



TDRURA By-Laws



Amendment List

<u>Amendment No</u>	<u>Amendment</u>	<u>Date Approved by Management Committee or AGM</u>	<u>Approved by Management Committee or AGM</u>
1	Nil – Annual Approval	10/02/18	AGM
2	Revised Game Payments/ Webpage Details/Blue Card reporting procedures	25/03/18	Management Committee
3	RAS/Rugby Xplorer/ Uniform Policy/Club AR	Jun 2019	Management Committee
4	Referee Hub, Blue Cards online procedure, Contact details, General editing and updating, Rugby XPlorer system instead of RAS.	23 March 2021	Management Committee
5	Game fees for U18 girls to align with Women’s. Guidelines for QRRR (TDRURA) Referees who want to run touch. Referee Feedback form.	5 August 2021	Management Committee
6	Model Rules changed to Constitution. Annual Awards updated. Committee and Club Liaisons updated. Multiple Procedure and responsibility updates.	15 February 2023	AGM
7	Document split into By-Laws & Referees Handbook	17 February 2024	AGM



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Introduction

The By-Laws are written so that all TDRURA members understand how the TDRURA functions. They are reviewed annually by the new or existing Management Committee. The President is the Responsible Officer and the Secretary is the coordinator for the Association's By-Laws. A copy is also found on the Association's webpage.

TDRURA Inc

The TDRURA is a non-profit incorporated Association governed by the Office of Fair Trading. A copy of the certification of incorporation is found on the webpage. The original is held by Chris Mills (Life Member).

Administration

Government Health Directives

The Association will abide by all required Government Health directives as required. Members are expected to comply with any directives including registration and tracking requirements.

Insurance

Appointed officials are covered by insurance if they injure themselves whilst officiating. To be covered by insurance the individual must have a current Rugby ID, be registered to the Townsville Referees and have been appointed (Referee or AR) to the game in Rugby Xplorer. The Secretary is the point of contact for insurance matters.

Interchange Policy with Other Referee Associations

TDRURA fully supports an interchange arrangement with other referee Associations. Interchanges are coordinated through the Management Committee. The interchange caters for all members at all levels. It is the goal of the Association to keep the individual's cost to a minimum where possible.

Visiting officials are welcome to officiate with TDRURA. To gauge the correct level to appoint, a Letter of Introduction is required by the visitor's Association (this can be achieved by email correspondence).

Letters of Introduction

Letters of Introduction (or email) are available from the Development Officer, for officials who want to referee with other referee Associations due to moving permanently or even temporary reasons. The letters assist with validation of the individual's standard.

Ordinary Members – Application process

Match officials, volunteers and any other person who wishes to join the Association will furnish their membership application by registering with the Townsville Referees through Rugby Xplorer. Ordinary members need to reapply for membership every calendar year.

Membership fees are not required to be paid up front as part of the application process.

Honorary Member - Patron

The Association's past and present Patrons are listed on the Association's webpage and are also acknowledged in the Peter Lowth Memorial Referee room.

The Patron is selected, in succession, from the Partner of a Life Member or the Life Member themselves, in order of appointment as a Life Member.

The Patron is presented with an embroidered TDRURA Blazer/Jacket at the Annual Presentation when initially appointed.

The President is point of contact for the Patron.

Life Members (Lifers)

Purpose

The Life Members have a commitment to the Association to assist members in their Development through their officiating experience and skill set. Life Members may also be available to assist Members in other areas outside of Rugby. Association members can seek support from Life Members directly, through the Management Committee, or through their Referee Coach/Mentor.

The Association's past and present Life Members are listed on the Association's webpage and are acknowledged in the Referees room.

The Secretary is the point of contact for the Association's Life Members.

No more than two life members shall be appointed in any one year.

Selection Criteria and Considerations

The selection criteria and considerations for Life Membership of the Association are found in Annex F.

Nomination and Selection Process

Prospective Life Members can be nominated by any TDRURA member to the TDRURA Secretary, or President, if the Secretary is nominated.

The nomination is sent to the TDRURA President, or the Vice President if the President is nominated, for consideration by the Management Committee against the Selection Criteria. The nomination and any comments from the Management Committee are sent to the current Life Members for comment.

If a two-thirds majority of the TDRURA Committee support the nomination, a motion will be tabled at the next AGM for the Association members vote on the appointment.

New Life Members, where possible, are to be awarded their Life Membership at the annual presentation night. The Association will fund a Life Member's necktie. The Life Members will award a cap and lapel pin.

Funding

The Lifers conduct their own fundraising. If members wish to donate a portion of their reimbursement to the Lifers cause, they are to contact the TDRURA Treasurer via email to arrange.

