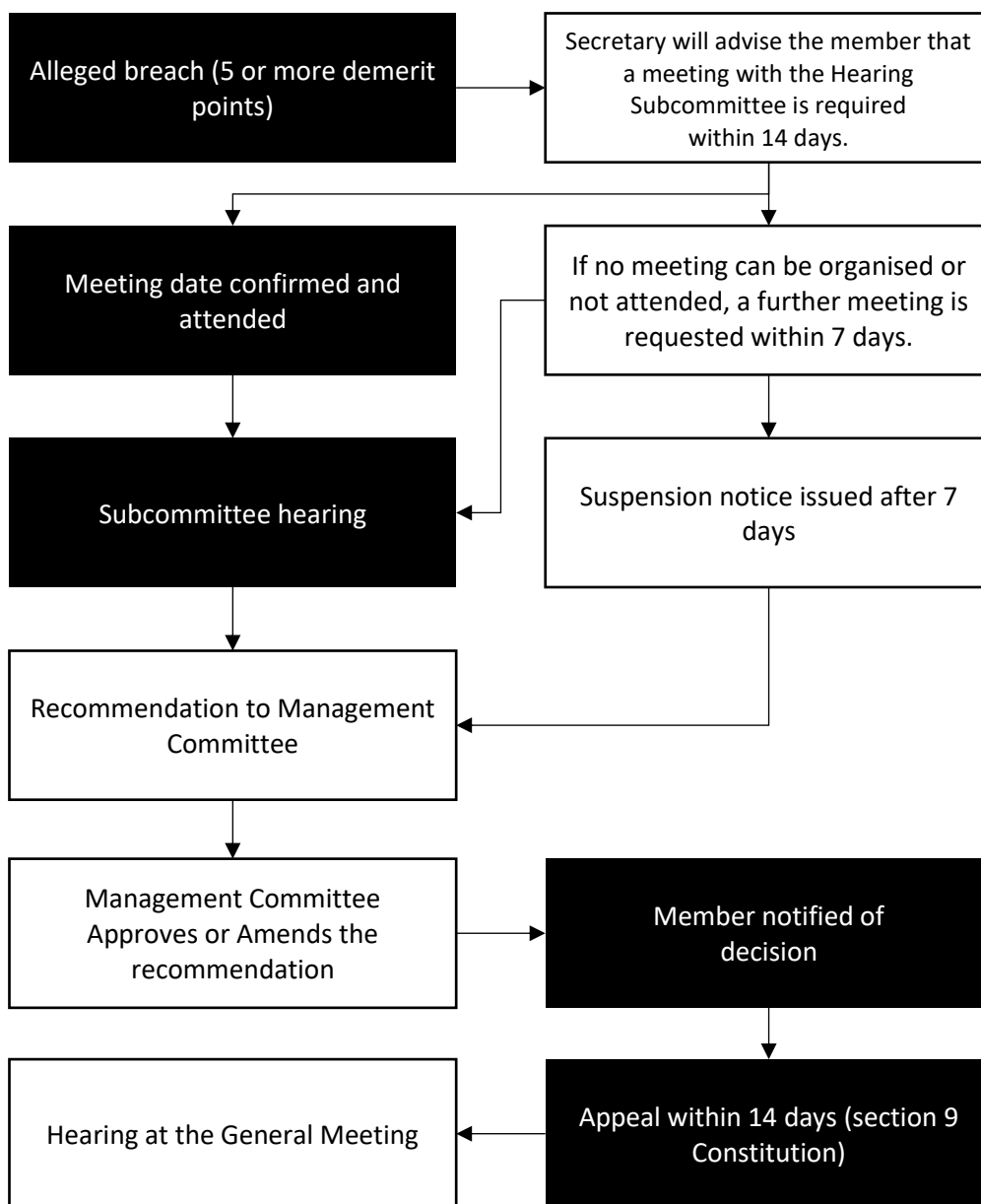
- iii. Accept responsibility for all actions taken both on and off field.
- iv. Refrain from any form of verbal contact with off field persons including, but not limited to, coaches, team officials, parents and spectators during play.
- v. Avoid any situation which may lead to a conflict of interest, both on or off the field. Immediately advise the Secretary and the Allocators of any situations you believe may cause a conflict of interest.
- vi. Maintain an appropriate level of fitness for the standard of game at which you are officiating.
- vii. Condemn all and every instance of unsportsmanlike, foul or unfair play as well as any on or off field instances of offensive, racist, sexist, or abusive comments towards any individual/s
- viii. Set a good example by the way you present yourself including adherence to dress code, speech and actions towards players, coaches, officials, parents and spectators.
- ix. Show concern and caution towards sick and injured players.
- x. Always Officiate to a level appropriate to the age and/or experience of the players.
- xi. Avoid making any written comments that may, if read by other parties, be viewed as being derogatory or may appear to defame or harass or otherwise be derogatory towards any referee, player, coach, official, club parent or spectator of any club. Improper use of social networking site includes:
 - a. Insulting any person involved in Rugby League including but not limited to all on field match officials and players.
 - b. Partaking in bullying any person involved in Rugby League by making offensive, racist, sexist, or abusive comments about any person or
 - c. Engaging in any other behaviour that the Management Committee decides in its discretion is improper use of social networking site or brings the game of Rugby League into disrepute.
- xii. Utilise duty officials to deal with off field issues during games. If the duty official cannot resolve the issue in a satisfactory manner then you should consider whether the game should be abandoned.
- xiii. Leave the playing area only after all of the players have vacated the field. Remember: These players are still your responsibility even after the game has ended at half or full time.
- xiv. In the event that the post-game behaviour of spectators or team officials is inappropriate, seek the assistance of a Club or Duty Official and vacate the ground as soon as practical – Never engage the rogue individuals.
- xv. Report any and all incidents to the Secretary of the Association for relevant action to be taken

10. HEARING PROCEDURES

- 10.1. All active members will be subject to a demerit point system for the period defined as the Association financial year (Section 31 Constitution)
- 10.2. The following actions will be undertaken by the management committee subject to the accumulation of points:
 - i. 1 demerit point - contact made with and discussion undertaken with the member by Member Liaison.
 - ii. 3 demerit points - Issue of email notice (may also involve additional contact from the Member Liaison).
 - iii. 5 demerit points - the member will be suspended from all games pending attendance at a hearing.
 - iv. 10 demerit points - member expulsion subject to appeal to the management committee
- 10.3. Any accumulation of points of not less than 5 points will require attendance of the member to a hearing where the committee Members will report back to the Management Committee with the potential options to dismiss the case, adjust the demerit points or impose an appropriate penalty as provided by the Section 8 of the Constitution.
- 10.4. Awarding of demerit points will be subject to appeal by the member. Appeals must be provided in writing to the secretary within 7 days of the notification of points being issued along with any supporting evidence relating to the breach.

10.5. Schedule C provides a list of breaches and the demerit points that may be applied at the discretion of the Management Committee. All demerit points are expunged at the end of the Association financial year, but all suspensions or expulsions will continue as per the decision handed down by the management committee.

10.6. Upon receiving 5 or more demerit points the Hearing procedure will commence according to the flowchart below:



- 10.7. The Hearing will be attended by, at a minimum:
- i. The Member Liaison (or his/her delegate) as the Chair plus,
 - ii. Two (2) impartial non-management committee members; and
 - iii. The secretary or assistant secretary who will record the minutes and any outcomes of the meeting.
- 10.8. A summary of the circumstances and any supporting evidence is to be prepared by the relevant member in cooperation with the Member Liaison and submitted to the secretary, prior to the hearing.
- 10.9. The member shall be allowed advocacy at the hearing.