Constitution

The Association's constitution follows the rules and guidelines of the Office of Fair Trading and is reviewed by the Management Committee as required. A copy of the Constitution can be found on the association's webpage. The Secretary is the coordinator and is to ensure the Website has the current version.

By-Laws

The Secretary is responsible for ensuring the By-Laws remain current. Any amendments are to be approved by the Management Committee and listed in the Management Committee Meeting Minutes. The Secretary is to ensure the current set of by-laws is on the Association's web page.

Office of Fair Trading

The Secretary is the point of contact for the Association with the Office of Fair Trading and is also responsible for submitting the Annual Return. The return is to be detailed as correspondence out.

Certificate of Incorporation

The Secretary is responsible to hold the Association's Certificate of Incorporation.

Tax File Number

The Secretary is the point of contact for all matters regarding the Association's Tax File Number.

Australian Business Register

The Secretary is the point of contact for the Association with the Australian Business Register.

Property

All property of the Association is on a register and audited annually. All members are asked to assist with this accountability. Members wanting to borrow equipment and property, or report damages, are to contact the Property Member. In the absence of the Property Member, a Management Committee member is to be contacted.

A Loan book is to be maintained and kept in the property room. Any Property taken from the property room is to be entered and signed for in the book.

For stock taking purposes, all property borrowed is to be returned at the end of the season and detailed in the Loan Book. The Property Member is responsible for conducting the End of Season property stocktake for the Annual Audit.

Any additions to the Property Register are to be agreed upon by the Property Officer and Treasurer and detailed in both the Register and Xero for Auditing purposes. Property write-offs are to be approved by the Management Committee and recorded in the meeting minutes as well as detailed in the financial records in Xero. If the Treasurer & Property Officer are unable reach agreement on additions to the Property register the President or Vice-President are to decide.

Keys

The President, Vice President, Property Officer, Communications Manager, Development Officer and Committee Members are entitled to have a set of keys for the referee building and the TDRU compound alternative entrance gate. All keys are to be signed for in the TDRURA loan book. A set consists of the Referee's Room's main entrance, property and internal door key, and TDRU gate entrance.

For use when TDRU is secured, a key to TDRU's change room toilet is in the property room.

To enable members entry and for lock up of the Referees room, a tradesman's lock is located behind the bar with the room's main and internal door access.

All keys issued are to be signed for in the property loan book.

Recruitment

The Association is always looking for match officials. All members are asked to be part of the recruitment process, coordinated by the Management Committee. If a prospective Match Official is linked to a Club, they are to contact the Club Referee Liaison Officer (CRLO) initially, who will forward all contact details of interested person/s to the Management Committee and then forwarded to the TDRU.

Minimum Referee Age Limitations for Referees

Currently a member must be turning 13 years old in the calendar year to be eligible to register for the Referee Ready Course. To enable younger participants to try refereeing prior to being eligible for the Referee Ready Course, the Association requires the participant to achieve the following pre-requisites:

1. Be registered with a Club as a player in Rugby Xplorer (for insurance coverage), and
2. Complete the online Smart Rugby Course.

The participant must be supervised by a mentor when officiating and be appointed to age/grade appropriate matches, as determined by the Appointments Officer and the Development Officer.

Registration Management and Register of Members

The Secretary is the point of contact for the initial registration of new referees. This includes linking Blue Card to TDRURA, giving an induction brief, and informing TED team of the new referee.

The Secretary is responsible for checking the current registration report in Rugby Xplorer prior to any Management Committee meeting and determining if there are new applicants for membership that require consideration at the meeting. The Management Committee's decision to accept or reject an applicant's request for Ordinary membership shall be recorded in the meeting minutes.

The Register of Members (including Life Members and Honorary Member) shall be maintained by the Secretary and submitted with the annual Audit. Details of Ordinary Members are extracted from the Registration report in Rugby Xplorer.

Induction Brief

An Induction Brief is to be given to all new members. A hard copy of the Brief is in the Property Room. The Property Member ensures that the Brief remains current and sufficient hard copies are held. The Brief is not to be changed without approval of the Management Committee. A copy of the Induction Brief can be found in the Referees Handbook.

Sponsors

The President is responsible for all matters regarding Association sponsors. Sponsorship costs vary depending on the location of the Sponsor's logo on the Jersey's and is invoiced annually for a 3 year term to align with uniform life expectancy.

A sponsor agreement is to be completed prior to commencing sponsorship. Agreements are to be recorded in the minutes as correspondence in.

Sponsors are entitled to a Referee Jersey (or pair of shorts in the case of a shorts sponsor) at Year 1 of the sponsorship cycle as well as a Framed copy of the Referees Photo (with Sponsors Logos included) every year.

At the end of a sponsor's tenure a certificate of appreciation is to be awarded. The certificate is printed through Kwik Kopy.

Social Activities

The Association enjoys a social side. Events are held throughout the year to allow members to get to know and enjoy each other's company. All members and their families are encouraged to participate. At the end of the season the annual dinner is held to present awards. The President is the coordinator for the end of season presentation night. A checklist for the Presentation night is found in Annex E.

Communications, Contact Details, Information Technology and Social Media

Calendar

The Association's calendar can be found on the TDRURA's webpage or at the below link. It details competition, Management Committee and Sub-committee meetings, Annual General meeting, Training, forums and other important dates. The IT Manager is responsible for maintaining the calendar.

<https://calendar.google.com/calendar/embed?src=tdrurerefereesAssociation%40gmail.com&ctz=Australia%2FBrisbane>

Correspondence

All official Association correspondence is primarily undertaken via email. For recording purposes, the Secretary is to be cc'ed on all outwards association correspondence, and forwarded a copy of any inwards correspondence. The Secretary will record this correspondence in the MC meeting minutes.

All Correspondence with the TDRU is to include the TDRURA President with the Secretary cc'ed.

All members must have an email address and are asked to check it regularly and update the Association should they change it. *Any correspondence with Junior members must also include their parents.*

Post Office Box

The Secretary is the manager of the Association's PO Box and is responsible to check it on a regular basis.

Email Addresses

The IT Manager is responsible for managing the Association's email accounts as listed in Table 1.

Information Technology and Social Media

The IT Manager is ultimately responsible for the administration and managing of the Association's webpage, cloud storage, Facebook, social media sites, software and the Association's IT property and can be contacted on admin@tdrura.com.au or socialmedia@tdrura.com.au. The Social Media Officer maintains the Social Media Pages in consultation with the IT Manager.

The IT Manager is also responsible for maintaining a register of Login details for all TDRURA related matters including iPads, Computer Software, Emails, Internet and Social Media Sites, Phone/Wi-Fi accounts etc.

Webpage

The Association's webpage is www.tdrura.com.au. The page contains relevant Association particulars, history, forms, links, and information regarding Law and training. All members are requested to use the page as a first point of contact when seeking advice. The Webpage is managed by the IT Manager with assistance from the Association's Secretary to ensure the web page remains current. For general updates and notifications, it is recommended that Members monitor their emails and the Facebook (members only) page.

Maintaining Association Information on External Websites

The Vice-President is responsible to ensure TDRURA's links and information are correct in external Rugby agencies websites and correspondence from Rugby AU, QRRRA, QCRRA, TDRU and other Rugby and Rugby Referee Associations.



Business Cards

The Secretary is responsible for ensuring the Association's business cards are correct and to maintain stock. The cards are sourced from Kwik Kopy.

Information Flyer

The Secretary is responsible for ensuring the Association's flyer is correct and maintaining stock.

Association Email Addresses, Postal Address, Web Page, IT and Social Media sites

Table 1

Role:	Email Address:	Notes:
Association's Official email address	admin@tdrura.com.au	To be checked at least weekly. Managed by the Secretary.
President	president@tdrura.com.au Ph: 0422 631 844	All matters regarding Management of the Association and relationship with other Parties.
Vice-President	v-president@tdrura.com.au	All matters regarding Management of the Referee Liaison Hub.
Treasurer	finance@tdrura.com.au	All financial matters (referee payments, invoices etc.) are to be sent via this email.
Appointments Officer	appointments@tdrura.com.au 0411 873 903	All matters regarding availability and appointments are to be sent via this email.
Development Officer	development@tdrura.com.au	All matters regarding Training and Coaching are to be sent to the Development Officer via this email.
Education Officer	education@tdrura.com.au	All matters regarding referee education and training courses are to be sent via this email.
Social Media Officer	socialmedia@tdrura.com.au	Responsible for posting and monitoring the various Social Media Pages under the auspices of the IT Manager.
TDRURA Members Group Email list	referees@tdrura.com.au The official group email list is controlled by the Management Committee.	All group information is to be sent via this list for distribution. <i>(only TDRURA email accounts can send to this list)</i>
TDRURA Club Liaison Group Email list	CLO@tdrura.com.au The official group email list is controlled by the Management Committee	For Communication with the Club Liaison group.
Postal Address	PO Box 7406, Garbutt BC QLD 4814	The Secretary is responsible for emptying the box and actioning items as required on a regular basis.
Web Page	www.tdrura.com.au	Administered by the Management Committee.
Facebook (Members only)	TDRURA (Referees and Members) Used for regular communications and updates – all Members are encouraged to join this page to keep updated on current events.	Administered by the Management Committee and Social Media Officer
Facebook (Public Page)	Townsville District Rugby Union Referees Association @townsvillerugbyreferees	Administered by the Management Committee and Social Media Officer
Twitter	https://twitter.com/TDRURARefs	Administered by the Management Committee and Social Media Officer
Instagram	TSV Rugby Referees	Not an official site – purely social Administered by the Management Committee and Social Media Officer

Finance

Audit

The Association's Financial year is detailed in the Constitution and Financial books are to be audited annually. The results are made available for members to view and are ratified at the AGM. The Treasurer is the coordinator.