- 10.10. Following the hearing, the committee will prepare a recommendation for the Management Committee for consideration and subsequent return of notice to the member. The Hearing committee can recommend any of following options to the Management Committee in their report:
- i. Removal of the Member from the availability list for a specified time
 - ii. Removal of or adjustment of the demerit points without prejudice
 - iii. Withdrawal of all or any membership rights of the Association
 - iv. Application of any action as they see fit according to the Constitution and by-laws of the Association
- 10.11. The Hearing Committee may, at their discretion, cease the hearing and redirect all additional proceedings to the Management Committee for further deliberation.
- 10.12. Following notice of the Management Committee's decision to the member, a 14-day period for an appeal will be offered to the member. If such appeal is requested, the member will be offered the opportunity to either put their case directly to the general meeting or to the Management Committee, wherein the content of Section 9 of the constitution will apply.
- 10.13. The Member Liaison/ Chairman of the Hearing will abstain from all voting processes at the Hearing, Management Committee deliberations or subsequent appeal/s.

SCHEDULE A

List of Non-Official Positions as at 1st September 2014

Committee	Position	Roles and Responsibility	Reporting
Management	Secretary	<ol style="list-style-type: none"> 1. Assist the executive by being the Association's contact officer and assist as directed. 2. Issue meeting notices to the Association. 3. Forward on all match official appointments to all relevant personal. 4. Attend all meetings and be responsible for recording and keeping of all minutes. 5. Be responsible for the attendance registers of meeting and training sessions. 6. Attend to and keep secure all correspondence and other papers belonging or relating to the business of the Association. 7. Keep a correct list and record of office bearers and membership of the Association. 8. Keep a copy of the Constitution and By-Laws of the Association and any amendments. 9. Prepare the Annual Report and furnish same to the relevant leagues and SEQ Division prior to 31 October of each year. 10. Complete and forward documentation for Affiliation of Association to the relevant leagues within 14 days of the Annual General Meeting. 11. Ensure all Association members are registered with the QRL and maintain database of same and ensuring registrations are forwarded to QRL within 14 days of receiving them. 12. Ensure all members over 18 years have made an application and been approved by the relevant authority to be able to work with children and as such maintain a database of same and ensuring applications and renewals are forwarded to such authorities. 13. Maintain an updated copy of QRL Constitution and Rules. 14. Be directly responsible to the Management Committee. 15. Record and display the names of all Members of the Association who have twelve (12) or more years' service in the Association no later than 31st March of each year. 16. Provide to all members a list of all meetings training and lecture date for the forthcoming year detailing dates and locations for all meetings. This list shall be provided no later than the last meeting date in February of any year. 17. Delegate duties to other persons as required. 	Management Committee

Committee	Position	Roles and Responsibility	Reporting
Management	Coaching and Development Manager	<ol style="list-style-type: none"> To be responsible for coaching and development of all referees within the association. Act as a point of contact for all coaching queries. Liaise with the management committee members and Allocator(s) regarding all members of the association and their on-field performance. Convene and oversee regular meetings of the association's accredited Coaching Match Officials. Ensure all Coaching Match Officials of the association perform to the level expected and required. Develop and implement a strategic and operational direction of coaching and development of referees in the association and to establish a mentoring program to offer referees better development opportunities and support. With the assistance of the association Coach Match Officials' prepare, organize, lectures and seminars for the development of referees. Liaise with the National Rugby League, South East Queensland Referees' Development Officer (or similar position) to ensure referees development is consistent with relevant rugby league authority requirements. Is recommended to have qualifications to the Coaching Matching Official Accreditation Level 2. Any other duties consistent with the position. 	Management Committee
	Assistant Secretary	<ol style="list-style-type: none"> Assist the Secretary in the management of records pertaining to the members of the association. Assist in the referee registration process, subsequent database entry/review and delivery of information to approved receipts. Assist in administration support to the referee allocators. 	Secretary
	Web Administrator and Editor	<ol style="list-style-type: none"> Provide a suitable mechanism for the storage and rapid retrieval of the association's digital records. Provide a suitable mechanism for public information discovery. Assist the executive in developing electronic / programming solutions and/or improvements to the information storage and retrieval. 	Secretary
Management	Rugby League Brisbane Delegate	<ol style="list-style-type: none"> Attend the RLB meetings including; compulsory club; and compulsory coaches, manager and trainer. Report to management on all matters of interest raised by RLB board and club delegates relating to referees. Relay to the RLB board and club delegates any matters raised by BRLRA. 	Management Committee
	Judiciary Advocate	<ol style="list-style-type: none"> Attend where necessary – league judiciary hearings as an advocate to the officiating members involved. Liaison with the Secretary to ensure all information required are presented. 	Secretary

Committee	Position	Roles and Responsibility	Reporting
Junior Laws Sub-committee	Junior Laws Zone Coordinator(s)	<ol style="list-style-type: none"> 1. Acting as a liaison between club referee coordinators and junior law game referees with concerns regarding on/off-field matters. 2. Ensure communication is maintained with the BRLRA junior laws games representative and league referee allocators. 3. Assist in the junior laws game referee registration process. 4. Assist in the provision of training and development for junior law game referees. 5. Provide feedback on the individual referee performance on a regular basis. 6. Assist in the handling of junior law game referee coaching reports and the compilation and maintenance of individual referee feedback sheets. 7. Assist and advise the junior law games representative in the allocation of match officials where required. 8. Assist and advise club referee coordinators over junior law referee appointments and assist with the allocation of non-club referees or referee transfers. 9. Qualification of either NRL coaching match official (CMO) or mentor is required. 	Development Liaison
Social Sub-committee	Event Coordinator	<ol style="list-style-type: none"> 1. Assist the management committee in the preparation and organising events, particularly the annual dinner. 2. Organise social activities such as raffles with permission of the management committee. 	Facilities Manager
	Editor	<ol style="list-style-type: none"> 1. Assist the secretary in the preparation of the annual report. 2. Assist in publicity matters. 	Secretary
	Social Media Coordinator	<ol style="list-style-type: none"> 1. Administer the creation and publishing of content via various social media channels 2. Create a regular publishing schedule for sponsor promotion 3. Promote content encouraging the culture of the association 4. Assist in the monitoring of public content to ensure the associations' code of conduct is maintained by individual members 5. Act as a contact for the sharing of images and media content 	Member Liaison
Dress Sub-committee	Gear Steward	<ol style="list-style-type: none"> 1. Assists the management committee in the ordering, distribution and recording of all approved clothing for the membership. 2. Ensuring all records and proceeds are maintained and forwarded to the Treasurer as required 3. Maintain in good order the uniform storage area. 4. Ensuring all members are correctly clothed and presented where necessary. 	Facilities Manager

Committee	Position	Roles and Responsibility	Reporting
Grounds Sub-committee	Grounds Keeper	<ol style="list-style-type: none"> 1. Assist the Facilities Manager in the upkeep of facilities and grounds. 2. Conduct regular maintenance of grounds to ensure Brisbane City Council guidelines for playing surfaces is maintained. 3. Regularly advise the Facilities Manager of any repairs and ground issues. 	Facilities Manager
	Canteen Coordinator	<ol style="list-style-type: none"> 1. Assist the Facilities Manager in the operations of the canteen. 2. Ensuring all foodstuffs and beverages are maintained in accordance to health standards. 3. Ensuring all records and proceeds are maintained and forwarded to the Treasurer as required 4. Maintain and have on-hand an appropriate first aid kit for all ground functions. 5. Advise the Facilities Manager of any matter pertaining to the hire of the grounds from respective clients. 	Facilities Manager