The following items form the basis of the Audit Requirements and are compiled by the Treasurer and Secretary:

- Members list
- Property Stocktake Register
- Copy of signed Meeting Minutes (General Meetings, Management Committee Meetings and AGM)
- Copy of Bank Statements
- Access to Xero online accounts for verifying all transactions. Wherever possible, supporting documentation/Tax Invoices should be attached to each transaction (payments and receipts) in Xero to help expedite the process
- Details of any Grants including application and register of disbursements (copies to be included against Transaction in Xero)
- Full Details of Referee Reimbursements are raised as a **Bill** in Xero and includes details on games fees and confirmation of bank account details (to be attached to transaction in Xero)
- Confirmation of any deductions from Reimbursement (including uniform allocations, Function expenses and Membership fees) are raised as an **Invoice** in Xero with a copy of the details attached to the transaction in Xero
- Copy of Constitution and By Laws
- Additional items as requested by the Auditor may also be required to clarify matters

The IT Manager is responsible to ensure that all records which are Audited, are archived in the Association's One Drive.

Bank Account Management

The Association prefers to operate using electronic banking. Unless approved by the Treasurer, money transfers and payments will be made in this manner. Direct Debit payments for Functions or Uniforms etc., are to be made in consultation with the Treasurer, will be invoiced and reconciled via Xero and must be referenced appropriately.

In accordance with paragraph 40 (e) (iv) of the Constitution, the Vice-President is also authorised to approve electronic funds transfers of the Association.



Association Debit Card

The President holds the Association Debit Card. Expenditure on the Debit Card over \$100 requires prior approval from the President and either the Vice-President or Treasurer. The limit on the card is in accordance with the card’s financial institution policy.

Expenditure of Funds

All Association expenditure is to be controlled as per the Constitution and approved by the President. Payments are to be entered into Xero with all relevant supporting documentation attached to the Transaction and then reconciled against the Bank Feed.

Fund Raising

The Association is a non-profit organisation that relies on fund raising. All members are asked to assist.

Game Payments and Reimbursements

The goal of the Association is that no member will be out of pocket for officiating. Reimbursement of costs relies on the Association being paid by the TDRU or other organisation in the case of specific tournaments. Representative and School Based games are voluntary and are not included in the Game Payments.

The TDRU Competition game payment amount for Referees and Assistant Referees is calculated by what level of game is officiated, as per Table 2. Payment for other games (Fisher Shield, 7’s Tournaments etc.) will vary according to game organiser’s arrangements.

Game payments are funded by TDRU. The Treasurer is responsible for raising invoices for the payments.

Only personnel appointed by the Appointments Officer will be reimbursed. In the event of a swap without the Appointment Officer’s knowledge, it is the responsibility of the new person to inform the Appointments Officer. Otherwise, the original appointed person will receive the reimbursement.

Table 2 – Match Payment schedule

<u>Grade</u>	<u>Game Duration</u>	<u>Referee Amount</u>	<u>AR Amount</u>
Under 8’s	15 min halves	\$10.00	n/a
Under 10’s and Under 11’s	20 min halves	\$15.00	\$7.50
Under 12’s to Under 15 Boys	25 min halves	\$18.00	\$9.00
Under 13 to Under 17 Girls	20 min halves	\$18.00	\$9.00
Under 16/17 Boys	30 min halves	\$20.00	\$10.00
Colts (Under 19 Boys)	30 min halves	\$25.00	\$12.50
3 rd Grade	35 min halves	\$25.00	\$12.50
2 nd Grade	35 min halves	\$30.00	\$15.00

<u>Grade</u>	<u>Game Duration</u>	<u>Referee Amount</u>	<u>AR Amount</u>
Women's	30 min halves	\$30.00	\$15.00
1 st Grade	40 min halves	\$50.00	\$25.00

Committee Member Expenses

Committee members will be entitled to an allowance each year for miscellaneous expenditure incurred during the execution of their duties. The Committee comprises of the President, Vice-President, Treasurer, Secretary, Education Officer, Development Officer and Appointments Officer. Additional members may occasionally be included. Payments are detailed in Annex C and are to be ratified by the Management Committee and noted in Meeting Minutes. The Treasurer is the Point of Contact.