SCHEDULE B

List of Awards as at 18th April 2017

Award	Criteria	Nominee Selection
Darcy Robert Trophy Best Junior Referee	The noted field performance of a Junior Law Referee member within the Zone 1 competition of the RLB.	Recommended by the Coaching Appointment Liaison after consultation with the Zone 1 coordinator.
Sheryl Verreyt Trophy Best Junior Referee	The noted field performance of a Junior Law Referee member within the Zone 2 competition of the RLB.	Recommended by the Coaching Appointment Liaison after consultation with the Zone 2 coordinator.
Wade Core Trophy Best Junior Referee	The noted field performance of Junior Law Referee member within the Zone 3 competition of the RLB	Recommended by the Coaching Appointment Liaison after consultation with the Zone 3 coordinator.
Neil Gilmour Trophy Best Junior Referee	The noted field performance of a Junior Law Referee member within the Zone 4 competition of the RLB	Recommended by Coaching Appointment Liaison after consultation with the Zone 4 coordinator.
Chris Bulter Trophy Best Referee 6-12 Years	The noted field performance of a Junior Law Referee	Recommended by the Coaching Appointment Liaison
Langenbaker/Manson Trophy – Services to School Football	The noted participation of a member in the officiating of school based rugby league.	Recommended by the relevant rugby league referees allocator.
Tony McGrath Memorial Award - Involvement in Lectures and Training	The noted participation of a member in the associations coaching and development program.	Recommended by the Coaching and Development Manager.
Les Sainsbury Memorial Trophy - Outstanding Contribution to Coaching and Development	The noted participation and contribution of a member as a Coach Match Official to the coaching and development program.	Recommended by the Coaching and Development Manager.
Life Members Trophy - Member Giving Distinguished Service to the Association	Recognition to the participation and contribution of a member to all/any aspects to the Association.	Recommended by a subcommittee meeting of Life Members.
Russell Neilsen Memorial Trophy - Best Junior Law Game Referee Graduating to International Law Games.	The noted field performance of a Junior Laws member who has graduated to international games.	Recommended by the RLB Junior Referees' Appointment Board Chair and the Coaching and Development Manager
Executive Trophy Most Promising Graduating to Level 2	The noted field performance of a member as an international games referee who has qualified as a Level 2 referee.	Recommended by the Coaching and Development Manager.
Daley/Shenfield Trophy - Best Referee Graduating to Senior Grade	The noted field performance of a member as an international games referee who has graduated into senior grade (Colts, Fogs, Queensland Cup)	Recommended by the QRL High Performance Unit Manager
Ken Rodgers Memorial Trophy - Best Touch Judge	The best field performance of a member as a touch judge.	Queensland Rugby League Appointment
Best Rugby League Brisbane Senior Referee	The best field performance of a member as a referee in the Rugby League Brisbane senior competition.	Recommended by the Coaching and Development Manager and Development Liaison
Manson/Ward Medal - Referee Attaining the Highest On-field Queensland Cup Achievement	The highest game reached by a member in the Queensland Cup competition.	Queensland Rugby League Appointment
Len Jacobson Memorial Trophy	Outstanding achievement to the participation and contribution of a member to all aspects of the Association.	Recommended by Management Committee.

SCHEDULE C

List of Demerit Points and Non-Compliant Activity

Demerit Points	Non-Compliant Activity ¹
1	<p>Failure to provide or update member's availability prior to the prescribed time</p> <p>Failure to wear the currently approved off-field/ dress shirt as per members handbook²</p> <p>Failure to wear the currently approved on-field uniform or any part thereof as per members handbook</p> <p>Any non-compliant activity breach of less than 3 points by a Junior Law Member</p> <p>Late notification of a change in availability due to appointments (in excess of 24 hours of appointment release)</p> <p>Withdrawal from appointments (in excess of 24 hours of appointment release)</p>
2	<p>Failure to meet training or lecture attendance requirements ^{2,3}</p> <p>Late withdrawal from appointments (within 12 hours of match) ⁴</p> <p>Second and subsequent occurrence/s of any previous 1-point demerit</p>
3	<p>Failure to attend judiciary or hearing and/ or service such engagements in an approved format</p> <p>Failure to maintain blue card and update details</p> <p>Second and subsequent occurrence/s of any previous 2-point demerit</p>
5	<p>Any alleged breach of section 8b of the constitution</p>
7	<p>Failure to fulfil appointment without notification</p>
10	<p>Blue card negative notice issued ⁵</p> <p>Failure to attend NRL accreditation update ⁶</p>

- 1 The following represent legitimate exemptions and validity for each case will be individually reviewed and subject to approval by the management committee: Work or study commitments, Illness/ Health related issues or family commitments
- 2 Junior members are exempt
- 3 Approved development teams are exempt
- 4 In the event of appointments being issued late, i.e. within 6 hours of games, one demerit point will be applicable
- 5 No exemption applicable as per QRL ruling
- 6 unless otherwise approved by NRL accreditation or their representative