Referee Coaches

Qualified coaches will be paid \$50.00 for 5 reports, up to a maximum of \$200.00. The payment is not reimbursed on a pro-rata basis. Reports will only be paid for if they are submitted via Rugby Xplorer. The Development Officer ensures that this information is forwarded to the Treasurer before the season ends.

Travel Expenses

Reimbursement of costs for Rugby AU/QRU Training, Development Opportunities or other events is at the discretion of the Management Committee.

Fuel Reimbursement

Funding for fuel reimbursement relies on the successful application of grants. Members are to complete the Fuel Reimbursement Request Form (refer Annex D) and submit to the Treasurer (finance@tdrura.com.au) by the end of the season.

The Reimbursement amount may not fully cover the actual claimed Fuel costs, as available funds will be distributed amongst all applicants where possible.

A Fuel Reimbursement Request Form (refer Annex D) is to be completed and submitted to the Treasurer (finance@tdrura.com.au).

Payment to Members

Reimbursement will be paid directly into an individual's bank account at the end of the season. Members must ensure their current bank details are forwarded to the Treasurer before the season ends. A statement will be emailed to explain the calculation of the reimbursement.

Voluntary Deductions

Members can elect to have uniform purchases, lifer donations and social functions deducted from their reimbursement. The Treasurer is the point of contact and a copy of all correspondence requesting the deduction is to be attached to the end of year payments in Xero.

Donation of Reimbursement Back to TDRURA or Lifers Fund

There is a facility for members to donate all, or part of, their reimbursement back to the Association or to the Lifers Fund. This is purely optional. The Treasurer is the point of contact and requests are to be made in writing with a copy of the request being attached to the Transaction in Xero.

Grants

The Vice-President is responsible for identifying, and with the approval of the Management Committee, applying for Grants. The Treasurer is responsible for acquitting and finalizing all Grants Expenditure in accordance with the Grant rules. The Secretary and Treasurer are to be forwarded a copy of the applications and final acquittal notices for recording in the inwards and outwards Correspondence.

Invoicing and Payment of Accounts

The Treasurer is the coordinator for invoices and accounts. All payments are to be ratified by the Management Committee and included in the Meeting Minutes. Payments and incoming funds are to be entered into Xero with all relevant supporting documentation attached to the Transaction and then reconciled against the Bank Feed.

Membership Fees

Membership fees are used to cover administration costs for running the Association. The Fee amount is dependent on the member type, see Table 3. Membership fees are waived in the first year of membership. The Fee will be subtracted from individual's reimbursement at the completion of the season or can be invoiced separately by the Treasurer, as determined by the Management Committee. Members are to inform the Treasurer of their member type. If not confirmed, the default amount of ordinary membership will be deducted.

If a member does not Referee enough games in the Season to cover the cost of Membership, their Game fees will be retained by the Association in lieu of full payment, discount for the shortfall applied, and no voting rights will be applicable.

Special arrangements can be made if requested by Clubs, these are to be confirmed in writing by the TDRURA and Club and are for the current season only unless otherwise agreed. Such arrangements should include consideration of the performance expectations of both the TDRURA and relevant Club for eligibility.



Table 3 – Membership fees

<u>Member Type</u>	<u>Membership Fees</u>				<u>Voting Rights</u>
	<u>\$30</u>	<u>\$40</u>	<u>\$50</u>	<u>\$Nil</u>	
Ordinary		✓			✓
Student Full Time (Secondary, Tertiary, Apprentice). Retired from full time employment	✓				✓
Family (Max 2 Adults and 2 Children, Immediate Family only)			✓		✓ (1 per Active official)
Life Member				✓	✓
Honorary (Patron)				✓	Nil

Reconciliation of Bank Accounts

A bank reconciliation is to be conducted regularly, ratified by the Management Committee, and noted in the Meeting Minutes.

History and Awards

The Secretary is responsible for maintaining the History of the Association and ensuring that it is detailed on the Association’s web page.

Annual Awards

TDRURA’s webpage lists all recipients of the Association’s annual awards. The President is the coordinator for the selection of recipients. The details of each award’s selection criteria and who presents each award are detailed in Annex A. The list of award winners is detailed on the Association’s webpage. The awards are presented at the end of the TDRU season at the TDRURA presentation dinner.

Annual Photo

An Association photo is taken on the morning of the TDRU competition Senior Grand Final day. The Secretary is the coordinator for compilation, distribution of the photo to members via email, placement on the Association’s webpage and Facebook, and hanging in the Peter Lowth Memorial Referee room.

Referee Service Recognition

The Secretary is responsible for the recognition of service by Members. Awards will be presented at the Presentation Night in five year increments and will be based on accumulated service. The member must be registered in Rugby Xplorer for time to be considered.

The certificates are held by Kwik Copy.

Management Committee

Committee and Sub - Committee Members

The Management Committee and other appointed sub-committee members are detailed on the Association's webpage. The Management Committee is elected in accordance with the Association's Constitution, Sub-Committee Members are appointed by the Management Committee as required.

General Meetings

General Meetings are held in accordance with the Constitution. All members are encouraged to attend and have a say on how the Association is run.

Management Committee Meetings

The Management Committee is and meets in accordance with the Association's Constitution.

TDRU Council Meetings and Judiciary

The President and Vice-President are the Association's representatives for TDRU's Council meetings and Judiciary Observers.

Registration and Working with Children Blue Cards

Rugby AU Registration

All members of TDRURA are to be Rugby AU registered prior to officiating. It is the responsibility of each member to register themselves via Rugby Xplorer app or the Rugby Portal under "Townsville Referees". Enquiries are to be directed to the Management Committee.

Working with Children Blue Card

The Queensland's Commission for Children and Young People and Child Guardian (CCYPCG) Blue Card system is a national criminal history check that is a key prevention and monitoring system to ascertain the suitability of people working with children and young people.

The Association complies with the Queensland Government's CCYPCG Blue Card, Working with Children regulations. In accordance with the regulations, the Association's guidelines on the subject for managing the policy can be found on TDRURA's webpage and a hard copy in the Referee's Room

The policy is to be reviewed annually and to be tabled at a Management Committee Meeting. The Policy is managed by the Secretary. All members at the start of each season will be reminded of the policy. New members during the season will be advised, during their induction, of the policy.

The Secretary manages the Association's Online Blue Card Portal and is the coordinator for all matters regarding applying for, renewing and linking an existing card holder to TDRURA, and is the Association's CCYPCG contact. In the Secretary's absence the Treasurer is the second point of contact.

For further details on the Online Application Process, please refer to the Referees Handbook.

Uniforms and Officiating Equipment

Accountability

As per audit requirements, all issued uniforms and equipment are to be accounted for.

Entitlement

The entitlement plan is detailed in Annex B. It is the responsibility of each member to arrange for the next level of issue with the Property Member.

Generally, one set of uniforms will be issued. Requests for a second set are to be directed to the Management Committee.

In the case of an Official who is issued uniforms and then who does not officiate more than 5 games, an invoice for the purchase price of the uniforms, less any game fees earned, will be issued to the Official for reimbursement.

Life Expectancy

Uniform shirts are replaced free of charge every 3 years. Socks are replaced annually. Replacement of shorts, hats etc. are at member's expense.

Gifts

Approval by the President is to be gained before any uniforms or items are gifted at TDRURA expense.

Issue

The Property Member is the coordinator for uniform issues. If the Property Member is not available, the Management Committee will assist. Times for bulk issues will be broadcast. Individual issues need to be arranged directly with the Property Member.

Purchase

Additional or replacement items can be purchased via the Property Member. There are two options for payment – deduction from reimbursement or having an invoice raised.

In addition to uniforms there are non-allocated items that members can purchase. These include long sleeve shirts, polo shirts, alternate shirt (see below for details), ties, track suits, stubby holders, and water bottles.

Outdated uniforms will be offered to members at a discounted rate – these are not to be used for officiating on Game Days.

Replacement

The Management Committee will consider a free of charge replacement of uniform if the member's body size changes and the uniform is unable to be worn. Members who purchase additional kit with sponsors listed will only be entitled to a single replacement in accordance with the life expectancy paragraph.

Uniforms/Equipment will not be replaced free of charge if they are lost or damaged.

Return of Items

When a member leaves the Association, they need to return their TJ/AR Flags. All other uniform items may be retained by the individual.

Alternate or Special Issue Uniform Items

Various other Uniform Items may be made available as determined by the Management Committee. The expectation of Conduct when wearing these items is the same as for the Official Uniform.

The Alternate Indigenous Shirt which has been designed, is not compulsory, but is available for Members to Purchase at Half Price for the first shirt, additional shirts at full price. Family members are also encouraged to purchase one (at full price) to wear when supporting TDRURA Members. The use of this shirt for Refereeing is restricted to NON-Regular Season games (i.e. 7's Tournaments, Tournaments for other Organization's etc.).

An Exception MAY be made by the Management Committee for Special Interest Days such as Ladies or Indigenous Rounds – this will be communicated to all Members via Email.

Any Representative Games are to use the Regular Sponsored Uniform unless there is a colour clash, in which case Permission to use an Alternate strip is to be sought from the Management Committee.

Annex A Annual Award Guidelines

Peter Lowth Memorial President's Award

Selected By: TDRURA President.

Award Guidelines: Awarded to the TDRURA member who, whilst serving on a TDRURA committee, has gone well above the standard that would be expected.

Presented by: President

Greg Palmer Memorial Most Improved Referee Award

Selected By: TDRURA Development Officer in consultation with TDRURA Referee Coaches.

Award Guidelines: Awarded to the TDRURA member whose Referee skills have improved the most over the season.

Presented by: TDRURA Development Officer or their delegated representative.

Ron Barnes Memorial A-Grade Grand Final Award

Selected By: N/A

Award Guidelines: Awarded to the TDRURA member who refereed the A-Grade final in the TDRURA competition.

Presented by: A member of the Barnes family if available.

Beryl Barnes Memorial Quiet Achiever Award

Selected By: TDRURA President, Vice President and TDRURA Development Officer in consultation with TDRURA Referee Coaches.

Award Guidelines: Awarded to the TDRURA member who contributed to the Association while generally not being noticed or asked. This could include: officiating at short notice, participating in work parties, contributing to the success of social events, fund raising, or contributing in referee training.

Presented by: A member of the Barnes family if available.

TDRURA Life Members Most Promising Award

- Selected By:** TDRURA Development Officer in consultation with TDRURA Referee Coaches.
- Award Guidelines:** Awarded to the TDRURA Referee who showed the most promise for improvement during the season.
- Presented by:** A TDRURA Life Member at the dinner.

Junior Referee Award

- Selected By:** TDRURA Development Officer in consultation with TDRURA Referee Coaches.
- Award Guidelines:** Awarded to the TDRURA junior member (under 18 years old for the duration of the season) who displays keenness, is accepting of guidance and presents well.
- Presented by:** The major sponsor representative or a minor sponsor in their absence.

Best on Ground Award

- Selected By:** TDRURA President from submissions by TDRURA members.
- Award Guidelines:** Awarded to the TDRURA member who had the most spectacular fall/trip whilst officiating any Rugby Union game during the season.
- Presented by:** On selection by the Management Committee.

TDRURA Most Appointments and Most Appointments by a Junior Referee Awards

- Selected By:** TDRURA Appointment Officer.
- Award Guidelines:** Awarded to the TDRURA member who has officiated the greatest number of TDRU competition games during the season.
- Most Appointments by a Junior Referee is awarded to the TDRURA Junior member (under 18 years) who has officiated the greatest number of TDRU competition games during the season.
- Presented by:** On selection by the Management Committee.



Annex B: Uniform Entitlements

		Socks \$15	Shorts \$35	Green Jersey S/Sleeve \$40 *	Whistle \$25	Whistle Lanyard \$10	Y R B Cards \$15	Hat ** \$20	Flags \$45	Bag \$40
Referee (Not Accredited)	After completing Smart Rugby and Referee Ready	✓ Annually	✓	✓	✓	✓	✓	✓	✓	
	Gaining Level 1 accreditation and Officiated 5 games									✓
Referee (Accredited)	On completing Registration and Blue Card confirmed.	✓ Annually	✓	✓				✓	✓	✓
Assistant Referee	After Completing Smart Rugby and AR Level 1 Course, Completion of Registration and Blue Card confirmed.	✓ Annually	✓	✓				✓		

* Purchase of Long Sleeve Jersey involves an additional \$5 surcharge and is not part of the uniform issue.

** Hat is a choice of a Visor, Peak Cap or Wide Brim.

		Hat ** \$20	Backpack \$45	Polo Shirt \$40	Jacket \$75	Tie \$50	Patron's Blazer	Life Member Badge & Hat (Lifers Supply)
Patron	On appointment						✓	
Life Member	On appointment			✓		✓		✓
Management Committee Member	On appointment			✓	✓	✓		
Referee Coach	On appointment	✓	✓	✓	✓			
Sponsor	Initial Sponsorship or Change of Uniform			✓				
A member who commenced their Pathway with TDRURA	On appointment of their first TDRU 1 st grade match as a referee					✓		
Honorary Member	Nil Entitlement							

The following additional Items do NOT form part of the uniform issue but may be purchased for an additional cost (dependent on minimum order quantities being reached):

Pink Indigenous Shirt (Prices as per below)	L/Sleeve Surcharge	Radio Vest (For Comms)	Training Shorts	Jacket / Hoodie	Tie	Stubby Cooler	Drink Bottle
Initial Purchase for Member \$20 Additional Shirts or Family Members \$40	\$5 *	\$55	\$40	\$75	\$50	\$5	\$5



Annex C: Committee Member Expenses

<u>Management Committee</u>	<u>Payment</u>	<u>Sub Committee</u>	<u>Payment</u>
President	\$ 100.00 + phone	Secretary	\$ 100.00
Vice President	\$ 100.00	Education Officer	\$ 100.00
Treasurer	\$ 100.00	Development Officer	\$ 100.00
		Appointments Officer	\$ 200.00 + phone
		Communications Manager (Radios etc.)	\$ 50.00
		IT Manager	\$ 50.00
		Social Media Officer	\$ 50.00
		Property Manager	Nil
		Junior Member	Nil
		Social Member	Nil



Annex D: Fuel Reimbursement Request Form

1. Fuel Reimbursement is funded by Government Grants. The reimbursement amount per person depends on the success of winning such Grants for the season and the acquittal criteria for them.

The Reimbursement amount may not fully cover the actual claimed Fuel costs, as available funds will be distributed amongst all applicants where possible.

2. Fuel Reimbursement is on application only and under the following conditions.
 - Member seeking reimbursement is appointed officially by TDRURA
 - Travelling to only officiate (Referee Coach, Referee, or Assistant Referee) a TDRU competition game/s
 - Non-Licence holders may apply when being driven by a non-TDRURA member
 - Not travelling in:
 - A leased or work vehicle (where the fuel is already paid for)
 - An electric vehicle (no fuel used)
3. The Member applying for reimbursement is to detail the below information and forward, by email, to the TDRURA Treasurer (finance@tdrura.com.au).
4. The applicant's reimbursement amount will be added to the individual's reimbursement at the end of the year.
5. All enquiries are to be directed to the TDRURA Treasurer (finance@tdrura.com.au).

Name of Member seeking Reimbursement:	_____
Date of Game:	_____
Location of Game:	_____
Games Officiated (Teams/Grade or Competition):	_____ _____
Cost of Fuel (copy of Docket to be attached):	_____
Signature:	_____



Annex E: End of Year Function / Presentation night Planning

1. The following is a suggested list for organising the End of Year Function:

a. General

- Invitations – members, life members, patron, past patron’s family and sponsors
- Location
- Dress
- Cost
- Entertainment
- Hosts for sponsors and passed patron’s family

b. Presentation Night

- Trophies – recipients, engraving, individual awards
- Recognition Certificates – Print and sign (President)
- Who presents – annual awards, life membership, recognition certificates and pathway referees first 1st grade match
- Appoint MC
- Running Sheet
- Additional Seats may be required for children

The following table details the entitlements for Sponsors, Patrons, Lifers etc.

	<u>TDRURA Pays</u>	<u>Self Paid</u>
Sponsor	Drinks & Meals	Nil
Current Patron	Drinks & Meal	Nil
Past Patrons Family Representatives (Barnes & Lowth Families)	Drinks only	Meals
Life Members (unless also qualifying as a Sponsor or Patron)	Nil	Drinks & Meals

Annex F: Life Member Selection Criteria and Considerations

Selection Criteria

Life Membership of the TDRURA may be bestowed on any person (see Considerations) who has:

- rendered a significant period of service to the TDRURA. The period of service should be at least 10 years; however, the Committee may vary this based on the weight of the prospective life member's contribution. The period of service does not have to be consecutive years; and
- made a distinguished contribution to the TDRURA that has enabled the Association to operate efficiently, effectively, safely, and in line with Rugby's Core Values. This could be through one of the following roles/attributes, or a combination thereof, but is not limited to:
 - Being on a committee.
 - Helping the development of referees, assistant referees, referee coaches or/and committee positions.
 - Maintaining administrative/governance responsibilities.
 - Someone who regularly puts their hand up for short notice games, working bees, cleaning, washing and maintenance tasks etc.
 - Has made a significant contribution to establishing and maintaining the TDRURA's relationship with the TDRU and/or the Clubs within our competition.

Life Membership Considerations

Potential nominees for TDRURA Life Membership should include past and present members of the association and other individuals, who may not be members of the Association but contribute to the successful running of the Association. Nominees could be:

- Committee members;
- Members who do not officiate, but contribute significantly to the association;
- An out-of-town referee who is instrumental in the ongoing recruitment and development of members from regional locations;
- A Townsville-based Match Official who is instrumental in the ongoing recruitment and development of members but for work or family reasons etc. is not able to serve on the committee (e.g. club liaison officer);
- Member who regularly and consistently contributes to the application for, and acquitting of, grants and funding;
- Member who spends untold hours videoing games and/or coaching/mentoring referees;
- Persons who Develop and maintain our website and social media sites;
- Property and Uniform Managers; and/or
- A supporting sponsor.